ICASSP-99 Author's Kit

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Contents

1 Introduction **2**

2 Paper Preparation **2**

2.1 Detailed Instructions 4

3 Sample Paper and Templates **6**

3.1 Sample Paper 6

3.2 Templates 6

4 Abstract Preparation **6**

5 Electronic Submission of Cover Sheet **7**

6 Electronic Submission of Postscript File **7**

7 Floppy Disk Preparation Instructions **9**

7.1 Format Details 10

7.2 Step by Step Instructions 13

8 Copyright Form **13**

9 Mailing Instructions **13**

10 Problems with Postscript or Adobe Acrobat (PDF) **14**

1 Introduction

This document contains the information needed to prepare a paper and an abstract for ICASSP-99. The information, including downloadable sample files, formats and forms, is also available via FTP and WWW. The URL's are **ftp://icassp99.asu.edu/pub/akit** and **http://icassp99.asu.edu/akit**.

ICASSP-99 is using a paper submission procedure very similar to the one developed for ICASSP-98. There will be only one full paper submission. Accepted papers will published exactly as submitted. The camera-ready paper must not exceed 4 pages. It must comply with the instructions provided herein and must be **received (not postmarked)** both by Conference Management Services AND through electronic submission **no later than September 14, 1998**.

Please read this document carefully and in its entirety before proceeding with the paper preparation.

As last year, authors will be able to complete the cover sheet (including abstract) electronically via WWW. ICASSP-99 will also enable them to submit their paper electronically as a Postscript file to ensure the best quality for conference Proceedings as well as CD-ROMs.

If the layout instructions are not followed or if the material is not received by September 14, 1998, the paper will be rejected without review. No papers will be accepted by e-mail or by FAX. There will be absolutely no exceptions to these requirements.

2 Paper Preparation

1. All manuscripts must be in English.

2. The paper must be no longer than four (4) pages. It may be shorter, but papers longer then four pages will be rejected without review.

3. To achieve the best viewing experience for both the Proceedings and the CD-ROM, use of the Times-Roman font is strongly encouraged. In addition, this will give the Proceedings a more uniform look. (The LaTeX style file as well as the Microsoft Word template files use Times-Roman.)

4. If the paper is typeset using LaTeX, please download the style file `spconf.sty` (**ftp://icassp99.asu.edu/pub/akit/spconf.sty**) that produces the proper format. If you are using an older version of LaTeX you might need to download `spconf2.sty` (**ftp://icassp99.asu.edu/pub/akit/spconf2.sty**), a different version of the style file.

5. If the paper is written using Microsoft Word, template files for Microsoft Word97 (**ftp://icassp99.asu.edu/pub/akit/sample97.doc**) and for Microsoft Word95 (**ftp://icassp99.asu.edu/pub/akit/sample95.doc**) are available. Both produce the proper format.

6. To be included in the Proceedings, the paper must be in the following format:

   - Single-spaced
   - Two (2) columns
   - Printed or typed in black ink
   - No smaller than nine (9) point type font throughout the paper, including figure captions. In nine point type font, capital letters are 2 mm high.

7. Number the pages (1, ..., 4) lightly in **erasable lead pencil** at the extreme top right of each page. Write in small characters so that the page number will not overlap the text region of the page. This is necessary, since the page number must vanish before scanning the paper for the (hard-copy) Proceedings.

8. Any text or other material outside the following margins will not be printed:

   - All text and figures must be contained in a 175 mm × 226 mm (6.9 inch × 8.9 inch) image area.
   - The left margin must be 19 mm (.75 inch).
   - The top margin must be 25 mm (1.0 inch).
   - Each page must be centered within this image area in a two-column format.
   - The style of the sample paper included herewith should be observed with regard to title, authors, addresses, abstract, heading, and sub-headings. Page numbers, session numbers, and conference identification will be added when the paper is included in the Proceedings.

