

# Guideline for Writing Conference Papers for IEEE E-TEMS 2021\*

\* Based on recommendations retrieved from <https://ieeauthorcenter.ieee.org/>

## **Title**

The article's title should be specific, concise, and descriptive to help readers decide if they should read the full article. Use keywords and short phrases to describe the article's content in as few words as possible. Avoid terms such as "new" or "novel" since the reader already knows that your research is new and worthy of publication.

## **Authors**

Follow the IEEE authorship guidelines when determining who belongs on the author list.

## **Abstract**

Your abstract should provide a brief summary of the research conducted, the conclusions reached, and the potential implications of those conclusions.

A strong abstract will also:

- Consist of a single paragraph of up to 250 words, with correct grammar and unambiguous terminology
- Be self-contained; without abbreviations, footnotes, references, or mathematical equations
- Highlight what is novel in your work
- Include 3-5 keywords or phrases that describe the research to help readers find your article

Most authors write the abstract last and edit it multiple times before article publication to ensure it accurately captures the entire article.

IEEE recommends that you do not include mathematical symbols in your article title or abstract because they may not display properly.

## **Keywords**

Using the right keywords in your article can make it more easily and reliably discoverable which leads to a broader readership for your article. Using the IEEE Thesaurus can help you find the best standardized keywords to fit your article. Use the thesaurus access request form for free access to the IEEE Thesaurus.

## **Introduction**

The introduction section includes a review of the existing literature to position your research within the broader scientific field and to show the novelty of your work. The introduction should also describe the question you're trying to answer with your research and why that question is important to the field.

## **Methodology**

The methodology section is a straightforward description of what you did in your research and how you did it. A detailed methodology section will make your article reproducible by other researchers, which helps others to trust and build upon your work.

## **Equations**

Ensure your mathematical equations and formulas display correctly in your published article by following the IEEE Math Typesetting Guide.

## **Results**

The results section describes the results you obtained in your research. Include figures and tables as appropriate to illustrate your results. Figures can show data trends or other visual information. Tables are best to use when the exact values are important.

## **Discussion**

In the discussion section, describe what your results mean and how they are an important contribution to the research field.

## **Conclusion**

The conclusion section can highlight potential broader implications of your work and areas that need further study. Be careful not to inflate your findings.

## **References**

The reference section is important because all scientific and technical research builds upon previous work. References help to give proper credit and attribution to that preceding body of work. References also support and validate your hypothesis. Be sure to only cite references that directly support your work. Inflating citations by adding unnecessary references is considered a breach of publishing ethics.

## **Acknowledgments**

The acknowledgments section is where you can recognize and thank those who have helped you publish this article. Here you can thank your funder, someone who supported you during the research project, or the anonymous reviewers who evaluated the article. The Acknowledgements section is optional but quite common.

## **Refining the Use of English in Your Article**

Communicate your work clearly. If you are not fully proficient in English, consider using an English language editing service before submitting your article.

General recommendations are as follows:

- Proofread before submitting or let a native English speaker proofread the text
- Check the correct usage of prepositions and articles
- Avoid the use of the “we” form and possessive pronouns (e.g. “our”), and write in neutral form instead
- Check the use of commas
- Check for extra spaces

## **Plagiarism (Similarity) Check**

IEEE defines plagiarism as the use of someone else’s prior ideas, processes, results, or words without explicitly acknowledging the original author and source. Plagiarism in any form is unacceptable and is considered a serious breach of professional conduct, with potentially severe ethical and legal consequences.

IEEE recommends a 30% similarity threshold (how much of the uploaded manuscript matches previously published material) to identify submissions that should be reviewed for possible problems. Authors of submissions that exceed 30% similarity will be asked to minimize this score.

## Template Usage

Below the recommendations based on IEEE template requirements can be found. Nevertheless, we would like to ask you to follow the template document provided for IEEE E-TEMS 2021 papers, where all components of a paper are explicitly defined.

