

PAPER PUBLICATION GUIDE

INTRODUCTION

This guide is to be used in the preparation of technical papers to be published in the *International Telemetering Conference Proceedings*. It has been developed to foster consistency and readability.

PAPER SUBMISSION PROCESS

Submission of a paper starts when an author submits an abstract to the Paper's site. The author will receive an email acknowledging acceptance of the abstract from the Technical Chair. Upon notification of acceptance, the Author will submit the paper according to the ITC Paper Publication Guide (this document). Since the Proceedings is a PDF oriented document, it is highly encouraged that authors submit their paper in PDF format. **Please make sure that all PDF document files are unlocked.** Lastly, the author is to submit their author's agreement form in PDF by uploading the document to the Paper's site. Please contact the Technical Chair for clarification of these guidelines as necessary.

FINAL PAPER SUBMISSION

To submit your final paper you will need the following:

- Your paper in proper format uploaded to the Paper's site
- A signed author's agreement form in proper format uploaded to the Paper's site
- A short (one paragraph) biography/introduction entered into the Paper's site

STUDENT PAPERS

Student papers use the same submission process and require the same items as regular papers. Additional student guidelines are listed below:

- The use of thesis and class project report documentation is encouraged as a major building block for student papers.
- Student Papers are to be original work by a Student or team of Students in Communications Engineering, Telecommunications, Computer Science, Electrical Engineering, Software Applications Engineering and related fields of study at an accredited College or University.
- Student Papers are to be sponsored by a faculty member or members at the accredited University or College where the student is pursuing a degree. Faculty sponsors are to be advisors and are to be credited as such in all Technical Paper submittals. Faculty advisors must be named in the title area of all final Student Paper submittals being clearly identified as advisors.
- Student Papers can be submitted in two categories, Graduate or Undergraduate; they must be clearly identified as to category at the time of submittal.

PAPER FORMAT

Your completed manuscript is expected to be at least two (2) pages but not over ten (10) pages in length including appendices. Use any of the following word processor formats: Microsoft Word (version 5 and higher), Rich Text Format (RTF), or Portable Document Format (PDF). Final paper submittals are requested in PDF files in an unlocked state.

- Format the document single-spaced, 1 column per page, page size 8.5" x 11", with margins of 1 inch (2.5 cm), left-right and top-bottom. All pages must be in portrait format (vertical orientation).
- Font: Times Roman (or similar) font for the entire manuscript including headers
 - Title – 16 pt Bold, All caps, Centered
 - Authors – 14 pt Bold, Initial Caps, Centered
 - Student Paper Advisor(s) – 14 pt Bold Initial Caps, Centered (Student Papers Only)
 - Author Affiliation – 12 pt Bold, Centered
 - Section Heads – 12 pt, Bold, All caps, Centered
 - Body – 12 pt, Full justification
- Line Spacing
 - 2 blank lines between Title and Author
 - 0 blank lines between Author and Affiliation
 - 4 blank lines between Affiliation and first section head
 - 1 blank line between section head and paragraph
 - 1 blank line between paragraphs
 - 2 blank lines between last item in section and next section
- Lists – 1 blank line before and after list, 6 space indent
- Use block style – no first line indents.
- Leave blank lines after headings and paragraphs.
- Number all pages centered at the bottom of each page, starting with the first page.
- All files (main document, images/graphics, and additional files) must have a 3-letter file extension appropriate to the file type being submitted. This applies to Mac platform users, since their operating system does not require file extensions.

Footnotes:

Avoid the use of footnotes; however, if the material cannot be placed with ease in the text or appendix, a brief footnote may be used. Place the footnote at the bottom of the appropriate page.

Equations:

An equation starts flush left, as with most copy, followed by the equation number in parentheses. Always follow each equation immediately with an explanation of its symbols.

Example: where e = energy

t = time

T = Temperature

Exceptions:

- Very simple or universally known equations may be run in with the text and left unnumbered.
- If a great number of equations and formulas are used, include them in an appendix.

