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How to Prepare and Submit Papers for ISITA2008 CD-ROM Proceedings

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Abstract

It is described in this document how to prepare and submit papers for the ISITA2008 CD-ROM Proceedings.

1. INTRODUCTION

The proceedings of ISITA2008 will be published as a CD-ROM and will be uploaded in the IEEExplore. This document describes how to submit and prepare your paper for the ISITA2008 CD-ROM proceedings after your paper is accepted. Section 2 includes the deadline and web site for submission, and Section 3 gives the style and format of papers. Please follow these instructions carefully.

2. SUBMISSION OF PAPERS

2.1. What, When, and Where

Authors are requested to submit a paper as a PDF (Portable Document Format) file with at most 6 pages to the ISITA2008 web site.

The deadline[1] of final paper submission for accepted papers is **Sept. 7, 2008**, which is very strict. Papers received after this date will not appear in the ISITA2008 CD-ROM Proceedings.

To submit the PDF file of your paper, you have to access to the ISITA2008 Internet site:

http://www.sita.gr.jp/ISITA2008/

and click '**Paper submission**' . You should follow the instructions.

2.2. Important Notices

Your paper will not be included in the ISITA2008 CD-ROM Proceedings if you do not satisfy one of the following instructions.

- The deadline of submission must be kept strictly.
- Only a PDF file is acceptable.
- If your PDF file is not readable in our PCs, it will not appear in the proceedings.
- All fonts must be embedded.
- The file size should be about 3M Bytes at most.
- The paper should not exceed more than **6 pages**[2] .
- Do not password-protect it for your PDF file.
- Keep the instructions for font and margin.
- Do not use any local fonts in figures, tables and body of the paper.
- Be sure to check your PDF with English version of PDF reader before submission.

This work was supported by zzzzzzzz.

[1]The deadline of submission for review is **May 7, 2008**.

[2]If you use this style file for an extended summary in the first submission for review, it should not exceed more than **3 pages**.

2.3. Copyright Transfer and Registration

All papers presented at ISITA2008 will be uploaded in the IEEExplore. Before final paper submission, you must transfer the copyright of paper to the IEEE, and at least one of authors must complete the registration of ISITA2008 and the payment of the entry fee. Otherwise, your paper will not be accepted. The copyright transfer and registration can be performed at the ISITA2008 Internet site.

3. PREPARATION OF PAPERS

3.1. Format

The papers must be at most 6 pages long, including title, author's name, affiliation, address and contact author's email, and abstract. All parts must be written in English.

The LaTeX style file (isita2008.sty) that produces this document can be downloaded from '**Author instructions**' in the ISITA2008 Internet site: **http://isita2008tpc.org/**.

The authors who use other text processing systems should attempt to duplicate the style of this document, in particular the sizes and type of font, as closely as possible, except for a header. If you do not use the LaTeX system, do not include any header in your document. We insert the header after we receive your PDF file.

3.1.1. Page size

The size of papers is A4. Don't use the letter size. The printing area is 175mm × 226mm (6.9in × 8.9in). Nothing outside this area will be printed except for the header of the first page. The top margin and left-side margin are 25mm (1.0in) and 17mm (0.67in), respectively.

3.1.2. Fonts

The default font size is 10pt. The paper title has to appear in 11pt, boldface and centered across the top of the two-columns. Capitalize the first letter of each word in the title. The author's name has to appear in 11pt. The affiliation has to appear in 10pt. The author's names and affiliations need not be strictly confined to the number of lines indicated.

The section headings appear in boldface, 10pt, numbered, and flush-left format. Capitalize most words. Examples of the headings are included in this paper.

The subsection headings appear in boldface, 10pt, numbered, and flush-left format. Capitalize the first letter of each word. The sub-subsection headings appear in italic, 10pt, numbered, and indented like a paragraph. Capitalize the first letter of the first word only.