### 1. Title

- 1.1. Font settings: Times New Roman, size 24, centered
- 1.2. Do not use Symbols, Special Characters, Footnotes, Math
- 1.3. Capitalize the first letter of the first and last word and all the nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions (If, Because, That Which). Capitalize abbreviations that are otherwise lowercase (e.g. use DC, not dc or Dc) except for unit abbreviations and acronyms. Articles (a, an, the), coordinating conjunctions (and, but, for, or, nor), and most short prepositions are lowercase unless they are the first or last word. Prepositions of more than three letters (Before, Through, With, Without, Versus, Among, Under, Between) should be capitalized (see Template)

### 2. Contact information

- 2.1. Please include contact information in the order of the provided template
- 2.2. No conjunctions are needed to list author names
- 2.3. Please use the English name of the institution/ university
- 2.4. Do not use hyperlinks

### 3. Abstract

- 3.1. Do not use Symbols, Special Characters, Footnotes, Math
- 3.2. Add an empty line between abstract and keywords
- 3.3. The Abstract should start with a capital letter as the new sentence
- 3.4. The word “***Abstract***” should be in italics, bold, and abstract itself in bold

### 4. Keywords

- 4.1. The word “***Keywords***” and keywords themselves should be in italics, bold
- 4.2. No dot is needed at the end of Keywords
- 4.3. Please add space when you start with a new key word
- 4.4. Please use commas while listing key words
- 4.5. Key words should not be specifically capitalized

### 5. Headings

- 5.1. Heading 1 settings: Times New Roman, Size 10, central alignment, capitalized, numbered
- 5.2. Heading 2 settings: Times New Roman, Size 10, left alignment, italicized, numbered with letters
- 5.3. The first letter of words in headings should be capitalized
- 5.4. Sections numbers in chapters should be labeled by alphabet letters

### 6. Figures

- 6.1. Ensure a high quality of the figure with labels that are easily readable
- 6.2. Place figures at the top and/or bottom of columns
- 6.3. Place figure captions centralized under the figure
- 6.4. Font settings for figure labels: Times New Roman, size 8
- 6.5. The first word of the figure caption should be capitalized

- 6.6. Add a dot at the end of figure captions
- 6.7. Include an empty line between the figure and its caption
- 6.8. Add an empty line after the figure caption
- 6.9. To cite a figure, please use the abbreviation “Fig. N”, even at the beginning of a sentence
- 6.10. Insert figures after they are cited in the text

## **7. Tables**

- 7.1. Place tables at the top and/or bottom of columns
- 7.2. Do not insert a figure instead of a table (screenshots are not allowed)
- 7.3. Insert tables after they are cited in the text
- 7.4. To cite a table in the text, please use this form: “Table I”, “Table II”, etc.
- 7.5. Place the table caption centralized over the table
- 7.6. Font settings for table captions: Times New Roman, size 8, centered, capitalized (small caps), numbered (e.g. “TABLE I. TABLE TYPE STYLES”)

## **8. Equations**

- 8.1. All equations should be numbered, numbering should appear flush right on line with the last line of an equation
- 8.2. Use central alignment
- 8.3. Be sure that the symbols in your equation have been defined before or immediately following the equation
- 8.4. The size of symbols and formulas should be aligned with the font size of the main text

## **9. References**

- 9.1. The References Heading is not enumerated
- 9.2. Electronic Sources should indicate a date retrieved
- 9.3. Do not use hyperlinks
- 9.4. In-text citations of references should be on the same level with the rest of the text
- 9.5. For in-text citations, it is not necessary to write “in reference [N]”. Just write “in [N]”
- 9.6. The first name of author(s) should be abbreviated
- 9.7. Write first the abbreviation of the first name, then the last name of the author
- 9.8. The list of References should only include references that were cited in-text
- 9.9. References should be translated to English language
- 9.10. References should be listed in their order of appearance
- 9.11. If more than one source is cited at a time, it should be done as followed:  
e.g. [1] – [5]
- 9.12. Unless there are six authors or more give all authors’ names; do not use “et al.”
- 9.13. For papers published in other than English language, please give the English citation first, followed by the original foreign-language citation

## **10. Acknowledgment**

- 10.1. All sponsor acknowledgments must be removed from the Acknowledgment section, and placed in the first paragraph of the first footnote