

Author's Instructions for the 2010 IEEE Aerospace Conference

G. Edward Bryan
GEB Software Technology
581 Paseo Miramar
Pacific Palisades, CA 90272
310-454-9461
edbryan@alumni.caltech.edu

Abstract—These instructions are for your use in preparing correctly formatted manuscripts. A careful reading is appropriate. They also contain a full set of information about many aspects of paper preparation and presentation.

This year there is an important new rule about paper presentations: This is a conference for engineers and scientists to gather and present their work to each other. If you do not intend to come and present, please don't submit at all. We won't be able to publish your paper in IEEE Xplore.

Those authors needing Visas should apply early. Visas can take as much as six months to process. Letters for use in applications can be requested at the time of paper submission. [Email for the letter](#).

In 2009 year there were additions on ITAR requirements, organizational approval, and the Best Paper Award.^{1 2}

A double-column format is required, although figures, tables, and equations may be full-page width. Specifications are listed for typeface, type size, headings, column separation, margins, and other style parameters.

This document contains key requirements about paper presentation and submission, but if all you want to do is format your paper correctly then:

- (1) **Grab the styles for titles, headings, and body from this document. (Use the Style Organizer to copy Styles into your paper.)**
- (2) **Or use this document as a template and cut and paste your content into it**
- (3) **Check the formatting summary on the last page.**

This document has been formatted in the required manner and can be used as a template for formatting your paper. It is available from the conference [web site](#). Click [Paper Submission](#).

Authors are required to submit their papers electronically in MS Word. Word documents get an automatic format check, with required corrections noted by email.

Procedures and deadlines for submission of manuscripts are provided. Electronic input for the CD-ROM must be submitted both for review and for final paper submission as an MS Word file. Electronic files are submitted via the conference website.

Please initiate your organizational approval—including ITAR approval, if necessary--early enough to meet the various submission dates. Each year we lose papers because of delays in approval. Please don't let yours be one of those.

Authors should bring laptops for their presentations.

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1. INTRODUCTION

The 2010 IEEE Aerospace Conference papers are published in two forms: 1) the Proceedings on a fully searchable CD-ROM, including full indexing, hypertext links, and full text search, which is distributed to all conference registrants, and 2) a paperbound Digest, consisting of titles, authors, and paper summary.

Proper formatting of your paper as specified in this document contributes to the successful production of these documents. All papers are also published in PDF format on the IEEE Xplore Web based system, after the conference concludes.

¹978-1-4244-3888-4/10/\$25.00 ©2010 IEEE.

²IEEEAC paper #1001, Version 1, Updated April 14, 2009

Can't Find a Rule for Formatting?

Where this document is silent on a formatting question, it is because it is not important or is the writer's option. When in doubt, make a choice that makes your document most readable.

English is the official language of the conference, and the official page size is 8.5 x 11 inches—do not use A4 size paper.

The US Dollar is the official currency of the conference.

Best Paper Award

A Best Paper Award, including a \$500 honorarium, is presented each year for excellence in technical innovation and presentation in the written paper. The paper is selected by the Paper Judging Committee with input from technical reviewers and track and session organizers. The selection is conducted prior to the conference and is based on the written paper submission only, not the oral presentation at the conference.

The award is presented at the Conference.

2. PAPER SUBMISSION

Electronic versions of your manuscript are required by November 1, 2009 for the paper peer review. By January 4, 2010 the final, corrected version must be submitted in electronic form. No submission of printed paper is required, at all.

The electronic submissions must be in a recent version of MS Word, preferably XP, 2003 or 2007. This will permit us to do an automatic format check of your paper, assuring that it meets format requirements.

Review Manuscript (Due November 1, 2009)

This manuscript must be a complete, fully formatted, proofread manuscript, ready for publication in electronic form.

Copies of reviewed manuscripts including peer reviewer comments and suggestions will be made available to the corresponding author electronically about November 13, 2009. Authors are expected to make any changes required by reviewers and submit final copy.

