Checklist for Using the Full Paper Template

Dear author and contributor to IEEE E-TEMS 2025,

please find below the recommendations based on IEEE template requirements.
We hope this short checklist will help you improve the quality of full conference papers.
You may also find recommendations within the text in the conference template.
The conference template is mandatory to use.

1. **Title**
   1.1. Font settings: Times New Roman, size 24, centred
   1.2. Do not use symbols, special characters, footnotes, math
   1.3. Capitalize the first letters, 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)
   1.4. No sub-titles are allowed.

2. **Contact (authors) 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/organisation
   2.4. Do not use hyperlinks in the contact information

3. **Abstract**
   3.1. Do not use symbols, special characters, footnotes, math in the Abstract
   3.2. The Abstract should start with a capital letter as the new sentence
   3.3. The word "***Abstract***" should be in italics, bold, and the text in Abstract – in bold
   3.4. Add a missing dash in *Abstract*
   3.5. No references are recommended/allowed in the Abstract.

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. Keywords should not be specifically Capitalized
   4.4. Please use commas while listing the keywords
   4.5. Add a missing dash in *Keywords*

5. **Headings**
   5.1. Heading 1 settings: Times New Roman, Size 10, central alignment, numbered (Roman numbers). Headlines should follow the style that is provided in the Template ("HEADING 1").
   5.2. Heading 2 settings: Times New Roman, Size 10, left alignment, italicized, numbered (lettered list)
   5.3. The first letter of the words (the nouns, pronouns, adjectives, verbs, adverbs and subordinating conjunctions and prepositions of more than three letters) in headings should be Capitalized.

6. Figures

6.1. Ensure a high quality/resolution of the figure with easily readable labels

6.2. Try to place figures at the top and/or bottom of columns

6.3. Place figure captions as justified under a figure

6.4. Font settings for figure captions: 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. To refer to a figure, please use the abbreviation "Fig. N", even at the beginning of a sentence

6.8. Insert figures after they are mentioned in the text

6.9. Correct captions style of the Figures in accordance to the Template (e.g.: "Fig. 1. Text.")

6.10. Make sure that Figure fit into the column margins

7. Tables

7.1. Try to 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 mentioned in the text

7.4. To cite a table in the text, please use the Roman numbers ("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, centred, Capitalized

7.7. Correct captions style of the Table in accordance to the Template (e.g.: "TABLE 1. CAPTION STYLE")

7.8. No dot is needed at the end of Table captions

8. Equations

8.1. All equations should be numbered; the numbering should appear to flush right on the 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 in References

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 in Refs

9.7. Write first the abbreviation of the first name, then the last name of the author in Refs

9.8. The list of References should only include references that were cited in-text

9.9. References should be mentioned in the text in their order of appearance

9.10. If more than one source is cited at a time, it should be done as followed: e.g. [1] – [5]

9.11. Unless there are six authors or more give all authors' names; do not use "et al."

9.12. For papers published in other than English language, please give the citation translated into English followed by indication of the language of publication (in parentheses). The example you can find in the IEEE Reference Guideline, page 13.
(https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf).

9.13. The Reference list should be evenly distributed, which means that the amount of text in columns on the last page should be even

9.14. Check the references in accordance with the IEEE citation style:

https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf

9.15. Apply the style settings of the chapter "References" as it is shown in the Template.

9.16. No Figures, Tables or other elements are allowed in References.

10. Acknowledgement

10.1. All sponsor acknowledgements must be removed from the Acknowledgement section, and placed in the first paragraph of the first unnumbered foot note.

11. Other Issues

11.1. If you do not fit your element neither to Figure, nor to Table, please consider to use Algorithm or Listing captions in your paper.

11.2. Consider the Template in order to set the margins and also spaces between the lines and paragraphs.

11.3. Consider the Template in order to apply the correct fonts to the content of your paper.