

# **Instructions for submitting final materials for feature articles**

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## **1. Length**

Each feature paper is limited to no more than 40 double-spaced pages, 11 point font size, including figures and tables. The total number of figures and tables can be up to 15, counting sub-figures in (a), (b), (c), etc. separately, and the total number of references up to 50. There should be at least 1.25" margin on left and right sides, and 1" margin from top and bottom. The figures and tables should be placed in the center of the column, and not tightly embedded into the text column.

## **2. Materials**

The authors have to submit the following in a single zip file:

1. The electronic file of the article (i.e., Word file or tex file) including short (150-word) biographies for each author
2. The electronic files with artwork separate from the text file.  
Accepted files are in tiff, ps, and eps, and jpeg formats. The files should be named as fig1.tif, fig2a.eps, etc.
3. Complete contact information for the corresponding author including e-mail, phone, fax, and mailing address
4. A pdf file of the article
5. Pdf files of the artwork (in some cases we may scan artwork when there is a problem with the electronic file)

## **3. Copyright**

Also, the authors must include a signed copyright form. This can be faxed to 732 981 1855 and must include the complete title of the article along with all author names. A pdf or jpeg of the signed form is preferred. Or mail it to

Geri Krolin-Taylor  
Sr. Managing Editor  
IEEE Magazines  
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Piscataway, NJ 08854

An electronic copy can be found at  
<http://www.ieee.org/about/documentation/copyright/cfrmlink.htm>

#### **4. Submission**

The material should be sent to Geri Krolin-Taylor,  
[g.krolin-taylor@ieee.org](mailto:g.krolin-taylor@ieee.org), the Sr. Managing Editor of the IEEE Magazines with copies to  
EIC (Shih-Fu Chang, [sfchang@ee.columbia.edu](mailto:sfchang@ee.columbia.edu)).

The authors can also use an ftp site. To send a file using FTP:

Send to the site: [ftp.ieee.org](ftp://ftp.ieee.org)  
Log in with the user name: anonymous  
(No password needed)  
Place file in directory: /uploads/magazine

The authors would then need to send Geri Krolin-Taylor,  
[g.krolin-taylor@ieee.org](mailto:g.krolin-taylor@ieee.org), the file name after they've put their material on the site.

Note that sending material on CD is also acceptable.