If you submit more than one version of your paper for review, mark them with a version number (in a page-one footnote) so that we can be sure we review the latest version.

This review manuscript must be submitted only electronically via our web site.

IEEE Copyright Forms (Due November 1, 2009)

Authors are also responsible for signing and returning an IEEE copyright form. Copyright forms are available on the web at www.aeroconf.org. Early attention to this important matter is necessary to guarantee your paper's inclusion in the conference. Signed copyright forms should be mailed by November 2, 2009. Papers cannot be published without a signed copyright form.

Copyright Notice

Authors must insert a copyright notice as a footnote on the first page of the paper. Choose an appropriate alternative from the list of three below:

- (1) For papers in which all authors are employed by the US government, the notice is: "U.S. Government work not protected by U.S. copyright"
- (2) For papers in which all authors are employees of a Crown Government (UK, Canada, Australia), the notice is: 978-1-4244-3888-4/10/\$25.00 ©2010 Crown.,
- (3) For all other papers the notice is: 978-1-4244-3888-4/10/\$25.00 ©2010 IEEE

ITAR Compliance

International Traffic in Arms Regulation (ITAR) controls the export and import of defense articles and defense services as detailed in the U.S. Munitions List. Information in the public domain is outside the purview of ITAR. (Please note that proprietary company information is not considered to be in the public domain.)

All authors submitting material to IEEE are expected to obtain any needed clearances for their works to be freely published in IEEE publications. Authors who:

- * are U.S. nationals (including green card holders)
- * work for a U.S.-based organization, regardless of where they are physically located; or,
- * work at a U.S. location of a non-U.S.-based organization,

must also ensure that ITAR compliance has been obtained for any and all papers submitted to IEEE for publication. IEEE assumes that each author involved in government contracts will meet their contract obligations and that these obligations will, by definition, satisfy the requirements for ITAR compliance. This is consistent with longstanding IEEE policy that authors obtain necessary approvals before publishing with IEEE. In such cases, the IEEE U.S. Export Control Compliance Form (PDF, 74KB) can be used to obtain that confirmation.

If you have any questions about ITAR, please contact the IEEE at itar@ieee.org.

Organizational Approval

Submission of your paper implies that it has received the proper clearances from your company, affiliation, or organization. The conference is not responsible for restricting the viewing of your paper without prior arrangement.

Final Manuscript (Due January 4, 2010)

Your final paper must be submitted electronically for the CD-ROM, and the Conference Digest. No paper copy is required. See below for electronic format and submission procedures. Also see the web site, www.aeroconf.org, for final instructions for electronic submission at the time you are submitting the final copy.

Conference Digest

A digest consisting of the title, corresponding and presenting author(s) and affiliation(s), and a 100-word summary of each paper will be distributed to all conference attendees. When you submit your final electronic copy, you will be asked for updated information for this digest.

This summary, printed in the Digest, will be read by all—make it good. This is your chance to sell your work and attract audience to your presentation.

Electronic Version

A CD-ROM will be produced from electronic submissions and distributed to all registrants at the conference. Authors are required to submit an MS Word document, PC Word XP, 2003 or 2007 preferred. We will do an automatic format check and email needed corrections to you immediately. You may submit multiple revisions of your paper to be analyzed for format errors, but try to get your paper clean in just a few attempts. The electronic files submitted will be used to produce a draft PDF version of your paper, posted on-line. Please review this PDF version to ensure that we generate results satisfactory to you. Sometimes it takes a few hours or even a day to carry out the electronic editing and conversion process. Have a little patience if your PDF does not appear on our web site right away.

Document Properties

To build an index for the CD-ROM, we need title information about your paper included with your file submission.

- (1) In Word: Select “File”→ “Properties,” then fill in the dialog box with your paper’s title.