3.1.3. Numbering

The captions of figures are numbered by Arabic numerals and placed under the figures. The captions of tables are numbered by Arabic numerals and placed over the tables. The equations are numbered with parentheses as follows:

$$C = AB \tag{1}$$

References appear as a list numbered with brackets at the end of a paper. As an example, reference [1] is shown in this manuscript.

Do not write any page number at the bottom of each page.

3.1.4. Header

If you use our LaTeX style file for ISITA 2008, a header appears automatically in the first page.

For authors using other word-processors, e.g., MicroSoft Word, **do not write any header** in your paper. For any paper without a header, we insert the ISITA 2008 header to the first page of the paper.

3.1.5. Margins information for Microsoft and other word processors

We highly recommend to use the LaTeX for writing your final manuscript. In the case of the LaTeX, the style file (isita2008.sty) sets up the correct margins automatically.

The following is a notice for authors who use Microsoft Word or other word-processors except the LaTeX to write the final manuscript of ISITA 2008.

- Paper size
  - A4 (height 297mm, width 210mm).
- Horizontal margins:
  - left-margin 17mm
  - text-width 176mm (two columns 85mm + 8mm + 85mm)
  - right-margin 17mm
- Vertical margins (the first page):
  - top-margin 48mm (From the top to the upper end of the title)

(Since the header of ISITA2008 will be inserted by the committee in the case of Microsoft word or other word processors except the LaTeX, please don't write the header.)

- text-height 219mm
- bottom-margin 30mm

- Vertical margins (the second to 6th pages):
  - top-margin 41mm
  - text-height 226mm
  - bottom-margin 30mm

3.2. Generating PDF Files

Your manuscript must be submitted as an **IEEExplore-compatible** PDF file. Before submission, please confirm that your PDF file complies with the guidelines for PDF preparation for IEEExplore :

http://www.ieee.org/portal/cms_docs/pubs/confstandards/pdfs/IEEE-PDF-SpecV401.pdf

This guarantees that your file will print anywhere. If your file is not IEEExplore-compatible, your paper will not be accepted.

An IEEE Xplore-compatible PDF file can be generated from a manuscript written by *Microsoft Word, WordPerfect, Rich Text Format, Freelance, (La)TeX, PageMaker, FrameMaker, Word Pro, Quark* at **the IEEE PDF eXpress web site**[3] :

http://216.228.1.34/pdfexpress/log.asp

with Conference ID: **isita08x**.

You can also check at this site whether or not your PDF file is IEEE Xplore-compatible.

If you generate a PDF file by your own PC, note that **all fonts must be embedded** in the PDF file. Please refer to a manual of your software to learn how to embed all fonts in your PDF file. The following informations may be helpful especially if Acrobat Distiller is not available.

3.2.1. How to check embedded fonts

The list of fonts embedded in a PDF file can be checked by Acrobat Reader (`File` → `Document properties` → `Fonts`).

You can also check it by `pdffonts` (PDF font analyzer) if you use a Unix-like system.

[3]The IEEE PDF eXpress should be used for accepted papers. Don't use it in the first submission for review.

3.2.2. For LaTeX users

You can use, for example,

1. `pdflatex`
2. File format converters, e.g., `dvipdfm`. By including option `-e`, you can embed all fonts.

In case that some fonts in graphic EPS files included are not embedded correctly by the above method, try the following instead of Step 2.

2-1. Create a PS file by `dvips`

2-2. `ps2pdf -dPDFX=true <ps file>`

3.2.3. For MicroSoft Word users

You can use, for instance,

1. Commercial products provided by Adobe can create a PDF file from a Word file.
2. The following sites offer the file conversion service from a Word file to a PDF file .

http://www.goBCL.com/
https://createpdf.adobe.com/

3.2.4. For all users

You can create a PDF file by the following instructions (A), (B) and (C)

(A) Generating postscript files

Almost all applications/systems can produce a suitable PostScript (PS) file, which can then be converted to PDF. PS file may be generated in a wide variety of ways. In all cases, the quality of your PS file will have a direct impact on the quality of the converted file. A high-quality PS file is one that surely produces pages with the desired look, as efficiency as possible.

