



IS&T Guidelines for the Archiving 2012 Conference Proceedings

Proceedings for this conference will be prepared directly from electronic copy submitted by authors to an online submission Website. The **manuscript submission deadline is 5/25/2012. NO EXTENSIONS WILL BE GIVEN.** Unlike in years past, papers not submitted by the deadline will not appear in the official conference proceedings. Information on the electronic submission process will be provided under separate cover.

The new process requires authors to upload a MS Word or LaTeX file directly to a Website where the document is turned into a PDF file, which is used in the printed product. As such, please note that authors are entirely responsible for the content of papers submitted for inclusion in the proceedings. IS&T will no longer proofread papers or check to make sure fonts and graphics reproduce well. This is the responsibility of the author.

To ensure a visually pleasing and technically accurate final product, authors **must** format their papers according to IS&T specifications as described below and found in the author template (link at bottom of page at www.imaging.org/conferences/guidelines.cfm). Please refer to the appropriate author template for specific details. Format highlights are noted below.

Length:

- As specified in your acceptance letter

Page layout

- Paper size: **US letter-size paper** (8.5 in x 11 in or 21.6 cm x 27.9 cm).
- Left/right Margins: .75 inch (1.90 cm),
- Top/bottom Margins: 1.0 inch (2.54 cm).
- Two Column format: each 3.38 inches (8.57 cm) wide with a .25 inch (.635cm) gutter between them
- Please do not include headers, footers, or page numbers. Those will be added by IS&T when the book is assembled.

Template

- MS Word and LaTeX templates are available at www.imaging.org/ist/conferences/guide_author/index.cfm
- *Caution: Do not use prior versions of templates.*

Fonts

- The only fonts that should be used in your document are Arial, Times, and Symbol. PostScript[®] Type 1 fonts are preferred, but True Type versions may be used. Use of other fonts may produce unpredictable results. Be sure to completely clear your document of any other fonts before formatting.
- *Note to authors residing in Asia or using Asian software or fonts:* Be especially careful to remove any double byte Asian fonts such as Ryumin Light, Century, and Heisei Mincho from both text and illustrations; files containing these fonts only display properly on computers equipped for the Japanese language.
- Be particularly careful when preparing illustrations. One of our biggest problems has been substitution of inappropriate characters when original fonts are unavailable. This is problem is most common in papers coming from countries with non-western character sets (Asian languages, Cyrillic, etc.)

Graphics

- Charts, graphs, and illustrations that are a single column in width are preferred, although two-column width is also acceptable.
- All figures **must** originally be saved as TIFF or EPS files and imported into the document and embedded there.
- Use Arial for table text as indicated in the style sheet.
- All lines in figures should be at least 1 pt. Do not use “hairline” as it doesn’t reproduce well.
- When designing figures, keep in mind that **the book will be printed in black & white**, although the online version and CD-ROM will appear in color. Thus, colors should reproduce well and be legible in black and white as well as color. A line graph, for example, should use dots and dashes instead of colored lines and avoid light colors such as yellow and blue.

Equations

- Equation text should be Times 9 pt, embedded in a single column. Number equations sequentially. Make sure to call them out in the text in a way that does not confuse them with references (see below).

References

- To accommodate a similar style for Word and LaTeX documents, IS&T style calls for references to be called out in the text using brackets, i.e., [12]. Do not create superscript references.

Please remember to:

- Obtain all necessary clearances and permissions for presentation and publication of your paper.
- Complete and return to IS&T the Copyright Agreement.

Questions:

- **Manuscript questions:** Jennifer O'Brien, Special Projects Manager at papers@imaging.org or (703) 642-9090 x 101.
- **Other conference questions:** Diana Gonzalez, Conference Program Manager at archiving@imaging.org