Electronic Submission

Before submitting your paper:

- (1) Scan your document with an up-to-date anti-virus product. If we detect a virus, your file will be deleted.
- (2) Remove passwords or other protection from your file that would prevent us from opening it.
- (3) Submit .doc versions of the paper. You may zip large papers to conserve transmission bandwidth.

File Content—Files must be in MS Word. The preferred Word version are Word XP, 2003, or 2007.

Transmission—The files must be sent to us via our web site, www.aeroconf.org. Login and click “Paper Status/Submit Paper/Change Presentation Status” under “Authors’ Area.” Once approved, your paper will be numbered as your abstract number plus 1000, and therefore abstract 001 is paper 1001.

Organizational Approval

Please initiate your organization’s approval process early enough to meet the November 1, 2009 submission date. Each year we lose papers because of delays in approval. Please don’t let yours be one of those.

Mailing Address and Phone Numbers

IEEE Copyright Forms should be mailed to:

Charles Fogg, Paper Review Chair
IEEE Aerospace Conferences Office
1301 Lynngrove Drive
Manhattan Beach, CA 90266
310-336-0655

(If you are sending FedEx please mark “NO signature required.”)

If you have any questions or problems about your manuscript, please feel free to contact one of the Program Co-Chairs:

Ed Bryan, 310-454-9461 edbryan@alumni.caltech.edu
Mel Montemerlo, 703-455-6215, montemerlo@gmail.com
Karen Profet, (310) 545-9642 karen.profet@aero.org
Richard Mattingly, 818-354-4605
richard.l.mattingly@jpl.nasa.gov
Tommaso Rossi, +39-3358374382,
tommaso.rossi@uniroma2.it

3. PAPER ORGANIZATION

IEEE papers usually, but not always, consist of nine parts:

- Title
- Author(s)
- Abstract

- Table of Contents
- Introduction
- Body
- Conclusions
- References
- Biography

Acknowledgments and appendices may be added as appropriate. Sections of the paper may be numbered, if appropriate.

There will be no global page numbers on the CD-ROM as it is fully searchable. Please number the pages of your document 1 through n. This helps to reconstruct dropped papers during the review process.

Title

The title should clearly indicate the subject of the paper as briefly as possible. Since a paper is indexed by significant words in the title, and since many readers select papers to read on the basis of the title, it should be chosen with considerable care. Titles should not be more than 1.5 lines. Titles longer than about 100 characters (including spaces) will be truncated in the CD-ROM index. Important, distinguishing words should, therefore, be near the beginning.

Author(s)

Names of all authors, their affiliations, postal addresses, phone numbers, and e-mail addresses should follow the title, centered on the full width of the page. Please spell out your first name (or second name, if you prefer); do not include titles or degrees except for military rank. Multiple authors may be listed two or three across and as deep as needed. Large numbers of authors should be grouped by address if possible.

Abstract

An informative abstract of about 150 words is needed. It should state concisely:

- (1) The work that has been done
- (2) The methodology (if important)
- (3) The principal results (quantitatively, when possible)
- (4) The significance of the results

The abstract summarizes the paper; it is not a justification of the work as is the initial abstract submission. It is important that the paper's abstract be as informative as possible.

The abstract section must begin with "*Abstract—*"(in italics and ending with an em dash) [Insert/Symbol/Special characters or alt+ctrl+num-].

At final paper submission you will be asked to separately submit your correct title and an abstract-like paper summary for the Conference Digest. This summary, limited strictly to 100 words, is widely read at the conference, and often used by attendees to select an interesting talk for attendance—so you should make readers want to attend your talk. Sell your talk in the Digest summary.

Table of Contents

A brief table of contents gives the reader global information about the organization and content of your paper. You should include page numbers within your paper.

