

**Preparation of Papers in Two-Column Format
for the OCEANS 2003 Proceedings and Dvd/CD-ROM
(Preferred 14 pt. Arial or 16 pt. Times New Roman Font, Bold, Centered,
Initial & Noun Caps)**

J. Q. Author (10/12 pt.), Affiliation (9/10 pt.)
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Abstract-These instructions give you basic guidelines for preparing your journal quality paper for the Conference Proceedings. Papers will be published in as Dvd/CD-ROM (color) and print (B&W). Dvd/CD-ROM proceedings will be available at the conference. The normal length of the paper should be kept to 6 to 8 pages. Expanded abstracts should be 3 to 4 pages. Over ten pages, you may lose your reader. (See Table 1 for all font point sizes.)

I. INTRODUCTION

You MUST prepare the camera-ready copy of your manuscript on actual **U.S. 8.5" x 11" letter size**.

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II. GENERAL INSTRUCTIONS

A. Paper Size

Submit in **8.5" x 11"** (Choose: U.S. letter size. **DO NOT CHOOSE A4 SIZE PAPER.**)

B. Margins

Top Margins **0.5"** (12.7), Bottom **1"** (25.4), Left & Right **0.7"** (17.78), Middle Gutter should be **0.2"** (5.08).

C. **PAGINATE PDF's ONLY. (DO NOT PAGINATE WORD FILES).** Number each page (Four digit) **0.5 inch** from bottom, center of page in **12 pt. Font**. (E.g. 1234).

D. Columns

Two columns, each **3.45"** (87.63) wide, separated by **0.2"** (5.08) Gutter and **9.5"** (241.3) high, fully justified.

E. Font

You Must Use Arial or Times New Roman (All operating systems have these as resident fonts). **YOU MUST INCLUDE FONT FILES FOR ALL OTHER FONTS.**

(For the Dvd - If we do not have your font, Adobe Acrobat will try to create a readable font that may not be acceptable). See Table 1 for font point sizes.

F. Style

Primary, first-level headings are centered, numbered with Roman numerals (I., II., III., etc.)

Secondary Headings are flush left, numbered with cap letters (A., B., etc.)

Tertiary headings are indented, numbered with Arabic numbers followed by a right parenthesis.

Paragraph indent for body text is **3/16" (0.187" or 4.76mm)**.

The "Acknowledgments," "References" "Appendix," and "Appendix Title," are centered. The Roman numerals used to number the section headings are optional. If you do use them, number "Introduction," but not "Acknowledgment" or "References." See Table 1 for all font point sizes.

G. Variables

Variables are in *italics* throughout the paper.

H. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1.1), (1.2), (2.1), (2.2), etc.. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a+b=c. \quad (1.1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Use "(1.1)," not "Eq. (1.1)" or "equation (1.1)," except at the beginning of a sentence: "Equation (1.1) is ..."

I. Figures

Figures should occupy a single column, if possible, and must be image inserted in place. The caption is under the figure.

All reference to the figure use "Fig." followed by the figure number. Fig. is also used in the caption.

J. Tables

Tables should occupy a single column, if possible, and must be printed in place. The caption is above the table.

TABLE I TYPE SIZES FOR CAMERA-READY PAPERS			
Type size (pts.)	Appearance		
	Regular	Bold	Italic
8	Table captions, ^a table superscripts		
8/10	Section titles, ^a references, tables, table names, ^a first letters in table captions, ^a figure captions, footnotes, text subscripts, and superscripts		
8/9		Abstract	
9/10	Authors' affiliations, main text, equations, first letters in section titles ^a		Sub-heading
10/12	Authors' names		
14/16		Paper title	
Arial/TNR	^a Uppercase		

K. Figures and Tables

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table captions should be above the tables. Avoid placing figures and tables before their first mention in the text. Use the abbreviation "Fig. 1," even at the beginning of a sentence.

Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity "Magnetization," or "Magnetization, M," not just "M." Put units in parentheses. Do not label axes only with units. In the example, write "Magnetization (A/m)" or "Magnetization ($A \cdot m^{-1}$)," not just "A/m." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K."

Multipliers can be especially confusing. Write "Magnetization (kA/m)" or "Magnetization (103 A/m)." Do not write "Magnetization (A/m) x 1000" because the reader would not know whether the top axis label in Fig. 1 meant

15 000 A/m of 0.015 A/m. Figure labels should be legible, about 10-point type.

L. Photographs

Color or Black and White photos should occupy a single column, if possible, and must be image inserted in place. The caption is under the photograph.

M. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as *IEEE*, *SI*, *MKS*, *CGS*, *sc*, *dc*, and *rms* do not have to be defined. Do not use abbreviations in the title unless they are unavoidable.