9. Print the paper on 8.5 inch × 11 inch (216 mm × 280 mm) white paper or A4 white paper, using the exact margins specified above. For general guidance as to the appearance of the paper, refer to the sample paper.

10. The first page should have the paper title, author(s), and affiliation(s) centered on the page across both columns. The remainder of the text must be in the two-column format, staying within the indicated image area.

2.1 Detailed Instructions

1. The use of a dot-matrix printer is strongly discouraged. If this is the only option, appearance will be improved by printing out an enlarged image of the paper and then photo-reducing it to the proper size.

2. Print half-tone figures either as part of the paper or attach an original figure in the appropriate place. Use wax or a glue stick if such a procedure is necessary. All six copies of the manuscript should contain original photographs, attached where appropriate.

3. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the paper much more readable. Larger type font sizes require correspondingly larger vertical spacing.

4. Paper Title - The paper title has to appear in capital letters, boldface if possible, centered across the top of the two columns on the first page as indicated above.

5. Authors' Name - The authors' name and affiliation appear below the title using a mixture of capital and lower case letters, as appropriate. If space permits, include a mailing address. The MS Word template in the Author's Kit indicates the image area where the title and author information should go. These items need not be strictly confined to the number of lines indicated; papers with multiple authors and affiliations, for example, may require two or more lines for this information. The title should appear immediately below the top line, regardless of its length.

6. Abstract - Each paper should begin with an abstract of no more than 150 words. The wording of this abstract should be identical with that of the Conference Guide abstract, which will be submitted electronically along with Paper Cover Sheet.

7. Major Headings - Major headings should be in capital letters, bold face if possible, centered in the column. Examples of various levels of headings are included in the sample paper.

8. Sub Headings - Sub headings should use both capital and lower case letters, either underlined or in boldface. They start at the left margin on a separate line.

9. Sub-Sub Headings - Sub-sub headings appear in capital and lower case, indented like a paragraph and on a separate line. They may be underlined or in italics.

10. References - List and number all references at the end of the paper. The references can be numbered in alphabetical order or in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1].

[1] D. E. Ingalls, "An important paper," *IEEE Trans. ASSP*, vol. ASSP-36, pp. 1932-1948, 1988.

11. Illustrations - Illustrations must appear within the designated margins, and must be suitably positioned within the paper. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All half-tone illustrations must be clear black and white prints. Line drawings may be made in black ink on white paper. Do not use any colors in illustrations.

12. WWW URL links - Authors are encouraged to include the WWW URL address in the paper and/or abstract to refer to any online information related to the paper, such as accompanying audio/video files and links to relevant publications and demos. The URL link information allows authors to share proper and updated information with the (re)viewers.

13. Layout Specifications - Authors should submit up to four (4) 216 mm wide x 280 mm high (8.5" x 11") pages that will be printed exactly as received, without any reduction. A4-size paper is also acceptable for submission; keep the top and left margins as specified. Detailed size specifications for the layout are given below.

14. It is important that the printer produces clean, high-quality output, since there will be no sharpness-enhancing reduction of the hard-copy provided. If a suitable printer is not available, authors can type or print the paper at a larger size and reduce it on a photocopy machine to the specified dimensions.

15. All material (text and illustrations) must appear within a 175 mm wide x 226 mm high (6.9" x 8.9") area. Nothing outside this area will be printed. The upper left corner of this bounding box should be 19 mm (3/4") from the left-hand and right-hand edges and 25 mm (1") from the top and bottom of the paper.

16. Indicate the order of the pages by numbering them lightly at the top right, using erasable lead pencil. Do not make any other marks outside of the specified borders.

17. Text should appear in two columns, each 83 mm wide with 8 mm space between columns. On the first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 25 mm (1") from the top of the paper, as shown in the example paper. The abstract should appear at the top of the left-hand column of text, about 12 mm (1/2") below the title area and no more than 80 mm (3-1/8") in length. Leave 12 mm (1/2") space between the end of the abstract and the beginning of the main text.

