Frequently Asked Questions: Authors

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Preparing Your Article

How do I submit my paper for review, or for publication?

Visit the IEEE Author Digital Toolbox web page, which provides general guidelines regarding the submission of text and graphics, as well as templates, and instructions on how to submit multimedia materials. Most of the information is in the form of a convenient, downloadable PDF file.

I have a paper I would like to submit for publication, but I don't know which IEEE publication is appropriate. Can you help?

The Journals and Magazines page provides a listing of our publications and a link to each publication's Web page. There, you will find the scope of each publication, contact information for obtaining more details, the frequency of its publication, a description of the topics covered, associated page charges, and contact information such as the Editor-in-Chief, or Associate Editors. Some publications also supply a link to their Society's Web site for more specific information regarding that publication's review and submission processes.

Would you please send me an author kit?

Download the most up-to-date version of our IEEE "Information for Authors" kit (PDF, 260 KB). While it contains useful general information, it does not contain templates. For those you should see the tab, "Preparing Your Article," on the IEEE Author Digital Toolbox web page.

Is there a template available for my specific publication?

The IEEE provides LaTeX and Word templates that can be used for all final submissions. In addition, the IEEE Transactions on Magnetics, Magnetics Letters, and IEEE Photonics Journal have supplied Word templates and instructions for creating author submissions. All of these templates are available for download at the IEEE Author Digital Toolbox web page.

Some publications do provide information to their authors that is more specific than the IEEE's general guidelines and in some cases customized templates and instructions are provided as well. For links to individual transactions, journals, and letters Web pages, please go to the IEEE Journals and Magazines page.

I am about to submit my paper for publication and it is in FrameMaker. Is this acceptable? What other formats may I submit my paper in?

IEEE accepts TeX, LaTeX, Word and Rich Text Format (RTF).

Where can I obtain a list of keywords to include in my paper?

Keywords are listed in the IEEE Taxonomy, available by clicking here.

Preparing Your Graphics and Multimedia Materials

What are the acceptable formats for submitting graphics for my paper?

IEEE accepts Word, PowerPoint, Excel, and PDF files for graphics submission. High-resolution JPGs are acceptable for author photos only (IEEE also continues to accept Postscript, EPS, and TIFF files). As part of the production process, all grayscale figures and line art are converted to TIFF format.

Image quality is very important in how the graphics will reproduce. Even though IEEE can accept many formats, graphics cannot improve if they are poor quality when received. If you need further help or have questions, please e-mail graphics@ieee.org.

What graphics formats are not acceptable?

Figures prepared as VSD, GIF, JPEG, BMP, or any other file formats not listed as acceptable cannot be processed except in the case of an author photo.

How should I name my figures / tables / author photos?

Figures should be named beginning with the first 5 letters of the primary author's surname, followed by a number signifying the figure's sequential position within the paper. For example, the first 3 figures in a paper by author John Author would be named: autho1.tif, autho2.pdf, autho3.png.

Tables should follow a similar naming convention, the only difference is that after the first 5 letters of the author's surname, you should insert a ".t" before the table's sequential location in the paper. Note: figures and tables should be numbered independently of each other. For example, it the above author is going to include one table in his paper, it should be named "autho.t1.tif."

Author photos should be named using the first 5 letters of each author's surname. If more than one author has the same surname, you should replace the last of the 5 letters with the first letter of their first names. For example, it a paper has 3 authors, John Author, Sally Author, and Stephen Contributor, their author photos should be named authj.tif, auths.tif, and contr.tif.

How can I make sure the graphics I submit are high quality?

Format and save your graphic images using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (EPS), Portable Document Format (PDF), Portable Network Graphics (PNG), or Tagged Image File Format (TIFF), size them, and adjust the resolution settings as described in the IEEE Guidelines for Author Supplied Electronic Text and Graphics at http://www.ieee.org/web/publications/authors/transjnl/index.html. If, and only if you created your graphics using the following software, will you be able to submit the original source files to IEEE without conversion: Word, PowerPoint, or Excel. Simply placing poor quality images into any of these formats will result in poor quality graphics.

Can you improve the quality of a graphic?

Original image quality is very important to how your graphics will reproduce. Even though we can accept graphics in many formats, and make revisions when necessary, we cannot vastly improve your graphics. If a graphic is submitted at low quality, it cannot be "improved" during the publication process.

Can I take my graphics off of the Web?

No. Graphics on the web are optimized for speed of download, and are of low resolution (72 dpi). As the minimum resolution for a figure is 300dpi, graphics originating from websites tend to reproduce very poorly. Please note that increasing the resolution of a low resolution image WILL NOT improve the quality of the image, and is unacceptable.