III. Helpful Hints

Maintain uniformity throughout paper. Produce for maximum legibility. Type should be clear and crisp.

The Dvd will be produced in **color**. We suggest photos be in **color**. The proceedings will be printed in black & white. If your submission is in **color** and does not print out properly on a Laser Printer, then you may need to produce two papers, one for the Dvd (**color**) and one for the book (B&W) and mark your submissions as thus.

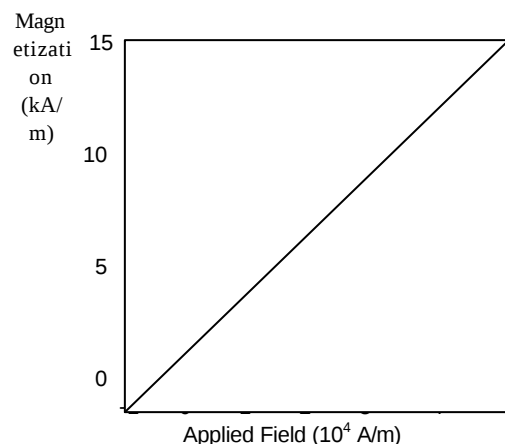


Fig. 1. Magnetization as a function of applied field.
Note how the caption is centered in the column.

Do **NOT** use poor quality photostats, Ozalids, blueprints, hectographs, or photocopies. Maintain a firm, even dark, sharp impression throughout copy. Shades of blue, green, and brown do not reproduce effectively.

A. Subheadings with Letters

Use two spaces after periods (full stops). Hyphenate complex modifiers: "zero-field-cooled magnetization." Avoid dangling participles, such as, "Using (1), the potential was calculated." Write instead, "The potential was calculated using (1)," or "Using (1), we calculated the potential."

Use a zero before decimal points: "0.25," not ".25." Use "cm³," not "cc." Do not mix complete spellings and abbreviations of units: "Wb²/m²" or "webers per square meter," not "webers/m²." Spell units when they appear in

text: "...a few henries," not "...a few H." If your native language is not English, try to get a native English speaking colleague to proofread your paper. Number each page at bottom center.

B. Units

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as "3.5-inch disk drive."

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

IV. Some Common Mistakes

The word "data" is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter "o." In American English, periods and commas are within quotation marks, like "this period." A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) A graph within a graph is an "inset," not an "insert." The word alternatively is preferred to the word "alternately" (unless you really mean something that alternates). Do not use the word "essentially" to mean "approximately" or "effectively." Be aware of the different meanings of the homophones or homonyms, "affect" and "effect," "complement" and "compliment," "discreet" and "discrete," "principal" and "principle." Do not confuse "imply" and "infer, nor ensure and insure." The prefix "non" is not a word; it should be joined to the word it modifies, usually without a hyphen. There is no period after the "et" in the Latin abbreviation "et al." The abbreviation "i.e." means "that is," and the abbreviation "e.g." means "for example." An excellent style manual and source of information for science writers is [7].

Acknowledgments

The preferred spelling of the word "acknowledgment" in the United States is without an "e" after the "g." Try to avoid the stilted expression, "One of us (R. B. G.) thanks" Instead, try "R.B.G. thanks...." Put sponsor acknowledgments in an unnumbered footnote on the first page.

References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Do not use "Ref. [3]" or reference [3]" except at the beginning of a sentence: "Reference [3] was the first ..."

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it

was cited. Do not put footnotes in the reference list. Use letters for table footnotes (see Table I). IEEE Transactions no longer use a journal prefix before the volume number. For example, use "IEEE Trans. Magn., vol. 25," not "vol. MAG-25."

Give all authors' names; do not use "et al." unless there are six authors or more. Papers that have not been published, even if they have been submitted for publication, should be cited as "unpublished" [4]. Papers that have been accepted for publication should be cited as "in press" [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

REFERENCES

- [1] G. Eason, B. Noble, and I.N. Sneddon, "On certain integrals of Lipschitz-Hankel type involving products of Bessel functions," *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529-551, April 1955.
- [2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68-73.
- [3] I.S. Jacobs and C.P. Bean, "Fine particles, thin films and exchange anisotropy," in *Magnetism*, vol. III, G.T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271-350.
- [4] K. Elissa, "Title of paper if known," unpublished.
- [5] R. Nicole, Title of paper with only first word capitalized," *J. Name Stand. Abbrev.*, in press.
- [6] Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," *IEEE Transl. J. Magn. Japan*, vol. 2, pp. 740-741, August 1987 [*Digests 9th Annual Conf. Magnetism Japan*, p. 301, 1982].
- [7] M. Young, *The Technical Writer's Handbook*. Mill Valley, CA: University Science, 1989.

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