- If a great number of symbols are used, list them in a nomenclature section.
- Where there are long equations that take two or more lines, separate them at a sign of operation:
 - Leave "dot" product, multiplication, and division signs at the end of the first line.
 - Place addition, subtraction, and equal signs at the beginning of the next line.
 -

Figures (Line Drawings and Photographs):

Use consistent units of measure within each illustration and throughout all illustrations if at all possible. Make sure that identifying words, call outs, units of measure, etc. are consistent with those discussed in the text of the manuscript.

Graphics, drawings, diagrams, photographs, etc., are not to be “anchored” to the page in the electronic copy. Doing so creates severe problems with formatting when your document is printed. Text wraparound graphics, etc., must also be avoided. Embedded video or animated graphics in papers is not allowed.

All graphics must be legible in black and white. Please avoid using color shadings, color backgrounds, etc., in the production of graphics since they often appear “muddy” when printed – papers are usually printed in black and white for review and evaluation. All illustrations incorporated in a paper MUST be referenced in the text. References to illustrations in the manuscript must be by Figure Number (Figure 1., 2., etc.). All graphics must adhere to the same paper size and margin specifications as text.

Tables:

Use graphs and charts to illustrate trends and relationships. Tables should only be used to illustrate exact quantities. Keep tables as simple as possible.

Other considerations:

- Standard measurements or units should be used within a column and throughout the table.
- Unit labels should appear only in the column heading.
- Tables having large or very small measurements, such as thousands or millions or micro throughout should have column headings reflect those orders of magnitude.
- Note the accuracy of measurements by showing significant digits and always use a cipher before a decimal point less than one (0.45).

TECHNICAL CONTENT

Your technical paper is expected to be original material and contain high quality technical material – either by its very nature or because your paper shows a new application for the work previously done by another. To these ends it is highly recommended that you conduct a thorough search of related technical literature prior to writing your paper. Of course, give proper credit to those who have done earlier work in the subject and assist readers of your paper in further study and application by citing relevant references. Your technical papers that have been previously published are unacceptable for publication in the Conference Proceedings; however, expansion

on and updated findings pertinent to your previous work is acceptable if the previous work is properly referenced.

AVOID COMMERCIALISM AND AN OVERZEALOUS USE OF COMMERCIAL TRADE NAMES IN YOUR PAPER. Papers describing the commercial applications of technology are expected and welcomed. All papers must include substantial technical content that advances knowledge in telemetering or a related field. **PLEASE DO NOT MAKE YOUR PAPER A SALES PITCH FOR A PARTICULAR PRODUCT OR A RESTATING OF A PRODUCT'S SPECIFICATIONS/DATA SHEETS.**

Papers submitted for publication in the *Proceedings* are accepted for publication at the discretion of the International Foundation for Telemetering (IFT). The IFT delegates acceptance for publication responsibility to the Technical Chairman for the Conference. All papers are reviewed; noncompliance with this guideline is grounds for paper disqualification from the *Proceedings* and the Conference. The IFT Board of Directors retains the sole right in its discretion to reject any submitted paper, and any person submitting any papers acknowledges the Board's right to do so.

MANUSCRIPT DIVISIONS

Title

Readers, libraries, indexing services, and data retrieval services often use titles for identification of documents: therefore, keep the title descriptive and brief. Please avoid clichés, slang, or little known acronyms. Title length is to be limited to fifteen words with ten words being the preferred maximum.

Abstract

Always include a brief abstract for use by the reader and abstracting services. The purpose of the abstract is to summarize the purpose, scope, methods, results, and conclusions reached in the paper. **The abstract is to be no more than one hundred words in length.** Abstracts for manuscripts of a non-experimental nature should describe data sources and data manipulation. If the findings are too numerous to list, focus on those that are new, of long term and significant value, and contradict previous theories or are relevant to a practical problem.

Use a minimum of technical language in the abstract because many readers of your abstract will not be technically oriented people. This will also help to eliminate unnecessary detail. The abstract is complete if it is able to stand-alone and adequately describes the manuscript by providing just enough background information to make results understandable.

Write the abstract first; then, after you have written the rough draft of the manuscript compare and revise both to insure that they emphasize the same point(s) and draw the same conclusion(s). Be especially careful that the information in the introduction and conclusion coincide with the abstract.

Key Words

Data retrieval services use key words to identify contents of articles and papers. Limit key words to five.

