

# Preparation of Manuscripts for the 2000 IEEE Nuclear Science Symposium and Medical Imaging Conference

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**Abstract--These instructions provide guidelines for preparing manuscripts that were presented at the 2000 IEEE Nuclear Science Symposium and Medical Imaging Conference for submission to the IEEE Transactions on Nuclear Science (TNS) using Microsoft Word 6.0 or later. Use this document as a template. Note that your paper will be formatted further at IEEE if it is accepted for publication in the TNS. Define all symbols used in the abstract. Do not cite references in the abstract.**

## I. INTRODUCTION

THIS document is a template for Microsoft *Word* versions 6.0 or later. This template provides instructions for authors that presented a paper at the 2000 IEEE Nuclear Science Symposium and Medical Imaging Conference (NSS/MIC) and would like to submit an associated manuscript to the *Transactions on Nuclear Science (TNS)*. If you are reading a hard-copy version of this document, please download the electronic file, NSS-MIC.DOC, from the Nuclear Science Symposium (NSS) Conference Editor's page at <http://www2.me.gatech.edu/nsseditor> so you can use it to prepare your manuscript. If you would prefer to use *LaTeX*, download IEEE's *LaTeX* style and sample files from the same Web page. Use these *LaTeX* files for formatting, but please follow the instructions in NSS-MIC.DOC.

As will be detailed in Section II, submissions to initiate the peer-review process for the *TNS*, must be made electronically with PDF formatted files. To develop your manuscript, we recommend the following word processors: *TeX*, *LaTeX*, *Word* (6.0 or higher), and *WordPerfect* (5.1 or

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Paper titles should be written in uppercase and lowercase letters, not all uppercase. Avoid writing long formulas with subscripts in the title; short formulas that identify the elements are acceptable (e.g., "Nd-Fe-B"). Do not write "(Invited)" in the title. Do not begin a title with the word "On ... ."

Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials. Do not use all uppercase for authors' surnames.

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higher) for PC or Mac. For authors using word processors other than *LaTeX* or *Word*, Table I gives the font sizes and formats that are used in NSS-MIC.DOC. Use "Times New Roman" font. This document can be downloaded in *Adobe Acrobat* form (i.e., NSS-MIC.PDF) from the web page mentioned above. Note that when NSS-MIC.DOC is converted to *Adobe Acrobat*, the font size is not preserved so the text will appear smaller than normal.

When you open NSS-MIC.DOC as a *Word* file, select "Page Layout" from the "View" menu (View | Page Layout), which allows you to see the footnotes. You may then type over sections of NSS-MIC.DOC, cut and paste into it (Edit | Paste Special | Unformatted Text), and/or use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your *Word* window (for example, the style at this point in the document is "Text"). Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. Do not worry about adjusting column lengths.

The page limit for the NSS/MIC Conference Issue of the *TNS* is eight pages. This page limit cannot be exceeded without the permission of the appropriate Conference Editor. The burden is on the author to justify the additional length. Do not adjust the specified font sizes or line spacing to squeeze more text into a limited number of pages.

TABLE I  
FONT SIZES AND FORMATS

| Element     | Font Size | Font Type  | Spacing                  |
|-------------|-----------|------------|--------------------------|
| Title       | 24        | Normal     | N/A                      |
| Authors     | 11        | Normal     | 16 pt before, 1 pt after |
| Abstract    | 9         | Bold       | N/A                      |
| Heading 1   | 10        | Small Caps | 12 pt before, 4 pt after |
| Heading 2   | 10        | Italics    | 6 pt before, 3 pt after  |
| Heading 3   | 10        | Italics    | N/A                      |
| Text        | 10        | Normal     | "Multiple" at 1.05       |
| Footnote    | 8         | Normal     | N/A                      |
| Table Title | 8         | Small Caps | N/A                      |
| Figure      | 8         | Normal     | N/A                      |
| References  | 8         | Normal     | N/A                      |

## II. PROCEDURE FOR PAPER SUBMISSION

Described below are two different procedures for submitting manuscripts, both require submission in PDF format. Support will be provided at the Editor's Desk during the conference for those who do not have the capability of producing PDF files. Authors wishing to submit their manuscripts for publication in the *TNS* must also follow either the procedure described in Section II.A (submissions to the NSS Conference Editor) or Section II.B (submissions to the MIC Conference Editor). Manuscripts presented in the Fundamental Technologies and NSS Instrumentation Systems sessions of the 2000 NSS/MIC should be submitted to the NSS Conference Editor John Valentine, while manuscripts presented in the MIC Instrumentation Systems and Medical Imaging Techniques sessions should be submitted to the MIC Conference Editor Ed Hoffman. Exceptions will be granted only to those authors who get approval from both editors or are notified by one of the editors. Finally, see Section II.C for instructions regarding copyright forms.