18. On the second and subsequent pages, the text or illustrations begin at the top of the page.

3 Sample Paper and Templates

3.1 Sample Paper

A Sample Paper is available in Postscript and Adobe Acrobat format at the ICASSP-99 web site (**http://icassp99.asu.edu/akit/sample.html**). These files are also available via FTP at **ftp://icassp99.asu.edu/pub/akit**.

3.2 Templates

LaTeX: Please read the instructions in the style files before using them. The file spconf.sty (**ftp://icassp99.asu.edu/pub/akit/spconf.sty**) should work for most versions of LaTeX. There might be some old versions of LaTeXwhich require a different file spconf2.sty (**ftp://icassp99.asu.edu/pub/akit/spconf2.sty**)

Microsoft Word: Depending on the version of Microsoft Word, please download the template for Word97 (**ftp://icassp99.asu.edu/pub/akit/sample97.doc**) or for Word95/6.0 (**ftp://icassp99.asu.edu/pub/akit/sample95.doc**).

4 Abstract Preparation

The abstract is due at the same time as the paper – **September 14, 1998**. Abstracts received after this deadline or not following the format below may result in rejection of the paper.

ICASSP-99 will publish paper abstracts in searchable form on the CD-ROM Proceedings and also on the World Wide Web (WWW). Abstracts will not be made available on the WWW until February 1999.

1. Abstracts must be no longer than 150 words.
2. The abstract should be sent in standard ASCII - do not use any non-ASCII characters.
3. Authors may include the WWW URL address in the abstract to refer to any online information related to the paper, such as links to audio/video files, relevant publications and demos.
4. The abstract submitted as part of the Cover Sheet (electronically or by floppy disk) is the one that will appear in the Conference Guide, the CD-ROM Proceedings, and on the web site. Its wording must be identical to that of the abstract in the paper.

5 Electronic Submission of Cover Sheet

For ICASSP-99, prospective authors will be able to complete the Paper Cover Sheet electronically (**http://icassp99.asu.edu/akit/coversheet**). Authors are strongly encouraged to use this method so that all material is available to the program committee in electronic form.

When submitting a new paper, authors will be asked to enter the information requested in the Paper Cover Sheet as well as the abstract of the paper. (Please note that the abstract entered in the Cover Sheet must be identical to the one in the paper). At that time, authors will be assigned a **paper number** and a **password**. It is very important to **write down this information** since it will be needed for all further processing. If authors make a mistake, or if they want to double-check their entry, they can use the Update Existing Paper Submission option. After successfully completing the electronic submission process, the contact author will receive a copy of the electronic Cover Sheet by e-mail.

Even if the paper proposal is submitted electronically, authors are still required to mail six copies of their Cover Sheet, six copies of the camera-ready paper, and one copy of the the copyright form.

If the Paper Cover Sheet cannot be completed successfully via the web, follow the instructions in Section 7 (Floppy Disk Preparation Instructions). Authors who successfully complete electronic submission of the Paper Cover Sheet do not need to include a floppy disk.

6 Electronic Submission of Postscript File

For ICASSP-96, 53% of the authors submitted their Postscript paper electronically, this number increased to 83% for ICASSP-97, and to 95% for ICASSP-98. It is hoped that virtually all prospective ICASSP-99 authors will make use of this method. As in past years, the files included in the CD-ROM will be in the Adobe Acrobat (PDF) format. PDF files generated from a Postscript file allow keyword searches and offer better quality for both screen viewing and printing. More and more attendees (over 50%) are relying on the Conference CD-ROM to access the papers, making it important to obtain as many Postscript files from the authors as possible. If you did not submit your paper as a Postscript file in past years, please make an effort to do so at this time.

As last year, authors are allowed to check the status of their submitted Postscript files, which sometimes could have errors due to an aborted FTP session or a data transmission error. Our system will automatically convert each incoming Postscript file to a PDF file, allowing authors to check not only whether the transmission was correct, but also whether the conversion to PDF was successful.