How should I size my graphics?

Most charts, graphs, and tables are one column wide (3.5 inches, 88.9 millimeters, or 21 picas) or two column width (7.16 inches, 182 millimeters, or 43 picas wide). We recommend that you avoid sizing figures to less than one column wide, as extreme enlargements may distort your images and result in poor reproduction. Please keep in mind that we can reduce the sizes of your figures but, in most cases, cannot increase them without negatively impacting quality.

My graphics are very large; how can I reduce the size for submission?

First, make sure that all image layers are flattened, and your figure is of the correct resolution (DPI), and dimensions (no larger than 7.16 x 8.8 inches, 182 x 220 millimeters, or 43 x 52 picas). If none of these factors are the cause of your large file size, you may use any of a variety of compression methods in order to create a ZIP, SIT, or TAR.Z file:

1) "¬File > Compress" command

2) pkzip http://www.pkware.com/downloads?kc=googleppc&kw=pkzip&gclid=CKvb58GdnqYCFcNM4AodVTSynw

3) Stuffit http://www.stuffit.com

Please note that "condensing" your figures could have a small negative effect on the final quality of graphics, so we suggest this only be used when absolutely necessary.

What fonts should I use when creating my graphic files?

When preparing your graphics IEEE suggests that you use of one of the following: Helvetica, Times New Roman, Arial, or Cambria. If you are supplying EPS, PS, or PDF files, please embed the fonts. Some fonts may be native only to your operating system; without the fonts embedded, parts of the graphic may be distorted or missing when opened on another computer.

What type size should I use?

Please use consistent typefaces and type sizes in all your figures and tables. Type should appear approximately 9-10 pt when viewed at full size.

I'd like to have some or all of the figures in my paper in color. How can I determine what those charges will be beforehand?

The following are the basic charges for color:

- $1,045.00 US for printing charges (four or fewer color pages)
- $2,090.00 US (four to eight pages)
- $3,135.00 US (nine to twelve pages)
- + $62.50 US per color image (i.e., if you have two color figures the charge would be $125 US, + $1,045)

Please note that these are costs for color printing and do not include page charges or reprint charges, which must be paid separately. Once your paper is received at the IEEE, a staff editor will contact you with specific instructions on how to proceed with color figures.

If your decision is to include color graphics, IEEE will require that you send as soon as possible, a faxed copy of the purchase order reflecting the amount due or an e-mail with the following details of your credit card: Name as it appears on credit card, credit card number, type of credit card (Visa/ Mastercard etc.) expiration date, and amount to be charged. Notify IEEE, as soon as possible, if your decision is to have all graphics in black and white.

Color art can be processed only after IEEE receives either the purchase order or the credit card details.

Can my color graphics appear as color on-line but print in black and white?

Yes. There is no charge for on-line-only color.

How do I supply on-line color files?

IEEE accepts color graphics in the following formats: PDF, EPS, PS, TIFF, PNG, (and Word, PowerPoint, and Excel when they were generated within those programs). The resolution of a RGB color TIFF file should be 300 dpi. If a graphic is to appear in print or Web color, it should be submitted as RGB color. All color on web (but not in print) figures will be converted to grayscale figures for the print version if no separate grayscale file is provided. In nearly all occasions, this is sufficient. In the event that simply converting your figures to grayscale will negatively affect the information within the figure, you may submit a separate grayscale "print" file for each affected figure.

How do I create a PDF file?

Please go to the Adobe website http://www.adobe.com. Here, you will find instructions on how install a PostScript printer driver to create a PDF on any platform you are working on. You will need to download the software to install the PostScript drivers. You can do this at no cost.

Is there any way to check my graphics before submitting them?

The IEEE Graphics Checker Tool enables you to check graphic files before they are submitted. The tool will check journal article graphic files against a set of rules for compliance with IEEE requirements. These requirements are designed to ensure sufficient image quality. After receiving a graphic or a set of graphics, the tool will check the graphic(s) against a set of rules. A report will then be e-mailed, listing each graphic and whether it met or failed to meet the requirements. If the file fails, a description and explanation will be sent along with instructions on how to correct the problem. The IEEE Graphics Checker can be accessed at http://graphicsqc.ieee.org/

Why is the IEEE Graphics Checker Tool claiming my vector file has "0" resolution?

Because it does. Unlike a raster-based graphic, a vector file's information is not based on a matrix of dots, and thus it has no defined "resolution" within itself. Their resolution is determined by the output device.

Should I avoid using vector based figures?

