

Paper Title* (use style: paper title)

*Note: Sub-titles are not captured in Xplore and should not be used

line 1: 1st Given Name Surname
line 2: *dept. name of organization*
 (of Affiliation)
line 3: *name of organization*
 (of Affiliation)
line 4: City, Country
line 5: email address or ORCID

line 1: 2nd Given Name Surname
line 2: *dept. name of organization*
 (of Affiliation)
line 3: *name of organization*
 (of Affiliation)
line 4: City, Country
line 5: email address or ORCID

line 1: 3rd Given Name Surname
line 2: *dept. name of organization*
 (of Affiliation)
line 3: *name of organization*
 (of Affiliation)
line 4: City, Country
line 5: email address or ORCID

line 1: 4th Given Name Surname
line 2: *dept. name of organization*
 (of Affiliation)
line 3: *name of organization*
 (of Affiliation)
line 4: City, Country
line 5: email address or ORCID

line 1: 5th Given Name Surname
line 2: *dept. name of organization*
 (of Affiliation)
line 3: *name of organization*
 (of Affiliation)
line 4: City, Country
line 5: email address or ORCID

line 1: 6th Given Name Surname
line 2: *dept. name of organization*
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line 3: *name of organization*
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Abstract—This electronic document is a “live” template and already defines the components of your paper [title, text, heads, etc.] in its style sheet. ***CRITICAL: Do Not Use Symbols, Special Characters, Footnotes, or Math in Paper Title or Abstract.** (*Abstract*)

Keywords—*component, formatting, style, styling, insert (key words)*

I. INTRODUCTION (*HEADING 1*)

This template, modified in MS Word 2007 and saved as a “Word 97-2003 Document” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: (1) ease of use when formatting individual papers, (2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and (3) conformity of style throughout a conference proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

II. EASE OF USE

A. Selecting a Template (*Heading 2*)

First, confirm that you have the correct template for your paper size. This template has been tailored for output on the A4 paper size. If you are using US letter-sized paper, please close this file and download the Microsoft Word, Letter file.

B. Maintaining the Integrity of the Specifications

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the head margin in this template measures proportionately more than is customary. This

measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings, and not as an independent document. Please do not revise any of the current designations.

III. PREPARE YOUR PAPER BEFORE STYLING

Before you begin to format your paper, first write and save the content as a separate text file. Complete all content and organizational editing before formatting. Please note sections A-D below for more information on proofreading, spelling and grammar.

Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper. Do not number text heads-the template will do that for you.

A. 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 or heads unless they are unavoidable.

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.
- Do not mix complete spellings and abbreviations of units: “Wb/m²” or “webers per square meter”, not

Identify applicable funding agency here. If none, delete this text box.

- ### C. Equations

Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. 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. Punctuate equations with commas or periods when they are part of a sentence, as in:

a b

D. Some Common Mistakes

- Do not confuse “imply” and “infer”.
- 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 for science writers is .

IV. USING THE TEMPLATE

A. Authors and Affiliations

1) *For papers with more than six authors:* Add author names horizontally, moving to a third row if needed for more than 8 authors.

a) *Selection:* Highlight all author and affiliation lines.

b) Change number of columns: Select the Columns icon from the MS Word Standard toolbar and then select the correct number of columns from the selection palette.

c) *Deletion*: Delete the author and affiliation lines for the extra authors.

Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Component heads identify the different components of your paper and are not typically subordinate to each other. Examples include Acknowledgments and References and, for these, the correct style to use is “Heading 5”. Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract”, will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary

text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

C. Figures and Tables

a) *Positioning Figures and Tables:* Place figures and tables at the top and bottom 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 heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

TABLE I. TABLE TYPE STYLES

Table Head	Table Column Head		
	Table column subhead	Subhead	Subhead
copy	More table copy ^a		

a. Sample of a Table footnote. (Table footnote)

Fig. 1. Example of a figure caption. (figure caption)

Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[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”.

ACKNOWLEDGMENT (Heading 5)

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”. Avoid the stilted expression “one of us (R. B. G.) thanks ...”. Instead, try “R. B. G. thanks...”. Put sponsor acknowledgments in the unnumbered footnote on the first page.

REFERENCES

PA Citation Basics When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, like, for example, (Jones, 1998). One complete reference for each source should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference.

On the other hand, if you are directly quoting or borrowing from another work, you should include the page number at the end of the parenthetical citation. Use the abbreviation “p.” (for one page) or “pp.” (for multiple pages) before listing the page number(s). Use an en dash for page ranges. For example, you might write (Jones, 1998, p. 199) or (Jones, 1998, pp. 199–201). This information is reiterated below.

Regardless of how they are referenced, all sources that are cited in the text must appear in the reference list at the end of the paper.

- Arnott, G. D. (2017). The disability support worker (2nd ed.). Cengage Learning.
- Blakey, N., Guinea, S., & Saghafi, F. (2017). Transforming undergraduate nursing curriculum by aligning models of clinical reasoning through simulation. In R. Walker & S. Bedford (Eds.), Research and Development in Higher Education: Vol. 40. Curriculum Transformation (pp. 25-37). Higher Education Research and Development Society of Australasia. <http://www.herdsa.org.au/research-and-development-higher-education-vol-40-25>
- Brown, C. (2018). Creating better learners through learning science: A sample of methods. Journal of Library Administration, 58(4), 375-381. <https://doi.org/10.1080/01930826.2018.1448652>
- Johnson, A. (2018, May 24). “It doesn’t need to be this way”: The promise of specialised early intervention in psychosis services. IEPA. <https://iepa.org.au/network-news/it-doesnt-need-to-be-this-way-the-prmise-of-specialised-early-intervention-in-psychosis-services/>
- Ruxton, C. (2016). Tea: Hydration and other health benefits. Primary Health Care, 26(8), 34-42. <https://doi.org/10.7748/phc.2016.e1162>

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We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Text Box > Colors and Lines to choose No Fill and No Line.