Introduction

An introduction orients the reader with respect to the paper's subject and should include the following:

- (1) The nature of the subject
- (2) The background of previous work
- (3) The purpose and significance of the paper

Where applicable, the following points may also be included:

- (4) The method by which the problem is approached
- (5) The organization of the material in the paper

Body

The body contains the paper's primary message. The writer should bear in mind that his or her objective is to communicate information to the reader efficiently and effectively. Even workers in the same field appreciate clear indications of the line of thought being followed, and explanations are essential for non-specialists who want to understand the general nature and significance of the work. Acronyms should be defined at first occurrence: e.g., IEEE Aerospace Conference (IAC). The use of trade names, company names, and proprietary terms should be limited.

Color in figures or text is encouraged. It can add significantly to understanding, and is reproduced faithfully on the CD-ROM. Please use color only where it enhances the reader's understanding of the paper. Color should only be used for pictures and diagrams; all text should appear in black. When scanning images, use 300 dpi and 256 colors. Use of higher resolution pictures is a waste of space and transmission bandwidth. Reduce prepared pictures in size to the equivalent of 300 dpi.

Footnotes—Footnotes may be used as desired by the author.³ They should begin on the page where called out and should be in 8 point type. It is helpful in tracking lost or

³ Footnotes may be used as needed. Use 8-point type.

misplaced papers if the paper number is included in a footnote on the first page.

Conclusions

Conclusions should be clearly stated and should cover the following:

- (1) Principal results of this work and its significance.
- (2) Limitations and advantages.

Where applicable, the following points should also be included:

- (3) Applications of the results.
- (4) Recommendations for further work.

The importance of the conclusion is underscored by the fact that some readers may concentrate primarily on this part of the paper.

References

List and number all bibliographical references at the end of the paper. When referring to them in the text, type their corresponding reference numbers [1] in square brackets. References to books, articles in proceedings, and journal articles should follow the example forms given in [2], [3], and [4] for punctuation, quotation, and italics.

Biography

The final element in the paper should be a short biography for each author, which can include items such as fields of expertise, areas of research, affiliations, work experience, education, and personal information. A 1.25" w x 1.5" h picture (at 300dpi) of each author should be included, a headshot.

Other

Appendices and acknowledgments should be included if appropriate to your work.

4. MANUSCRIPT STYLE

Paper Length

The paper should consist of 6 to 20 pages (or longer, if justified by the nature of the material and with the approval of a Technical Program Co-Chair), including illustrations. We prefer that authors publish substantially more material in their paper than they can cover in the standard 18-minute presentation, thus providing a more complete and useful resource. Lengths of invited papers are determined individually.

Paper, Margins, and Spacing

You must format your electronic submission to 8-1/2 x 11 page size in double-column format with three-quarter-inch margins on each side, top and bottom. There should be one-quarter inch between columns. Please justify the columns both right and left.

Lines of text should be single-spaced except for double spacing before headings and space-and-a-half after.

Paragraphs should not be indented, and one blank line should separate paragraphs.

Main Text Typeface

Please use 10-point Times or Times New Roman font and a line spacing of 10 points.

Page Numbers

Number the pages of your paper with 10-point numerals at bottom center of each page, including the first.

Headings

Use these Author's Instructions for examples of the following. Also use the included styles for headings, titles, etc.

Title—Using bold 20-point Times New Roman typeface, center the title of the paper at the top of the first page. Use upper- and lower-case letters. Use Title Case on all words except articles. Remember that the CD-ROM index will truncate titles at about 100 characters. Use the "IEEETitle" style included in this document, and see the title of this document for an example.

Author—Type the name of the author and his or her affiliation, postal address, phone number, and e-mail address following on separate centered lines, in upper- and lower-case letters and in 10-point Times New Roman type. If there are many authors, their names may be placed two or three across the page. If there are very many authors, try to group those with common addresses. See the author listing on page one of this document for an example

Major Headings—Major headings are centered in the column. Use Times New Roman 12-point Small Caps, Bold (check the "Small Caps" box in the font setup menu). Use double space before the heading and space-and-a-half after. This can be accomplished by using the "ieehead" style included in this document.

