

Manuscript Template for the IEEE MTT-S Latin America Microwave Conference LAMC (Title in 18-point Times Roman)

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Institution or Organization, City (optional), Country, e-mail of corresponding author (authors' affiliation(s) listed here in 12-point Times Roman – use more lines if necessary)

Abstract—Papers submitted to LAMC will be peer-reviewed following a single-blind process (authors' information must be included in each submitted manuscript). For the Abstract, use 9-point Times Roman Bold. Set your line spacing to be 10 points rather than a single space. Indent the first line by 0.125 inches and type the word “Abstract” in 9-point Times Roman Bold Italics, followed by a long dash (option/shift/minus), and the first word of your abstract. Please try to keep the length of your abstract to 150 words or less.

Index Terms—Type here the main keywords, in alphabetical order, such as ceramics, EBG structures, etc.

I. INTRODUCTION

The following information is provided to help the prospective contributor prepare a manuscript for submission to the IEEE MTT-S Latin America Microwave Conference (LAMC).

Manuscripts must be three pages long, including all figures, tables, references, etc. Additionally, there is a size limit on the electronic version of all manuscripts. In Adobe Portable Document Format (PDF), submissions should not exceed 4 Megabytes.

This document contains instructions for the preparation of the manuscript. Once a paper is accepted, the Technical Program Reviewer's Committee (TPRC) might recommend some changes. All authors with accepted papers must submit the final version of their manuscript within the corresponding deadline. Once accepted, final submissions must be IEEE Xplore compatible. Accepted papers will be published in the LAMC Proceedings. After the conference, all presented papers will be submitted for inclusion in the IEEE Xplore Digital Library.

You are encouraged to employ this Word template for typing (or copying and pasting) your manuscript. The proposed template for LAMC is based on the one used for the IEEE IMS, with just a few variations. However, if you elect not to use this template, please remember that you must still adhere to the general guidelines embodied in this document, concerning but not limited to font size, margin size, page limits, file size, etc.

II. OVERVIEW OF THE MANUSCRIPT FORMAT

We request that you follow these guidelines as closely as possible so that the LAMC Proceedings look professional. All paragraphs of text, including the abstract, figure captions, and references, should be justified at the left and right edges.

For the Title, use 18-point Times Roman, horizontally centered. Please note that you can insert blank spaces in the Title to give the text a better horizontal distribution. The Title paragraph description should be set so that the line spacing is single with 6-point spacing before and after the Title. The font description for the Author List and Authors' Affiliation(s) should be 12-point Times Roman. The paragraph descriptions for authors and affiliations should be set to single-line spacing, with 6-point spacing after the paragraph. Use an additional blank line spacing of 12 points before the beginning of the double-column section.

III. DETAILED TEXT FORMATTING

With regular letter-size paper (8.5 x 11-inch), top and bottom margins are 0.748 inches (1.9 cm) and 1 inch (2.54 cm), respectively. The left and right margins are 0.63 inches (1.6 cm). Excepting for Title, Authors, and Affiliations, use a double-column format. The column width is 3.5 inches (8.88 cm), and the column spacing is 0.25 inches (0.635 cm).

Each major section begins with a heading in 10-point Times Roman centered within the column, in SMALL CAPITALS format. Section headings must be numbered using Roman numerals (except for the ACKNOWLEDGEMENT and REFERENCES) followed by a period, a single space, and the title using an initial capital letter for each word. The vertical paragraph spacing for the section heading line should be set for 12 points before, 6 points after, and the line spacing should be set to exactly 12 points. Hyphenation is encouraged throughout.

For the body of the paper, use 10-point Times Roman and set the paragraph spacing at “exactly 12 points” with 0 points before and after. Indent each paragraph by 0.125 inches (0.32 cm). Further details are provided in the remainder of this template on some specific situations.

A. Major Subsections

Denote subsections with left justified 10-point Times Roman Italic. Order them with capitalized alphabetic characters (*A*, *B*, ...). Follow the letter designation with a period, a single space, and then the subsection title capitalizing the first letter of each main word (title format). The paragraph description of the subsection heading is set to “exactly 12-point” line spacing with 6 points before and 6 points after.

TABLE I. SUMMARY OF TYPOGRAPHICAL SETTINGS

Section	Font Specifics (Times Roman unless specified)			Paragraph Description				
	style	size	special	spacing (in points)			alignment	indent (in inches)
				line	before	after		
Title	plain	18	none	single	6	6	centered	none
Author List	plain	12	none	single	6	6	centered	none
Affiliations	plain	12	none	single	6	6	centered	none
Abstract	bold	9	none	exactly 10	0	0	justified	0.125 1 st line
Index Terms	bold	9	none	exactly 10	0	0	justified	0.125 1 st line
Headings	plain	10	small caps	exactly 12	12	6	centered	none
Subheadings	italic	10	none	exactly 12	6	6	left	none
Body Paragraphs	plain	10	none	exactly 12	0	0	justified	0.125 1 st line
Equations	Symbol font for special characters			single	6	6	centered	none
Figures	8 to 10 point sans serif (Helvetica)			single	0	0	centered	none
Figure Captions	plain	9	none	10	0	0	justified	none, tab at 0.394
References	plain	8	None	single	0	0	justified	0.25 hanging

B. Equations

Equations should be centered in the column and numbered sequentially. Use a tab to center the equation. Place equation numbers to the right of the equation within parenthesis and right justified within its column using a second tab. An example is as follows:

$$e = mc^2 \quad (1)$$

When referring to an equation, use the number within parenthesis. Here (1) was used as an example because it was easy to type. If necessary, use the regular Word equation editor for typing your equations. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after, and its spacing should be set to “single” rather than “exactly 12 point” so that the height will auto-scale to fit the equation.

