Author Instructions for CD-ROM

Please read the detailed instructions that follow before you start, taking particular note of preferred fonts, formats and delivery options. The quality of the finished product is very dependent upon receiving your help at this stage of the publication process.

If you need technical assistance contact Sony Technical Support via email at support@seps.com or phone (408) 657-2420. Please direct only those questions regarding the formatting of your document submissions to Sony. All other questions should be direct to your organizer.

Producing Your Paper

Acceptable Formats

Papers can be submitted in one or more of the following formats, listed in order of preference. Please include a second format if possible (i.e. Postscript and the original Microsoft Word document) to assist if there is trouble during the conversion process.

- Postscript (Level I, II) (.PS)
- Rich Text Format (.RTF)

In addition to the generic formats listed, you can also submit your files in any of the following application specific formats:

- Adobe Acrobat
- AmiPro(R) 1.x - 3.1
- ASCII(TM)
- CorelDraw
- Freelance
- Harvard Graphics
- *(La)TeX
- HTML (Levels 1 - 3)
- MS PowerPoint
- MS Word for Macintosh 6.0
- **MS Word for Windows 6.0, 7.0
- MS Works for Windows 3.0
- PageMaker
- WordPerfect(R) 4.1 - 6.0 (DOS)
- WordPerfect for Macintosh 1.0 - 3.5
- WordPerfect for UNIX 5.1 - 6.0
- WordPerfect for Windows 5.x - 6.

LaTeX Submissions:

*A complete LaTeX submission should include the primary source file (.tex) along with the following files: any customized style you've selected (.cls, sty), any special formatting (.fmt), and other files that may be included in your primary file such as image files, external bibliography files (.bbl, bib), index files (.idx, ind) and other working files (.aux, .toc, .lof, .lot).

Documents converted from the TeX typesetting language into the Adobe PostScript language or Acrobat Portable Document format (PDF) files usually contain fixed-resolution bitmap fonts that do not print or display well on a variety of printer and computer screens.

Although Adobe Acrobat Distiller will convert a PostScript language file with bitmapped fonts (level 3) into PDF, these fonts display slowly and do not render well on screen in the resulting PDF file. But, if you use Type 1 versions of the fonts you will get a compact file format that delivers the optimal font quality when used with any display screen, zoom mode, or printer resolution.

Using Type 1 fonts with DVIPS

The default behavior of Rokicki's DVIPS is to embed Type 3 bitmapped fonts.

You need access to the Type 1 versions of the fonts you use in your documents in order to embed the font information. Type 1 versions of the Computer Modern fonts are available in the BaKoMa collection and from commercial type vendors.

Before distributing files with embedded fonts, consult the license agreement for your font package. Some typeface vendors do not allow you to embed complete fonts into a PDF or Post-Script language file for public distribution. Contact the type vendor for more information. You may embed all fonts included in the Adobe Type library.

When using LaTeX, only embedded fonts should be used to ensure a decent conversion to PDF. Use of times fonts is recommended. With LaTeX2e use the command \usepackage{times} and with LaTeX 2.09 use the command \documentstyle[times]{...}. You will need the following packages : times.sty, rawfonts.sty.

For more information, refer to this URL:
(http://www.adobe.com/supportservice/custsupport/SOLUTIONS/385e.htm)

MS Word

** When using a non-Latin-character-based version of Microsoft Windows, a toolbar is provided to allow you to toggle the keyboard between single-byte and double-byte characters. In the U.S., we are unable to read double-byte characters. Asian Word 6.0 (and greater), single-byte character files may be acceptable. Please add a readme file to your disk noting the program and version # used to create your document. For incompatibility reasons, you must submit a hard copy of your document along with your disk to ensure your submission is included.

If you are unable to submit your paper in any of the electronic formats, or if we encounter problems converting your electronic submission, your paper will be scanned for inclusion on the CD. Although a scanned paper looks identical to the original when printed, it is slower and more difficult to view on screen. If you do plan to deliver your paper by hard copy avoid typefaces smaller than 11 points.

Naming Convention:

Please be consistent in how you name the files you are submitting (i.e. paper#.doc (a Word file) and paper#.ps (a Postscript file)). Please use the paper number referenced during the review process. For example if you are paper number is 150 then you would name your paper 150.doc or 150.ps.

Generating Postscript Files

The submission of your document in Postscript format is the preferred method. Postscript files are more likely than others to preserve your intended layout. Almost all applications/systems can produce a suitable Postscript file although this is accomplished in a wide variety of ways. In all cases, the quality of your Postscript file will have a direct impact on the quality of the converted file. A high quality Postscript file is one that reliably produces pages with the desired look, as efficiently as possible.

Please review the following suggestions for producing your Postscript file. This will ensure it is usable and presented in the manner you wish.