To submit a Postscript file of the manuscript for ICASSP-99, please take the following steps:

- Create an Electronic Version of the manuscript (full paper):

  1. Follow the Paper Preparation Instructions.
  2. The file must be in Postscript format. Please refer to Section 10 if you have problems with Postscript files.
  3. Check whether the pages are in correct order (NOT reverse order). This is not important if a document is printed, but VERY important for an electronic version.
  4. After generating the file, proofread a **printed** copy.
  5. Follow the naming conventions for the paper. The Postscript file will be xxxx.ps, where xxxx is the paper number. It is very important to follow the correct naming conventions for the Postscript file; otherwise, the file will not be recorded.

- Upload or FTP the Postscript file:

  If you are using Netscape 2.02 or higher, IE (Internet Explorer) 4.0 or higher, or another browser supporting file upload, you can upload your Postscript file directly through your browser (**http://icassp99.asu.edu/pssubmission**).

  If your browser does not support file upload, please follow the instructions to submit your Postscript document via FTP.

  Assuming that an author has been assigned the paper number 1356 and password A2F5 during electronic Cover Sheet submission, the procedure is as follows:

  1. ftp icassp99.asu.edu
  2. login: 1356
  3. password: A2F5
  4. cd incoming/pssubmission
  5. put 1356.ps
  6. quit

- Check the status of your Postscript file:

  The Postscript file will be automatically converted to PDF format. After entering the paper number and password (e.g. 1356 and A2F5) in a form provided at **http://icassp99.asu.edu/pssubmission**, authors will be able to download the PDF file generated from their Postscript file.

Please print the file and verify its correctness. If the paper appears to be the way desired, check "Yes" to confirm and the electronic version of the paper will be used for the conference Proceedings and the CD-ROM. Otherwise, check "No" to indicate the mailed hard-copy paper version should be used for the conference Proceedings and the CD-ROM.

- Print six copies of your manuscript:

  Finally, print six copies of your paper to submit to Conference Management Services, regardless of whether the Postscript file has been submitted electronically or not. These copies are needed for the reviewers, the printing company for the Proceedings, and the company the making the CD-ROM, in case the paper needs to be scanned.

7 Floppy Disk Preparation Instructions

Only if authors cannot complete the electronic Paper Cover Sheet via our web site, they need to prepare a floppy disk containing the cover sheet information and the abstract of their paper in one single file `cover.txt` in one of the following 2 formats:

1. MS-DOS 1.44MB 3.5 inch format
2. Macintosh 3.5 inch format

The floppy disk must only contain the cover sheet and abstract information of the paper in a file named `cover.txt`. Each floppy disk must be clearly labeled with the following information:

1. Conference name: ICASSP 99
2. First author's surname (family name)
3. The paper title, e.g. "A DSP based filter bank implementation"
4. The format of the floppy disk, e.g. "MS-DOS" or "Mac"

Please download the template file (**ftp://icassp99.asu.edu/pub/akit/cover.txt** or **http://icassp99.asu.edu/akit/cover.txt**), read Section 7.1, and fill in the information as described in Section 7.2.

Authors who have completed the Paper Cover Sheet through our web site successfully do not have to prepare a floppy disk.

7.1 Format Details

1. The File `cover.txt` contains fields that by default span only one line.

2. Those fields that take several lines will have the prefix `Begin` and `End`. For example:

```
BeginProblemDescription:
<Please Fill in and remove this comment>
EndProblemDescription
```

3. For the cover sheet to be deemed acceptable, certain field in the cover sheet file must not be left blank. These fields are:

```
PaperTitle:
Author1FirstName:
Author1LastName:
Author1Affiliation:
(For Multiple Authors, their respective fields must be
filled in too)
ContactName:
ContactAddressLine1:
ContactAddressLine2:
ContactAddressCity:
ContactAddressStateOrProvince:
ContactAddressZipCode:
ContactAddressCountry:
ContactEmail:
BeginAbstract:
EndAbstract:
```