### A. *TNS* Submissions to NSS Conference Editor

There are two stages in manuscript preparation for the NSS/MIC Conference Issue of the *TNS* described below. In the first stage, you will submit a PDF version of your manuscript to IEEE's new on-line peer review system Manuscript Central™. If your manuscript is accepted for publication in *TNS*, then you will proceed to the second stage for final submission. Please read both, as the instructions provided in the latter may influence your preparation of the former. See the NSS Conference Editor page at <http://www2.me.gatech.edu/nsseditor> for additional downloadable instructions and forms.

#### 1) *Review: PDF Only*

To initiate the review process, you will need to create an account and Author Profile in Manuscript Central™. Once your account is established, you will be able to submit your paper by typing or cutting and pasting the manuscript title, as well as the names and affiliations of your co-authors, into Manuscript Central™. In addition, you will need to type or cut and paste your Abstract into Manuscript Central™. Note Manuscript Central™ will allow you to include special characters and symbols in both the title and Abstract. These characters must be entered by hand, not cut and pasted. Finally, to complete your submission, you will upload the PDF version of your manuscript. Further details and a link to Manuscript Central™ are available at the NSS Conference Editor's page mentioned above. All questions should be addressed to the NSS Conference Editor John Valentine at [NSS.Editor@me.gatech.edu](mailto:NSS.Editor@me.gatech.edu). **All manuscripts must be submitted to Manuscript Central™ by midnight eastern standard time (EST) on November 5, 2000 to be considered for publication in the *TNS*.**

#### 2) *Final Submission: Paper and Electronic Versions*

After your paper has successfully completed the review process, the Conference Editor will ask you to submit a final manuscript for the *TNS* both in hard copy form (paper version) and electronically (electronic version). When you

submit your final paper version, print it in two-column format, as specified by NSS-MIC.DOC. Tables and figures can be embedded in this paper version or can be attached at the end of your document. (Note however that the figures cannot be embedded in the electronic file.) **Also submit, on separate sheets of paper, enlarged versions of the tables and figures that appear in your document.** These are back-up images, in case IEEE cannot read your electronic image files (see below). Also send a sheet of paper with corresponding author contact information, including telephone, fax, and e-mail, so IEEE can contact you if there is any problem with your paper. Mail this paper version of the manuscript to:

John Valentine, NSS Conference Editor  
Georgia Institute of Technology  
Neely Nuclear Research Center  
900 Atlantic Drive  
Atlanta, GA 30332-0425

Since IEEE no longer processes papers in "camera ready" form; you must also submit your final manuscript in electronic form, which IEEE will use to prepare your paper for publication. The electronic files described below are to be submitted to the NSS Conference Editor's site (see above for URL) Acceptable word processor electronic formats for your text file are *TeX*, *LaTeX*, *Word*, and *WordPerfect*. If you do not have any of these word processor formats, submit your text file as ASCII or rtf.

**DO NOT embed tables and figures in the electronic version of your paper.** All tables and figures will be processed as images. The IEEE cannot extract the tables and figures embedded in your document, and it causes problems when papers are loaded into their software. Thus, electronic versions of the tables and figures should be submitted separately from your document file, in Tagged Image File Format (TIFF).

Use a separate file for each TIFF image. High-contrast line figures and tables should be prepared with 600 dpi resolution and saved with no compression, 1 bit per pixel (monochrome), with file names of the form "1fig600.tif" or "2tab600.tif." To obtain a 3.45 inch figure (one column width) at 600 dpi, the figure requires a horizontal size of 2070 pixels. Typical file sizes will be on the order of 0.5 MB. Photographs, color figures, and grayscale figures should be prepared with 220 dpi resolution and saved with no compression, 8 bits per pixel (256 color or grayscale), with a file name of the form "3fig220.tif." To obtain a 3.45 inch figure (one column width) at 220 dpi, the figure should have a horizontal size of 759 pixels.

If you are not able to prepare your figures in TIFF, you may instead submit non-color figures in PostScript (PS) or Encapsulated PostScript (EPS) formats. File names should be of the form "4fig.ps" or "5fig.eps." Try to use Adobe Type 1 fonts in your PostScript figures.