- Make sure that your submitted paper prints correctly to a Postscript printer. Files that cannot be printed usually cannot be converted. Select the following printer for Postscript output:
Windows 3.1, 3.11	**Postscript** Printer driver
Windows '95	AdobePS 4.1 (available from www.adobe.com) OR any **Linotronic** printer driver
Windows NT	any **Linotronic** printer driver
Mac OS	**LaserWriter 8.x** driver
OS/2	any **Apple LaserWriter w/ Postscript** driver

- Always use the latest version of your Postscript driver and select Postscript Level 2 if available.
- Use only base fonts (see "More On Fonts") and embed all fonts in your Postscript file as discussed in the More On Fonts section. If using a Windows system select "Use Printer Fonts for all TrueType Fonts in the "Advanced Options dialog box for the Postscript printer driver.
- Embed all images and figures.
- Design your document using color and select a color Postscript printer to create your Postscript file. Note that many applications create color data only when printing to a color printer and will create a gray scale document unless a color Postscript printer is selected.
- Do not use custom halftones and pattern fills. Instead use solid-color or gray scale fills to produce a more readable document on-screen that will also load and print significantly faster.
- Do not select "Smooth Graphics". This option often produces extremely large files that will take a long time to display and print. The Smooth Graphics option is usually found in the Page Setup Dialog box in Macintosh applications and some Windows applications.

Application-Specific Files

Always save application-specific files using the default file extension (i.e. .PPT for PowerPoint) and include any other required files such as style sheets and any documents included by reference. If possible also submit a Postscript or rich text format version of your paper as well.

More On Fonts

The following fonts are considered "base fonts" and you are encouraged to limit your font selections to this list. These fonts are automatically installed with the viewing software and made available to all papers included on the published CD without having to be included within individual PDF files.

- Courier
- Courier-Bold
- Courier-Oblique
- Courier-BoldOblique

- Helvetica
- Helvetica-Bold
- Helvetica-Oblique
- Helvetica-BoldOblique
- Symbol
- Times
- Times-Bold
- Times-Oblique
- Times-BoldOblique
- ZapfDingbats

Using these fonts will reduce the size of your converted paper as well as speed up the display and printing of your paper for the readers. Additionally using only the specified fonts provides a consistent look across to all material on the published CD.

If you decide to use fonts other than "base fonts" you must submit your paper as a Postscript file with embedded fonts. The embedded fonts will be preserved during the conversion process.

Including Graphics/Images

The type of graphics you include will affect the quality and size of your paper on the electronic document disc. In general the use of vector graphics such as those produced by most presentation and drawing packages (i.e. MS PowerPoint, Freelance) can be used without concern and is encouraged.

The use of bitmap images such as those produced when a photograph is scanned require significant storage space and must be used with care. Bitmap graphics store an image as a series of numbers that represent the color of each dot in the image. Increasing the size, resolution (dots per inch), or number of colors in an image will dramatically increase the size of the image.

If your paper contains many large images they will be down-sampled to reduce their size during the conversion process. However the automated process used will not always produce the best image, and you are encouraged to perform this yourself on an image by image basis.

Suggestions for improving the quality bitmap graphics include:

- In general bitmap images should be limited to no more than 256 (8 bit) color / gray scale, 150 dpi, and should be kept as small as possible.
- Reduce the number of display colors before making screen shots. The majority of computer applications use less than 16 colors for their menus, dialogs etc.
- Select higher resolutions only for images that a reader will magnify. Image resolution does not increase when readers zoom in on an image.

All images must be embedded into your document.

Delivering Your Submission

Compressing Your Submission

Submitting your material is quicker and easier if all of the files are collected into a single archive using one of the following formats:

CD - ROM Instructions

- Pkzip (.zip)
- Tar (.tar)
- StuffIt (.sit)
- GNU Zip (.gz)
- GNU Zip Tar (.tgz)
- Compress (.z)
- Compress Tar (.taz)
- LHA (.LZH)
- ARJ (.arj)

Naming Convention

The name of your file should be your paper ID followed by the appropriate extension for your archiving method. Please use the paper number referenced during the review process. For example if you are paper number 150 and you choose to *Pkzip* your submission, you would submit your file as 150.zip. In case you do not have a paper number refer to the technical program on the www site, http://www.comm.utoronto.ca/infocom/12.html.

Submitting Your Paper to the FTP Site

When transferring files to the FTP site, if you have a choice between ASCII and binary modes, use binary. Although ASCII mode works well most of the time, binary mode incurs fewer problems.

Our FTP site with the subdirectory: ftp.seps.com/infocom99

The paper number you should use as your paper reference when you ftp your paper is the number that was assigned during the review process.

Submitting Your Paper

Send 3 ½" Windows or Macintosh formatted floppy disks or written notification that the paper was sent to the ftp site (include file names that you have used). Also, include a completed copyright form, and two camera-ready copies of your paper. Submit all of the above-mentioned items to **Tara Wishneski, IEEE Publishing, 445 Hoes Lane, Piscataway, NJ 08854 USA**.
Tel: +1 732 562 3848; Fax: +1 732 562 1746; t.wishneski@ieee.org