The complete format of `cover.txt` is as follows:

```
PaperTitle:
Author1FirstName:
Author1MiddleInitial:
Author1LastName:
Author1Affiliation:
Author1Email:
Author1URL:
Author1Phone:
Author2FirstName:
```

Author2MiddleInitial:
Author2LastName:
Author2Affiliation:
Author2Email:
Author2URL:
Author2Phone:
Author3FirstName:
Author3MiddleInitial:
Author3LastName:
Author3Affiliation:
Author3Email:
Author3URL:
Author3Phone:
Author4FirstName:
Author4MiddleInitial:
Author4LastName:
Author4Affiliation:
Author4Email:
Author4URL:
Author4Phone:
Author5FirstName:
Author5MiddleInitial:
Author5LastName:
Author5Affiliation:
Author5Email:
Author5URL:
Author5Phone:
Author6FirstName:
Author6MiddleInitial:
Author6LastName:
Author6Affiliation:
Author6Email:
Author6URL:
Author6Phone:
Author7FirstName:
Author7MiddleInitial:
Author7LastName:
Author7Affiliation:
Author7Email:
Author7URL:
Author7Phone:

```
Author8FirstName:
Author8MiddleInitial:
Author8LastName:
Author8Affiliation:
Author8Email:
Author8URL:
Author8Phone:
Author9FirstName:
Author9MiddleInitial:
Author9LastName:
Author9Affiliation:
Author9Email:
Author9URL:
Author9Phone:
Author10FirstName:
Author10MiddleInitial:
Author10LastName:
Author10Affiliation:
Author10Email:
Author10URL:
Author10Phone:
ContactName:
ContactAddressLine1:
ContactAddressLine2:
ContactAddressCity:
ContactAddressStateOrProvince:
ContactAddressZipCode:
ContactAddressCountry:
ContactEmail:
ContactPhone:
PaperCategory1:
PaperCategory2:
BeginProblemDescription:
<Please Fill in and remove this comment>
EndProblemDescription:
BeginOriginalContribution:
<Please Fill in and remove this comment>
EndOriginalContribution:
IsAuthorAnAuthorOnOtherSubmissions: <choose Y for Yes or
N for No and remove this comment>
BeginOtherPaperTitlesandAuthors:
```

```
<Please Fill in and remove this comment>
EndOtherPaperTitlesandAuthors:
BeginAbstract:
<Please Fill in and remove this comment>
EndAbstract:
```

7.2 Step by Step Instructions

Authors need to follow the format given in `cover.txt` exactly; otherwise, the information needs to be re-entered by the conference management company.

- Follow the format given in `cover.txt` to create all the fields of the cover sheet file.
- Fill in the fields that are applicable and save it to a floppy that is properly labeled. **If there are fields which are not applicable, DO NOT REMOVE THEM, just leave them blank.**

At **http://icassp99.asu.edu/akit/floppyinst.html**, authors will find a complete set of instructions as well as two `cover.txt` examples. The example files (`cover1.txt` and `cover2.txt`) can also be downloaded from **ftp://icassp99.asu.edu/pub/akit**.

8 Copyright Form

The IEEE Copyright Form is available in Postscript, Adobe Acrobat, and ASCII format at the ICASSP-99 web site (**http://icassp99.asu.edu/akit/copyright.html**). These files are also available via FTP at **ftp://icassp99.asu.edu/pub/akit**.

9 Mailing Instructions

The paper must be **received by September 14, 1998**. Please mail the paper in a large rigid envelope to prevent bending. Do not fold the paper to fit a standard envelope.

The following materials have to be sent to the Conference Management Office:

1. Six (6) copies of the Paper Cover Sheet
2. Six (6) copies of the camera-ready paper
3. The IEEE Copyright Form (**ftp://icassp99.asu.edu/pub/akit**)

In addition, if the authors did not complete the electronic Cover Sheet, they need to send a floppy disk containing the cover sheet and abstract as described in Section 7. Please, protect the floppy from damage by placing it between two sheets of cardboard.