No. Vector graphics are comprised of mathematically defined points, shapes and fills that are resolution-independent. This means we are able to size them perfectly in your paper and keep the highest possible resolution when we convert them to TIF format. When using them, it is required that all fonts be embedded. Otherwise parts of the graphic may be distorted or missing when viewed on other computers.

Why are my vector files being rasterized in my paper?

In order to avoid common font issues which cause some characters to become distorted or absent when viewed on other computers, all vector files are sized according to the authors' specifications, and then converted to high resolution TIF format. Whereas it is great to be able to zoom in infinitely and have full clarity, the integrity of the information within IEEE papers is paramount.

What if I am still have trouble creating graphics or have more questions?

For questions or more information contact the IEEE: Graphics H-E-L-P Desk at graphics@ieee.org A member of the Transactions/Journals graphics staff will contact you and may suggest you e-mail a test file.

What types of multimedia files are accepted?

For audio, IEEE accepts AIFF (older but still common Audio Interchange File Format), AU (Unix audio), MIDI, MOV (Quicktime audio), MP3, RA (Real Audio) and WAV (Windows audio) files.

For video, IEEE accepts ASF and WMA (Microsoft Media Player), AVI (Microsoft's Audio-Video Interleaved), GIF (animated GIFs) MPEG, and MOV (Quicktime) files.

How should I submit my data sets?

Data sets are typically provided in compressed format, and can be submitted in TAR.GZ, TAR.Z, HQX, SIT, or ZIP format.

What information is required in my multimedia file / dataset's README file?

The information required in your README file varies based on the file type. Please consult the following documents for specific information:

Multimedia README Requirements- http://www.ieee.org/documents/PlayableREADME.pdf

Data Set README Requirements- http://www.ieee.org/documents/DatasetREADME.pdf

Post-Acceptance Procedures
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When will my paper be available for my review?

Please e-mail trans@ieee.org or your staff editor and IEEE will provide the status.

What form will my proof copy take? Will it be e-mailed to me?

Your proof will be in IEEE format, and once your paper is ready for review, you will receive an e-mail notification from the IEEE Author Gateway (AG). Once you log in to the Web site, you will have access to a high-resolution PDF for download and review. Please make sure the IEEE Account you are using exactly matches the first name, last name and PRIMARY email address identification information that IEEE Publishing Operations has with your article.

What are the publication charges associated with my accepted paper?

The answer depends on your publication's page charge policy, including any overlength charges. To find out this information, download "Instructions for Authors on Reprints and Special Charges" (PDF, 65 KB), found under the "Post-Publication Procedures" tab on the IEEE Author Digital Toolbox web page. It also depends on how many reprints you order, and of course any color charges if you have figures in your paper that you choose to have printed in color.

If your journal has overlength page charges, then you will need to estimate the number of pages in your paper. The number of pages can be estimated two ways: counting all the pages in your submitted work (including figures, pages of text, pages of figure captions, references, bios, author photos, etc.) and divide the total by 3. Or, you can use the IEEE style template, found under the "Preparing Your Article" tab on the IEEE Author Digital Toolbox web page, to preformat your work, including figures and tables, in order to give you a more accurate page estimate.

Post-Publication Procedures
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What is the current IEEE policy regarding article-by-article posting, also known as "Early Access," and when will the papers be available online?

"Early Access" is simply the early online publication of your work in the IEEE *Xplore*® digital library prior to it appearing as a printed paper, and are available under the "Early Access" link on a publication's IEEE *Xplore* Web page. For more information, you can also contact your staff editor or your editor-in-chief.

What is the current IEEE policy regarding "Open Access," and what are the associated fees?

"Open Access" allows anyone, even those without an IEEE *Xplore* subscription to access, view, and download your work from the IEEE *Xplore* digital library. For more information, you can also contact your staff editor or your editor-in-chief.

When will my paper be available in print? Also, when will my printed, bound copy arrive? Will all my co-authors receive copies as well?

Please e-mail trans@ieee.org or your staff editor and IEEE will provide the status. You will need to check the "Information for Authors" Web page for your publication to find out whether your co-authors will receive complimentary copies of the printed publication.

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What if I do not find my paper in an abstract or index partner database?

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In which index and abstract databases does IEEE include bibliographic records?

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Much of IEEE *Xplore*'s metadata comes from IET's Inspec. Where this is not the case, Inspec style and policies are still generally followed. In some cases it is difficult to differentiate between first name(s) and last name (family name). Inspec therefore captures the names exactly as in the original document without abbreviation or punctuation and IEEE *Xplore* displays the same. For information on author name searching and related data policies, please download Author Searching on Inspec (PDF, 291 KB).

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