Subheadings—Subheadings are set in italics and placed flush on the left-hand margin on a separate line. You should double space before and space-and-a-half after subheadings. This can be accomplished by using the "ieesubhead" style included in this document

Subsubheadings—Subsubheadings are italicized, followed by an em dash (an em dash is inserted via Insert/Symbol and selecting from the Special Characters or alt+ctrl+num-), and run in at the beginning of the paragraph. To create a subsubheading paragraph, use the ieenormal style and apply italics manually. This paragraph contains a correctly formatted subsubheading.

Other Elements

Equations—Equations should be centered. When numbering equations, enclose the numbers in parentheses and place flush with right-hand margin of the column. Mathematical derivations and proofs should be developed in

A reference for help with MathType equations is given in <http://www.mathtype.com/en/products/mathtype/>.

Illustrations—Charts, graphs, line drawings and black-and-white or color photographs should be placed as close as possible to the place they are mentioned. Make figures large enough to be read easily. Figures may be full-page width⁴ or included within a column, but always choose a size for easy readability. No lettering in a figure should be smaller than 10 points. Photographs should be scanned and included in the paper. Scanned images appear most clearly on the CD when scanned at a 300-dpi resolution and are included as high-resolution JPEG files. Adobe PhotoShop and

IEEE Aerospace Conference Papers and Presentations

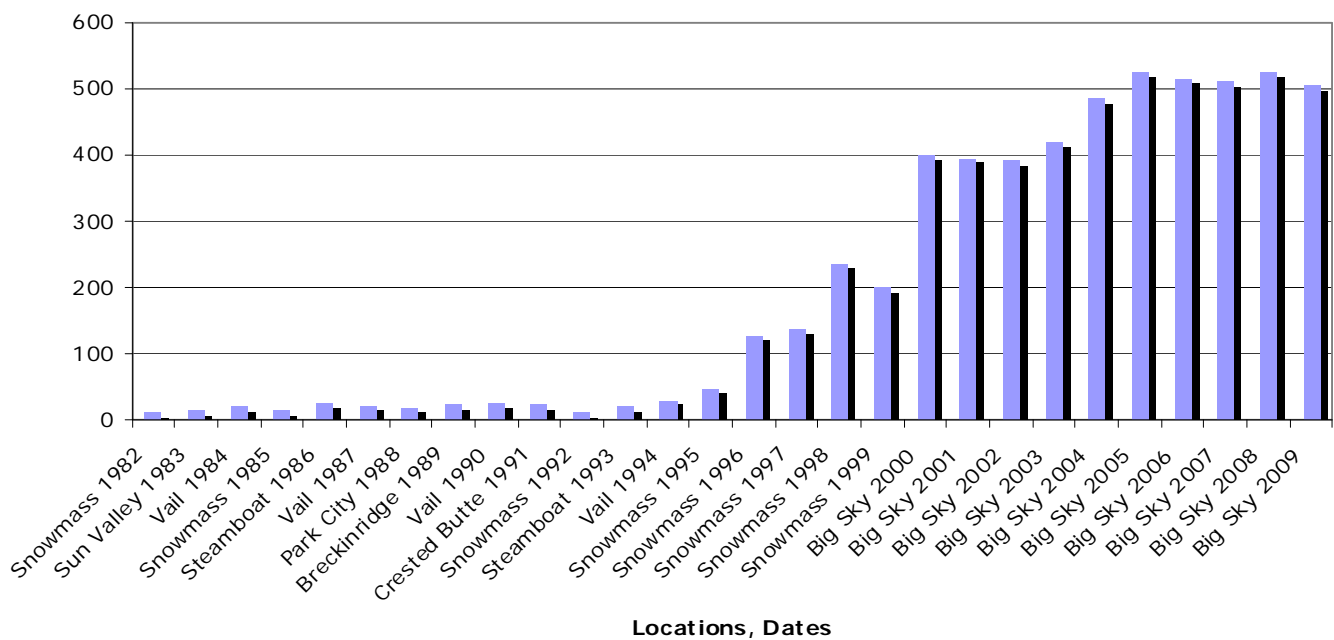


Figure 1 – Showing that the full page width may be used for figures and tables for readability

appendices.

