

MANUSCRIPT PREPARATION GUIDELINES

IEEE Potentials is the student magazine of The Institute of Electrical and Electronics Engineers (IEEE). It is published during the academic year and has a circulation of approximately 48,000 student and recent graduate members. *IEEE Potentials* is dedicated to serving the needs of up-and-coming (undergraduate, graduate, and entry level) engineers. Subjects of interest are explored through timely articles. We hope to assist those climbing the ladder to success on a technical, professional and personal level.

Content

Manuscripts can deal with theory, practical applications or new research. Manuscripts should not “talk down to” nor “be over the heads of” the intended readership. Articles can be tutorial in nature; however, equations should be kept to a minimum. The manuscripts in *Scientific American* are good examples of the right level.

Manuscripts should be “stand alone” in nature. *IEEE Potentials* does not publish multipart articles. Multiple articles dealing on similar topics may be submitted if they can be published separately. Articles should list only the important references at the end of the manuscript. **There should not be any embedded reference numbers in your text.**

Submitted manuscripts are reviewed by students, *IEEE Potentials* staff, expert reviewers and others as appropriate. With your submission, you should recommend **at least two people** to review your manuscript. Also, please include five or six lines of autobiographical information with your manuscript.

Text Preparation

Hard Copy

The first page should include your name, address, phone and fax numbers and email address.

Manuscripts should be **typed, double spaced and single sided.**

Electronic Copy

IEEE Potentials prefers manuscripts to be submitted in Microsoft Word format. DOS text (ASCII) and Word-Perfect submissions are also accepted. All submissions must be on 3.5 inch disk labelled with the machine type (PC or MAC) and word processing software, including version number.

Art Preparation

Hard Copy

Clarity is very important for artwork submitted. Artwork can be black and white glossies, Kodachrome color slides or black ink on white laser paper.

Line drawings, graphs and diagrams should be camera-ready quality.

Graphs and diagrams should reproduce well when reduced in size. Figures taken from books must include book title, publisher, page number and diagram label. Graphs should be drawn with just the major coordinate lines showing. Lettering on graphs, diagrams and figures should be in uppercase and lowercase.

Electronic Copy

Line drawings should be submitted as Adobe Illustrator, Aldus Freehand or Corel Draw files in their native format. If other packages are used, files should be submitted in encapsulated postscript (EPS) or bit mapped (TIFF or PCX) format. Submit each figure as an individual file and name each file as it relates to the manuscript (e.g. fig1.eps, fig2.pcx, photo1.tif, etc.) Please avoid using high end CAD programs and presentation software such as Harvard Graphics, HP Gallery or Microsoft PowerPoint.

Screen capture images should be submitted in bit mapped format (TIFF or PCX). Before the image is captured, set the screen resolution as high as possible (300 DPI minimum) and make the image as large as possible.

Photographs taken with a digital camera should be submitted in a bit mapped format (TIFF or PCX). Photographs taken with a traditional camera should be submitted as high quality color transparencies, slides or prints. *IEEE Potentials* staff will scan the photo into a suitable bit mapped format.

Manuscript Length

The manuscript's length in number of words will be determined by its number of published pages and illustrations. The chart below can assist in determining the approximate number of words the manuscript should contain. Manuscripts should be no longer than 4000 words in length. Manuscripts considered too long will be shortened by the *IEEE Potentials* staff.

Manuscript Length as a Function of the Number* of Illustrations and Published Pages

	0	1	2	3	4	5	6
1 page	1100	900	×	×	×	×	×
2 pages	×	2000	1700	×	×	×	×
3 pages	×	3100	2900	2600	2400	×	×
4 pages	×	×	4000	3700	3300	3000	2700

* An "×" denotes when the number of illustrations and number of published pages are inappropriate.

PLEASE ADDRESS YOUR MANUSCRIPT TO

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