Review the following instructions for producing your PS file. This will ensure that it is usable and presented in the manner you wish.

- **You must embed ALL fonts in the PS file**
- **Embed all images and figures. You also have to pay attention to the fonts in the images and figures.**

- The Adobe PostScript printer driver is available at

  http : //www.adobe.com/support /downloads/main.html.

  Always use the latest version of the **printer driver** and **PostScript printer description (PDD) file**. Select PostScript Level 2, if available. The PPD file package includes a README file and it tells you how to install the PPD file and Adobe Universal PostScript Windows Driver Installer.
- Make sure that your submitted paper prints correctly to a PostScript printer. Files that cannot be printed, or printed with errors, usually cannot be properly converted.
- If you design your document using color, select a color PostScript printer driver to create your PostScript file. Note that many applications create color data only when printing to a color printer and will create a gray scale document unless a color PostScript printer is selected.
- Do not use custom half-tones (photograph) and pattern fills. Instead use solid-color or gray scale fills to produce a more readable document on-screen that will be loaded and printed significantly faster. This is especially important for charts and graphs.
- The use of vector graphics such as those produced by most presentation and drawing packages can be used without conversion and is encouraged.
- Do not select "Smooth Graphics." This option often produce extremely large files that will take a long time to display and print. The Smooth Graphics option is usually found in the Page Setup dialog in Macintosh applications and some Windows applications.
- The use of bit-mapped images, such as those produced when a photograph is scanned, requires significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing size, resolution (dot per inch), or number of colors in an image will dramatically increase the size of the image.

(B) Fonts

All fonts must be embedded in the PDF file. There is no guarantee that readers of the paper have the same fonts in the document. Please refer to a users guide of your file generation utility to find out how to embed all fonts.

Do not use PostScript Type 3 fonts. PDF files with PostScript Type 3 fonts will cause problems with printers.

(C) Creating PDF files from PS files

To create a PDF file from a PS file, use one of the following options:

- Using Adobe Acrobat Distiller is highly recommended. Check the **Embed All Fonts** option, or check the **Always Embed List** and add all fonts (including the base fonts) to the list.
- Go to the following site and follow the instructions.
  http://www.ps2pdf.com/convert /index.htm
- Use file converters, e.g., `ps2pdf`.

3.3. Remarks for LaTeX

As described in Section3.1, the LaTeX style file (isita2008.sty) that produced this document can be downloaded from '**Author instructions**' in the ISITA2008 Internet site **http://isita2008tpc.org/**.

The default behavior of Rokicki's dvips is to embed Type 3 bitmap fonts. By including `-Ppdf` option, you can use Type 1 fonts instead of Type 3 fonts.

You need access to the Type 1 versions of the fonts you use in your documents in order to embed the font information. Type 1 versions of the Computer Modern fonts are available in the BaKoMa collection and from commercial type vendors.

Before submitting a file with embedded fonts, consult the license agreement for your font package. Some typeface vendors do not allow you to embed complete fonts into a PDF file for public distribution. Contact the type vendor for more information.

You must embed all fonts included in your manuscript. Do not use fonts that cannot be embedded. If you do not embed the fonts, when viewed on a system that does not have your font, the font will be substituted with a different font. This can cause many Greek characters and special symbols to change to completely different characters.

4. CONCLUSIONS

This document is an example of the format for the papers of ISITA2008.

Acknowledgments

This document is modeled on the documents of ISITA2000, ISITA2002, ISITA2004, ISITA2006, VTC2002S, and ISIT2004. Also, the style file isita2008.sty is based on isita2006.sty, the LaTeX style file for ISITA2006.

References

[1] C.E. Shannon: "A mathematical theory of communications," *Bell Syst. Tech. J.*, vol.27, pt.I, pp.379–423; pt.II, pp.623–656, 1948.