$$F = ma \tag{1}$$

$$e = mc^2 \tag{2}$$

We support the Math font set from MathType. If the equation editing included in Word is not sufficient, we support the full MathType package.

$$|y\rangle \rightarrow \sum_x \frac{1}{\sqrt{k}} W^{xy \bmod n} |x\rangle \tag{3}$$

Illustrator EPS files also give good results. High-resolution images should be reduced in size to control file size. Please do NOT use Mac Word PICT format, as this does not translate into PC Word format.

Figure captions must be placed directly **below** and centered on the figure being described, as shown in Figure 1. Font size should be 10 point.

⁴ To make a full-width figure insert the figure at the character in the paragraph where it is referenced, right click on the figure, click “Format Object.” On the size tab choose a size that makes the figure big enough for readability, using the full-page width if needed. Then click “Wrapping Tab” and select the style you wish, say “In line with text.”

Tables—Place tables as close to the text reference as possible. Use the full width of the page for legibility, if required. Table titles should be placed directly **above** and centered on the table. Font size should be 10 point.

Unspecified Format Details

If you want or need formatting which is unspecified in these instructions, then you are free to do whatever you prefer. But please make it readable and have a look consistent with this document.

FAQ on formatting

www.aeroconf.org/2008_web/Frequently%20Asked%20Questions.doc

5. PRESENTATION INSTRUCTIONS

There will be two presentation forms at the 2010 IEEE conference: formal presentation and poster presentation.

Formal Presentation

Audiovisual—Speakers should plan to use a conference-supplied LCD projector to which the speaker's laptop may be connected. The Conference does NOT supply laptops. No overhead projectors will be available this year, however, authors may rent an overhead projector from the hotel, if one is required.

You should plan to bring your own laptop with your presentation on it. It is a good idea to bring a copy of your presentation on CD or USB drive as a backup. Please boot your computer well ahead of the time for your presentation; as boot time comes out of your speaking time.

Some Session Organizers consolidate their session's presentations on a single laptop. Consult with your Session Organizer.

Use fonts large enough so that the material can be seen clearly from the back of the room (~60 ft in the largest rooms). Please avoid crowded slides, which are difficult to see and explain. No more than 5 to 6 points should be made on a single slide. Please break up material, so that slides are not crowded.

Timing—Formal presentations are timed as follows:

Introduction	1 min
Presentation	18 min
Questions	5 min

(One-minute transition time is scheduled between papers.)

Please plan your presentation for this amount of time. Session chairmen are required to hold speakers to the allotted time because parallel sessions are synchronized to permit room changing between sessions. Much conference

time is available for additional discussion of paper materials outside the presentation schedule.

Poster Presentation

Poster sessions will follow the first plenary session each day. The time allotted for poster presentations is 30 minutes.

Authors wishing to present papers at the poster sessions should make their wishes known at the conference web site, www.aeroconf.org at the time of final paper submission. Depending on the number of papers, the nature of the paper, and the available time, some papers may be assigned to poster presentations.

Poster sessions provide an alternate presentation method for conference papers, allowing the presentation to be more detailed, intimate, and audience-focused. These sessions permit the author to present hardware for the audience to touch and feel, to play videos of dynamic activities, or to demonstrate a software program dynamically. Poster presentations provide for a close informal presentation of your material that can be more technical and directed to those most interested. They encourage a question-and-answer style of presentation.