Some useful image converters are Adobe *Photoshop*, Corel *Draw*, and Microsoft *Photo Editor*, an application that is part of Microsoft *Office 97*. Using *Word*, you may create a table,

copy it to the clipboard, and paste it directly into *Photoshop*, for example. (For some image converters, you may need to copy and paste tables into Microsoft *Paint* to create an intermediate bitmap image.) Then you may crop the table, resize it to 3.45 inch width and 600 dpi resolution, and save the image in TIFF using no compression and 1 bit (see caption for Table II). Many image converters allow you to resize but do not permit adjustment of resolution.

Most graphing programs allow you to save graphs in TIFF; however, you often have no control over compression or number of bits per pixel. You should open these image files in a program such as Microsoft *Photo Editor* and re-save them using no compression, either 1 or 8 bits, and either 600 or 220 dpi resolution (File | Properties; Image | Resize).

Microsoft *Excel* allows you to save spreadsheet charts in Graphics Interchange Format (GIF). To get good resolution, make the *Excel* charts *very* large. Then use the "Save as HTML" feature (see <http://support.microsoft.com/support/kb/articles/q158/0/79.asp>). You would then convert from GIF to TIFF using Microsoft *Photo Editor*, for example.

No matter how you convert your images, it is a good idea to print the TIFF files to make sure nothing was lost in the conversion. **If you have a scanner, you may get better and quicker results by printing your tables and figures, scanning them, and then saving them to a file.** Use 600 or 220 dpi resolution, 1 or 8 bits, and no compression.

For more information on TIFF guidelines, please see <http://www.ieee.org/organizations/pubs/transactions/eic-guide.pdf>. If you have a question about formatting your paper, or a suggestion on improving these instructions, please contact John Valentine at [NSS.Editor@me.gatech.edu](mailto:NSS.Editor@me.gatech.edu).

### B. TNS Submissions to MIC Conference Editor

#### 1) Review: PDF Only

The preferred form of submission is the PDF format, however, if you cannot produce a PDF file, we can translate most Postscript and Word files into PDF for you. The manuscripts should be sent to Ed Hoffman by e-mail at [ieee\\_ejh@mednet.ucla.edu](mailto:ieee_ejh@mednet.ucla.edu). As part of the e-mail, the author should include their address, fax and phone number, and their e-mail address. In addition the title of the manuscript should be included. Please include the session and paper number (e.g., M3-14). The format of the paper for reviewing is identical to that for NSS manuscripts. Additional instructions and downloadable forms, as well as this template, are available at the MIC Conference Editor's web site [http://ejh\\_ieee.nuc.ucla.edu/](http://ejh_ieee.nuc.ucla.edu/).

#### 2) Final Submission: Paper and Electronic Versions

After review and acceptance, the final version should also be formatted in a manner identical to the NSS manuscripts (described above in Section II.A.2) and sent to Ed Hoffman as e-mail attachments. The manuscript may also be sent on a diskette or Zip disk to:

Edward J. Hoffman, Ph.D.  
10833 Le Conte Avenue  
B2-096 CHS  
Los Angeles, CA 90095-6648

Write the authors' names and the paper number on the disk label.

### C. Copyright Form

An IEEE copyright form should accompany your final paper submission. You can get one from some recent issues of the *IEEE Transactions on Nuclear Science* or at the NSS Conference Editor's page or at <http://www.ieee.org/about/documentation/copyright/crfmlink.htm>.

## III. MATH

Use either the Microsoft Equation Editor or the *MathType* add-on for all math objects in your paper (Insert | Object | Create New | Microsoft Equation *or* MathType Equation). "Float over text" should *not* be selected.

A math object is any equation or fragment containing mathematical symbols (including Greek characters, superscripts and subscripts) that appears either in-line (in the flow of normal text) or as a display equation (in its own space between lines of text).

For *TNS* submissions in particular, you should avoid using *Word* fonts or symbols for in-line single variables with superscripts or subscripts. Use italics for emphasis; do not underline. Turn off "smart quotes" (Tools | AutoCorrect | AutoFormat tabs). Turn off automatic hyphenation (Tools | Language | Hyphenation).

Preparing your math, both in-line and display, with the Equation Editor or *MathType* allows IEEE to automatically convert most of the math in your paper to their in-house math format while allowing you to format math for the hard copy of your paper. **Do not worry about the extra space created around your math objects; it will not appear in the published version of your *TNS* paper.** The *MathType* add-on for *Word* is a commercial product. If you have *MathType*, use it for as much of your math as possible. If not, use the Microsoft equation editor, which comes as part of *Word*.