Send this material altogether in a single envelope to:

ICASSP-99
Conference Management Services
3109 Westchester Avenue
College Station, TX 77845-7919 USA

If you have not already sent the Postscript file of the full paper through FTP, please do it now following, the instructions on the ICASSP-99 web site **http://icassp99.asu.edu/pssubmission**.

For the preparation of the electronic version of the full paper (Postscript file), please follow the instructions in Section 2.

10 Problems with Postscript or Adobe Acrobat (PDF)

1. **What is a Postscript file?**

   Postscript is a language developed to communicate with printers. A Postscript file is a text file that can be viewed with any text editor and contains at the beginning lines such as:

```
%!PS-Adobe-3.0
%%Title: (MO357E655E05001E4.pdf)
%%Version: 1 2
%%CreationDate: (D:19970916171355)
%%DocumentData: Clean7Bit
%%BoundingBox: 0 0 612 792
%%Pages: 20
%%DocumentProcessColors: (atend)
%%DocumentSuppliedResources:
```

2. **How do I create a Postscript file?**

   LaTeX: Authors using LaTeX under UNIX or Windows 95/98/NT, need to run the `dvips` program to generate the Postscript file.

   Microsoft Word: To save a Microsoft Word document as a Postscript file, first install and select a Postscript printer, and then from Microsoft Word choose

print to a file. When printing to a file, Microsoft Word saves the file in the appropriate printer language.

To print to a file:

- On the File menu, click Print.
- In the Name box, click the Postscript printer whose driver will be used to generate the file.
- Select the Print to File check box, and then click OK.
- In the File name box, type a file name. **If the file is saved with a `.prn` extension, rename it to a file with extension `.ps`.**

3. **I cannot print a Postscript file.**

   The printer is probably not a Postscript printer. Postscript files can only be printed to a Postscript printer. DeskJet printers typically do not understand Postscript. The printer might also not be a level 2 Postscript printer: most printers are level 2 compatible but not all.

4. **I cannot view a Postscript file.**

   Authors can try to use Ghostview or other programs to view a Postscript file. Remember that the Postscript language was invented to communicate with printers, not to be displayed on a screen: Try to print the file instead of viewing it on the screen because what is seen on the screen might not look exactly as what is printed on paper. Also, older versions of programs such as Ghostview cannot open some legitimate Postscript files that will print just fine. Make sure to have the latest version of Ghostview/Ghostscript (Aladdin 5.10 or GNU 4.03 – **http://www.cs.wisc.edu/~ghost**) because older versions such as the popular 1.5 have a number of incompatibilities. Ghostview works well with Postscript generated by LaTeX/`dvips`, but sometimes has problems with Postscript files generated with Adobe and Microsoft software.

5. **What is a PDF Adobe Acrobat file?**

   The PDF format has been created to overcome the portability problems of Postscript, to reduce the size of files, and to provide a better screen viewing experience. Because of these reasons, it is the format of choice of ICASSP to store the papers on CD-ROM.

6. **I cannot open/view an Adobe Acrobat File.**

   Perhaps you are not using the latest version (3.0/3.01). The newest version can be installed from the ICASSP-98 or ICASSP-97 CD-ROM, it can also be downloaded for free from **http://www.adobe.com/prodindex/acrobat/readstep.html**. Sometimes the Acrobat Reader has trouble reading legitimate PDF files. In this

case, you can try to open them with Ghostview (Aladdin 5.10 or GNU 4.03 **http://www.cs.wisc.edu/~ghost**).

7. **My Adobe Acrobat (PDF) file prints incorrectly.**

   If using the Adobe Acrobat Reader to print under UNIX, make sure that the "Download Fonts Once" button is **not** checked; otherwise it may be that only the first page prints correctly.