Time and space and mounting boards will be provided for poster presentation of your paper's material. Papers for poster presentation must be prepared for a 3.6-ft x 5.75-ft space, viewed from a few feet away. Thumbtacks will be available for your use in mounting presentation materials. A large title, say 4-in.-high letters, which can be seen from across the room should be at the top of your poster to direct attendees to your poster presentation.

Authors must request from the Conference Manager, Roark Sandberg, rsandberg@aeroconf.org, any other support materials needed for their particular poster session, such as a display table, white board, etc. by February 1, 2010. There may be a charge for some items.

6. ELECTRONIC PRESENTATION HALL (EPH)

The Electronic Presentation Hall provides a venue for authors who are unable to attend the conference to supply a presentation describing their work. Your paper will run autonomously at the conference. Also authors may attend their EPH presentations and present or comment as they wish over the EPH run. If an author registers, but does not attend he will be sent the Conference CD containing all the papers, the Digest, and the Program. An EPH presentation is limited to 30 minutes including questions.

To submit an EPH presentation an author must be registered for at least one day, whether he/she attends or not.

Procedures for preparing an EPH presentation are:

- (1) Prepare your Power Point presentation as normal
- (2) Keep photos at 72 dpi to reduce file size
- (3) Set slide transitions as desired.
- (4) Attach a reasonably good microphone to your computer.

Table 1. Summary of Due Dates

Abstracts due.....	July 1, 2009
Electronic paper due	November 1, 2009
Copyright Release form	November 1, 2009
Reviewed paper to author	November 13, 2009
Final electronic copy	January 4, 2010
Registration payment	November 30, 2009
Guest payment.....	November 30, 2009
Junior Conference submission ...	January 19, 2010
Report AV requirements	February 1, 2010

- (5) Go to "Slide Show" Menu, select "Record Narration" & follow the instructions.
Proceed through the slides, recording your voice. Click left mouse button when the slide has been voice annotated & displayed for the desired length of time.
When you finish recording on your final slide, click the mouse & the pop-up window will ask if you want to record the timings - click YES.
- (6) Play your presentation - If not good, re-record until satisfactory.
- (7) Save as a .ppt file, and please play it on a different computer as a test.
- (8) Keep to a maximum of 20 minutes total length.
- (9) Please include all document components in a folder NAMED WITH YOUR LAST NAME, on upload or burned CD, for possible required compatibility alterations.
- (10) See the web site for a special template for preparing EPH presentations.

Questions? Contact [Charles Pickman](#).

All Authors selecting EPH presentation will be sent detailed instructions for preparing EPH presentations.

7. SUMMARY OF DUE DATES

The key dates for conference abstract and paper submission, review, and final copy plus the dates for registration and lodging payments are summarized in Table 1.

Registration

Online registration is available through the registration pages of the IEEE Aerospace Conference web site at www.aeroconf.org. About October 1st, you may click on the "Registration" button, to register yourself, register your guests, arrange for travel and lodging, and sign up for the banquet. If you are paying by credit card, you may do so online via a secure socket layer link. If, for some reason, you are unable to access the registration web pages, please contact the Registration Chair by email at ieeeregistrar@earthlink.net, or our Travel agent, Mountain Destinations, at 1-800-781-9396.

8. SUMMARY OF STYLE SPECIFICATIONS

The editorial style requirements for 2010 IEEE Aerospace

Style requirements for conference papers are summarized in Table 2.