## IV. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). An exception is when English units are used as identifiers in trade, such as "3.5 inch disk drive." Avoid combining SI and CGS units, such as mass in kilograms and volume in cubic centimeters. This often leads to confusion because equations may not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

Table II lists some commonly used units in NSS/MIC publications. For a complete list of IEEE units, refer to "Information for IEEE Transactions, Journals, and Letters Authors" at the IEEE web site. The address is <http://www.ieee.org/organizations/pubs/transactions/auinfo97.pdf>

TABLE II  
UNITS COMMONLY USED IN IEEE *TNS*

| Symbol           | Quantity           | Notes                           |
|------------------|--------------------|---------------------------------|
| A                | ampere             | SI unit of electric current     |
| u                | atomic mass unit   | one-twelfth of the mass of an   |
| Bd               | baud               | unit of signaling speed equal   |
| b                | Bit                | short form of binary digit      |
| B                | byte               | a string of bits operated on as |
| eV               | electronvolt       |                                 |
| Gy               | gray               | SI unit of absorbed dose        |
| Kb/s             | kilobit per second |                                 |
| Mb/s             | megabit per        |                                 |
| um               | micrometer         | use in place of micron          |
| mil <sup>a</sup> | mil                | 0.001 inch                      |
| rd               | rad                | 0.01 Gy, unit of absorbed dose  |
| rad              | radian             | SI unit of plane angle          |
| s                | second             | SI unit of time                 |
| sr               | steradian          | SI unit of solid angle          |
| V                | volt               | SI unit of voltage              |

No vertical lines in table. Statements that serve as captions for the entire table do not need footnote letters. This table was originally created in *Word* using 26-point font in landscape page setup, selected, and copied to the *Windows* Clipboard. In *PowerPoint*, a new file was opened and the contents of the Clipboard were pasted as a "Picture (Enhanced Metafile)". It was then saved as a TIFF formatted file named 2TAB.TIF. The image file was then inserted into this *Word* document as a "Picture".

<sup>a</sup> Mil is not the preferred SI unit but its use is approved in the IEEE "Information for Authors" handbook.

## V. HELPFUL HINTS

### A. Figures and Tables

For your *TNS* submissions, IEEE will do the final formatting of your paper. Thus, you do not need to position figures and tables at the tops and bottoms of columns. In fact, all figures, figure captions, and tables can be at the end of the paper. Large figures and tables may span both columns. Create a figure caption to go below each figure and title to go above each table. For the electronic version of your final *TNS* submission, include the figure caption and table title text (separately) at the end of your electronic manuscript and do not put captions in "text boxes" linked to the figures. Note that for multi-part figures (e.g., Fig. 2(a), 2(b), etc.), the part designator (e.g., (a)) must be included as part of the figure TIF file in the final submission. Use the abbreviation "Fig." even at the beginning of a sentence. Do not abbreviate "Table." Tables are numbered with Roman numerals.

**Do not put borders around your figures.** Remember to include TIFF files of figures and tables with your final electronic submission (see Section II.B.2 or II.C.2).

Color printing of figures is available, but is billed to the authors (approximately \$1300, depending on the number of figures). Include a note with your final paper indicating that you request color printing. If you want reprints of your color article, the reprint order should be submitted promptly. There is an additional charge of \$81 per 100 for color reprints.

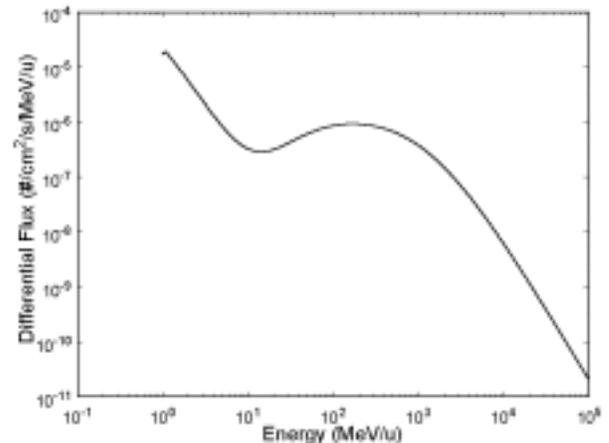


Fig. 1. Interplanetary galactic cosmic ray iron ion counts as a function of ion energy. Note that "Fig." is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption. This figure was originally created in a graphics program, *AXUM*. The graph was copied as "Copy Graph Sheet Page" to the *Windows* Clipboard. In *PowerPoint*, a new file was opened and the contents of the Clipboard were pasted as a "Picture (Enhanced Metafile)". It was then saved as a TIFF formatted file named 1FIG.TIF. The image file was then inserted into this *Word* document as a "Picture".