Introduction

The introduction begins the manuscript by providing the background or history of a particular problem that led to the research, experiment, or application described in the manuscript. Other material such as a description of the research facilities available for the study and limitations in the scope of the manuscript due to a lack of time, equipment, or relevancy may also be included. The introduction may be a preview of how the material will be presented in the paper and it may state the relationship of the subject matter to larger areas of study. Keep the background information as brief as possible, stating only the aspects relevant to the manuscript.

Body

Everything that we have been talking about so far has been getting ready for the real meat of the paper. This is where the real message of the paper is conveyed. As you are writing and reviewing your paper, ask yourself these questions:

1. Does the body of the paper provide enough information to convey the intended message?
2. Is the necessary material present to make the paper "stand on its own"?
3. Has the material been divided into main headings and subheadings, and do divisions emphasize the important points of the manuscript? Do the subheadings support the main headings?
4. Is the subject matter developed logically, being free from gaps and discontinuities?
5. Have graphs, charts, and line drawings/illustrations been used in the context of the paper and do they fit with the text where they are introduced?
6. Are the illustrations, graphics, and graphs well prepared for reproduction?
7. Do the facts presented in the paper adequately support the conclusion(s)?

Conclusion

The conclusion states the final results, emphasizes the most important points, and directs the reader to relevant other areas. This is where you must compare the results with the original theory, especially if the results do not match the expectations. You need to recommend further areas of investigation and speculate on possible applications. The conclusion is your last chance to reach your audience; make it clear and concise.

Acknowledgments

This division is optional but highly desirable. Keep the list of persons and institutions as brief as possible. Cite (with permission) only those who provided substantial contributions to the work.

References

The use of references is highly encouraged. References are an important part of any paper because they establish the credibility of research and provide the reader with a source for further reading. Please comply with the following format in the use of references:

Books

Author's last name, first name, "Chapter Title," Book title (underlined), Edition number, Volume Number, Publisher, City, State, Date of Publication, Page Numbers (NOTE: Use chapter title, edition number, and volume number only if applicable)

Journal/Magazine Article

Author's last name, first name, "Title of Article," Journal name (underlined), Place of Publication, Volume, Number, Issue Number, Month, Year, Page Number. (Note: Give place of publication only if outside the USA)

Report

Author's last name, first name, "Report Title," Report Number, Publisher or Research Sponsor, City, State, Month, Year.

Paper

Author's last name, first name, "Paper Title," Paper Number, Meeting, City, State, Date of Meeting- Month, Year. [Note: Cite meeting papers as Proceedings or Transactions of... (Spell out society name and give date and location of meeting.) If proceedings have been published, treat as a book.

Nomenclature

This division is optional but can be of great value if your paper makes extensive use of symbols or terminology. Use a nomenclature table or glossary of terms to remove lengthy or frequent explanations in the text of your paper which break up thought trains and logic patterns.

Appendix

This optional division is used to remove descriptions of apparatus, complex equations, derivations, or data that are nonessential to the understanding of the paper from the main body of the paper. Identify appendices as Appendix A, Appendix B, etc. with a brief, descriptive title. In the case where there is only one appendix, do not use the identifying letter.

PUBLICATION RIGHTS**IFT POLICY**

It is the formal policy of the IFT to own the copyrights to all copyrightable material that is published in the *International Telemetering Conference* Proceedings and to the individual contributions contained therein, in order to protect the interests of the IFT, its authors, and their employers, and at the same time, to facilitate the appropriate re-use of this material by others. When a paper is submitted for publication, the IFT understands that acceptance for publication in the *International Telemetering Conference* Proceedings implies that IFT has the rights to do all things it normally does with such a paper. CLEARANCE OF PAPERS applies to all material submitted to the IFT for use in the ITC. The IFT must of necessity assume that material submitted for publication is properly available for general dissemination to the audiences the ITC is organized to serve. It is the responsibility of the authors, not the IFT, to determine whether disclosure of their material requires the prior consent of other parties and, if so, to obtain it. Furthermore, the IFT must assume, if an author uses within his/her paper previously and/or copyrighted material, that permission has been obtained for each use and that any required credit lines, copyright notices, etc. are duly noted.

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