REFERENCES

- [1] References should be in 10-point type.
- [2] Michael Hammer and James Champy, *Reengineering the Corporation*, New York: Harper Business, 1993.
- [3] G. Edward Bryan, "Not All Programmers Are Created Equal," 1994 IEEE Aerospace Applications Conference Proceedings, February 5–12, 1994.
- [4] G. Edward Bryan, "CP-6: Quality and Productivity Measures in the 15-Year Life Cycle of an Operating System," *Software Quality Journal* 2, 129–144, June 1993.
- [5] Aerospace Conference Web site <http://www.aeroconf.org/>

BIOGRAPHY



Ed Bryan is a consultant in software development methodology and technology. He has developed and led development of software at Bell Labs, RAND, Scientific Data Systems, Xerox, Honeywell, and Groupe Bull. He previously served as Director of Honeywell and Groupe Bull's Los Angeles Development Center, where the operating systems, databases, compilers, and communications software for the CP-6 system on main-frame hardware were developed and supported. He has held management

positions at startups International Meta Systems in 1987 and Acorn Technologies in 1997. In the early 1960s he wrote the operating system for JOSS II, one of the earliest timesharing systems. He has a BSEE from Caltech and a master's certificate in communications from Bell Laboratories.

Table 2. Summary of Style Requirements

<p>Paper and Size: Paper size/type 8 1/2" x 11" White Number of pages 6–20, (Or longer if required by the nature of the material. Invited papers are individually determined.) Margins: Top and bottom margins 3/4" Left and right margins 3/4"</p> <p>Columns: Number of columns 2 Space between 1/4"</p> <p>Title: Title typeface Bold 20 pt Times Roman upper & lower case, text centered on the full-page width. Initial caps on all words except articles. Keep less than 100 characters</p> <p>Author: Typeface 10 pt Times Roman upper and lower case centered on the full-page width. Include affiliation, address, phone number, and e-mail. Do not include degrees or titles except military rank.</p> <p>Text:</p> <ul style="list-style-type: none"> • Typeface: Times Roman 10 pt • Line to line spacing single • Space after paragraph 10 pt • Paragraph indent None • Justification Left & right <p>Acronyms: Define all acronyms on first usage. Page numbers: Bottom center of every page. Footnotes:</p> <ul style="list-style-type: none"> • Font size 8 point <p>Copyright Notice Footnote: Include a copyright notice as a footnote on the first page (government employees see text above): 978-1-4244-3888-4/10/\$25.00 ©2010 IEEE.</p> <p>Paper number Footnote: Put your paper number in a footnote on the first page. Clearly mark a numeric version number so that we review the latest one.</p> <p><i>Can't Find a Rule for Formatting?</i> Where this document is silent on a formatting question, it is because it is not important or is the writer's option. When in doubt, make a choice that makes your document most readable.</p>	<p>Headings:</p> <ul style="list-style-type: none"> • Spacing before major or subheading: Double space • Spacing after major or subheading 1 1/2 space • Major headings Center, use 12 point Small Caps, Bold • Subheadings Italic, flush left, separate line, same size as text • Subsubheadings: Italic, run into paragraph with em dash <p>Equations:</p> <ul style="list-style-type: none"> • Where?.....Centered • Equation numbers: In parentheses, flush with right of column. Include special fonts with the paper. <p>Figure and Table Titles:</p> <ul style="list-style-type: none"> • Where? Centered directly below figure • Where? Centered directly above table • Font? Times Roman 10 point bold • Scanned Image 300 dpi • Image format 300 dpi JPEG <p>References:</p> <ul style="list-style-type: none"> • Where? End of paper • Font Times Roman 10 point • References numbers: In square brackets [] • Style As shown in examples <p>Biography: Brief biography and photo of each author.</p> <p>Electronic copy:</p> <ul style="list-style-type: none"> • Submit electronic copies both for the review and the final paper. No hard copies. • Remove passwords from paper. • Scan for viruses. <p>Document properties: Put your paper's title and author name in Word "Properties"</p> <p>FAQ on formatting see: www.aeroconf.org/2008_web/Frequently%20Asked%20Que stions.doc</p> <p>Filled-out, signed IEEE copyright release form must be mailed, by November 1, 2009 to:</p> <p>Charles Fogg, Paper Review Chair IEEE Aerospace Conferences Office 1301 Lynngrove Drive Manhattan Beach, CA 90266 310 336-0655</p>
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