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity "Energy," or "Energy,  $E$ ," not just " $E$ ." Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write "Energy (MeV/u)" or "Energy ( $\text{MeV} \cdot \text{u}^{-1}$ )," not just "MeV/u." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K."

Multipliers can be especially confusing. Write "Dose (krd/s)" or "Dose ( $10^3$  rd/s)." Do not write "Dose (rd/s)  $\times 1000$ " because the reader would not know whether an axis label of 16 meant 16000 rd/s or 0.016 rd/s. Figure labels should be legible, approximately 8 to 10 point type.

### B. References

Number citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]-[3]. In sentences, refer simply to the reference number, as in [3]. Do not use "Ref. [3]" or "reference [3]" except at the beginning of a sentence: "Reference [3] shows ...". Unfortunately the IEEE document translator cannot handle automatic endnotes in *Word*; therefore, type the reference list at the end of the paper using the "References" style. Number footnotes separately in superscripts (Insert | Footnote).<sup>1</sup> Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table II).

<sup>1</sup>It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

IEEE *TNS* no longer uses a journal prefix before the volume number. For example, use "*IEEE Trans. Nucl. Sci.*, vol. 25," not "vol. TNS-25." Note that IEEE referencing style is quite different from that used by most physics journals.

Give all authors' names; do not use "et al." unless there are six authors or more. Use a space after authors' initials. Papers that have not been published should be cited as "unpublished" [4]. Papers that have been submitted for publication should be cited as "submitted for publication" [5]. Papers that have been accepted for publication should be cited as "accepted for publication", giving the expected date of publication. Please give affiliations and addresses for personal communications [6].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. If you are short of space, you may omit paper titles. However, paper titles are helpful to your readers and are strongly recommended. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [7].

### C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write "C.N.R.S.," not "C. N. R. S." Do not use abbreviations in the title unless they are unavoidable (for example, IEEE in the title of this article).

### D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Refer to "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence: "Equation (1) is ..."

### E. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: "zero-field-cooled magnetization." Avoid dangling participles, such as, "Using (1), the potential was calculated." Write instead, "The potential was calculated by using (1)," or "Using (1), we calculated the potential."

Use a zero before decimal points: "0.25," not ".25." Use "cm<sup>3</sup>," not "cc." Indicate sample dimensions as "0.1 cm × 0.2 cm," not "0.1 × 0.2 cm<sup>2</sup>." Do not mix complete spellings and abbreviations of units: use "J/cm<sup>2</sup>" or "fluence per square centimeter," not "fluence/cm<sup>2</sup>." When expressing

a range of values, write "7 to 9," not "7-9" or "7~9," except for references [1]-[3].

Use the correct format for scientific notation in text, tables, and figures. Computer notation of "E" for "×10" is not permitted. For example, numbers expressed as 6.02E-3, instead of 6.02 × 10<sup>-3</sup>, are not acceptable.

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like "this period." Other punctuation is "outside"!

If you wish, you may write in the first person singular or plural and use the active voice ("I observed that ..." or "We observed that ..." rather than "It was observed that ..."). If your native language is not English, please get a native English-speaking colleague to proofread your paper.

## VI. SOME COMMON MISTAKES

The word "data" is plural, not singular. The subscript for the permeability of vacuum  $\mu_0$  is zero, not a lowercase letter "o." Use the word "micrometer" instead of "micron." A graph within a graph is an "inset," not an "insert." The word "alternatively" is preferred to the word "alternately" (unless you really mean something that alternates). Do not use the word "essentially" to mean "approximately" or "effectively." Be aware of the different meanings of the homophones "affect" and "effect," "complement" and "compliment," "discreet" and "discrete," "principal" and "principle." 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 and source of information for science writers is [8].

## VII. EDITORIAL POLICY

For *TNS* submissions, the following policies apply. Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish "preliminary" data or results. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. The *IEEE TNS* strongly discourages courtesy authorship. It is the obligation of the authors to cite relevant prior work.

At least two reviews are required for every paper submitted. For conference-related papers, the decision to accept or reject a paper is made by the conference editors and publications committee; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection. Authors of rejected papers may revise and resubmit them to the *TNS* as regular papers, whereupon they will be reviewed by new referees.

## VIII. APPENDIX

Appendices, if needed, appear before the acknowledgment.

## IX. ACKNOWLEDGMENT

The preferred spelling of the word "acknowledgment" in American English is without an "e" after the "g." Use the singular heading even if you have many acknowledgments. Avoid the expression, "One of us (S.B.A.) thanks ...". Instead, write "S.B.A. thanks ...". Put sponsor acknowledgments in the unnumbered footnote on the first page.

## X. REFERENCES

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