It is important to configure the Microsoft Word equations editor (if employed) so that all variables, digits, and special symbols have the correct size.

C. References

References should follow the IEEE style for citations. The heading of the References section must not be numbered. All reference items must be in 8-point Times Roman. Number the reference items consecutively in square brackets (e.g., [1]) and listed in the order cited. When referring to a reference item, use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, e.g., “Reference [3] shows ...”. Multiple references are each numbered with separate brackets (e.g., [2], [4], [7]-[9]). Examples of reference items of different categories shown in the References section include the following: book [1], book in a series [2], journal paper [3], conference paper [4], patent [5], website [6], web page [7], manual [8], datasheet [9], thesis [10], technical report [11], and standard [12].

The paragraph for references is set with a single line spacing with 0-point spacing before and after. A 0.25-inch (0.635 cm) hanging indentation should be used.

IV. FIGURES

Figures should use as much of the column width as possible in order to maximize legibility. It is suggested that you use a sans-serif font, such as Helvetica. Helvetica is larger and easier to read than Times Roman (Times Roman is fine as long as the figure text is reasonably legible). Using 6- to 9- point Helvetica usually results in a legible figure. When referring to a figure, use the abbreviation “Fig.” followed by its number. Place figure captions directly below each figure. Use 9-point Times Roman with the paragraph spacing set at “exactly 10 points” for figure captions, with a tab set at 0.394 inches (1 cm). Type “Fig. #.” (# is the numeral), then tab over to the 0.394 inches (1 cm) mark before beginning the text of the figure caption.

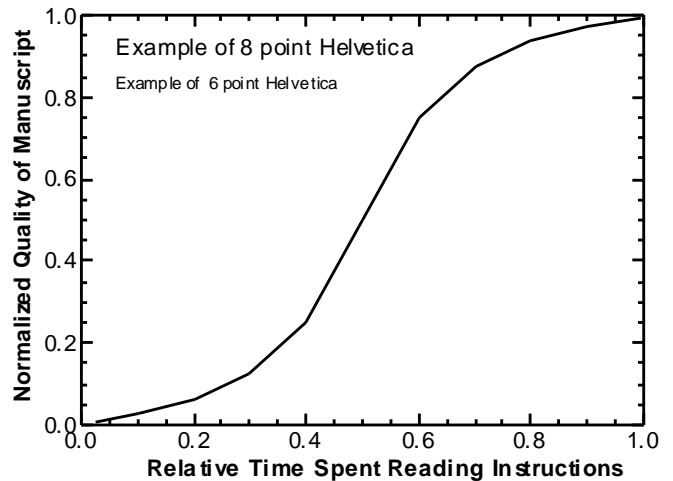


Fig. 1. Estimated relationship between the time an author spends reading these instructions and the quality of the author’s digest article.

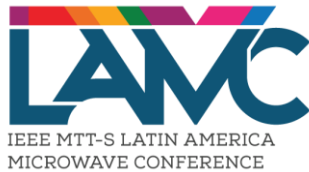


Fig. 2 General official logo for the IEEE MTT-S Latin America Microwave Conference. This logo can be used in the power-point conference presentation.

Within Microsoft Word, there are several options for placing figures within your paper. Often the easiest is to insert them between existing paragraphs allowing the figures to remain in that relative position. The paragraph description where the figure is inserted must be set to “single” spacing rather than “exactly 12 points” in order to allow the line to auto-scale in height to display the entire figure. Disadvantages of this approach are that you do not have total flexibility in placing figures and that the figures will move as text is inserted or deleted in any part of the document before the figure. If you elect to use this approach, it is recommended that you nearly complete the editing of your text before inserting any figures. Remember to allow room for them, however. Then begin inserting figures starting from the beginning of your document.

Fig. 1 was inserted using the approach described above. After the figure caption, there should be a single 12-point blank line before the text resumes.

More flexibility is obtained in inserting figures in a Microsoft Word “Text Box”. In this manner, you can place them exactly where you would like them to be on a page. This can be accomplished by inserting the figure, selecting the figure box, and then choosing “Format Picture...”. Settings which are available allow you to place the figure at an absolute position on a page, specify if the text is supposed to flow around the figure or if the figure should move with the text, etc. If you elect to let the text flow around the figure, then remember that you will have to insert a separate text box for the caption, otherwise, the figure caption is likely to become separated from the figure. Fig. 2 was created using this approach; it is fixed at the top margin of this page.

Table I was inserted in the above fashion using “Insert”, “Text Box”, creating the text contained in Table I, and then formatting the text box using all the settings available under “Format”, “Text Box...”. Table I also serves as an illustration of one of the rare instances when the double column format

requirement can be violated. Certain figures and tables will require the full page width to display. It is usually best to place these figures and tables at the top or bottom, rather than in the middle, of a page.

V. CONCLUSION

Although reading these instructions may have been an unpleasant experience, following them will improve the quality of the LAMC Proceedings. Table I summarizes much of the detail provided above. Table I also illustrates a case when the double-column format should be violated.

If you have comments or suggestions or are willing to volunteer some time to improve these instructions, don't hesitate to contact one of the Technical Program Committee members of LAMC (www.lamc-ieee.org).

ACKNOWLEDGEMENT

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