

Preparation of Papers for the ESA Annual Meeting 2007

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***Abstract*—These instructions give you guidelines for preparing papers for the ESA Meeting in West Lafayette, Indianapolis in June, 2007. Use this document as a template if you are using Microsoft Word 6.0 or later. A LaTeX template is also available. Otherwise, use this document as an instruction set. The deadline for final manuscripts is April 13, 2007.**

I. INTRODUCTION

This document is a template for Microsoft Word versions 6.0 or later. If you are reading a paper version of this document, please download the electronic file ([esa_paper.doc](#)), from the ESA website (www.electrostatics.org) so you can use it to prepare your manuscript. If you would prefer to use LaTeX, download the LaTeX sample file ([esa_paper.tex](#)) from the same Web page. A portable (PDF) form of this document is also available ([esa_paper.pdf](#)), and may be helpful if you are not able to use either MS Word or LaTeX.

This format has been selected to use the IEEE formatting rules as much as possible. A general IEEE style guide, *Information for Authors*, is available at <http://www.ieee.org/organizations/pubs/transactions/information.htm>

II. PROCEDURE FOR PAPER SUBMISSION

A. *What to Submit by April 13, 2007*

1. A **hard-copy** printout of your paper. It should be printed with a laser printer, and show all figures, tables, and equations in place. Do not use color in the figures and tables.
2. An Acrobat (**PDF**) or Postscript (**PS**) file of the document.
3. **Computer files** used to prepare the paper. The files required will depend on the program you used to prepare the paper.

The **PDF file** can be obtained by printing the document to a file. In most programs, this is done by going through the regular print menu, and selecting a PDF driver as the printer. An alternate approach is to print to a PS file, using a postscript driver as the printer, and then distilling the postscript file to PDF using Acrobat Distiller or ps2pdf. In either case, **make sure that all the fonts are embedded in the file**. Typically this is done by selecting Options/Properties and then setting choices like “embed all fonts”. If you are not able to provide a PDF file, then just send the Postscript file.

If the paper is prepared in **Microsoft Word**, also send the “.doc” file (saved as Word 6.0/95). In addition, send any graphics files that were used for the figures.

If the paper is prepared in **LaTeX**, also send the “.tex” file, and all included “.eps” figure files. If you are using a bibliography, you should send those files also.

After the PDF file is ready, try to **print your PDF file using a different computer** from the one that the files were prepared on. A good choice would be a computer in the USA using a different operating system (e.g., Macintosh or Unix if the files were prepared on Windows). If any of the figures or font symbols look bad on this test, they will look at least that bad in the proceedings. Please try to correct any problems before submitting the paper.

B. *How to Submit*

The **hard-copy** must be sent through the mail or delivered by courier. Fax and PDF files are usually not adequate. Send to:

Fedex/UPS/DHL, etc: Electrostatic Applications 1801 Ogden Drive Cambria, CA 93428, USA phone/fax: (1) 805-927-2448	Regular Mail: Electrostatic Applications PO Box 896 Cambria, CA 93428, USA phone/fax: (1) 805-927-2448
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The **electronic files** can be sent by email, or by mail/courier. The email address for the files is electro@electrostatic.com. If you send the electronic

files by mail, please use either a 3-1/2 inch floppy disk (formatted for Windows) or a CD (sorry, no Zip disks). You may compress files using WinZip, Stuffit, or gzip.

III. PAGE LAYOUT AND STYLE (SECTION HEADING 1)

The page layout of your paper should match with the following rules. A highly recommended way to meet these requirements is to use given templates (Word or LaTeX available at www.electrostatics.org) and check details against this example file. If you for some reason you cannot use Word or LaTeX, please follow these rules as carefully as possible, or contact the publisher (electro@electrostatic.com) for further instructions.

A. Basic layout features (Section Heading 2)

Proceedings will be printed in a 6 inch (15.2 cm) by 9 inch (22.9 cm) page size format. The layout is designed so that files, when printed in US Letter format, include all material and sufficient margins for processing.

1) Margins (Section Heading 3)

Text width is 4.4 in (11.2 cm).

Text height (without headers and footers) is a maximum of 7.2 in (18.3 cm).

Headers and footers should be left empty (they will be added later by the publisher).

Check indentations and spacings using this example file as a comparison.

B. Text font

Times or Times Roman font is used for main text. Recommended font size is 10 points. Other font types may be used if needed for special purposes. While making the final PDF or PS file, remember to **embed all fonts!**

LaTeX users: Do not use Computer Modern font for text (Times is specified in the sample LaTeX file). If possible, make the final document using Postscript Type 1 fonts.

C. Tables

An example of a table is shown as Table 1. Somewhat different styles are allowed according to the type and purpose of the table. The caption text should be above the table.

TABLE 1: THIS IS AN EXAMPLE OF A TABLE

Ratio	Decibels
1/1	0
2/1	≈ 6
3.16	10
1/10	20
10/1	-20

D. Figures

All figures should be centered on the page. Figure captions should follow each figure and have the format given in Fig. 1.

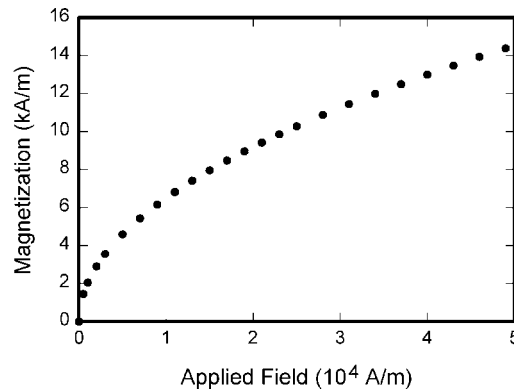


Fig. 1. Magnetization as a function of applied field. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption

When placing figures into MS Word, avoid using the “link to file” option, since this will lose the figure when you send the file to the editor.

Figures should preferably be line drawings in black and white or gray-scale photographs. If they contain colors (*e.g.*, Excel graphs, color photographs), they may not print clearly in black and white. Use dashed and dotted lines to distinguish different types of data in plots, rather than colors.

Many graphics file formats (especially GIF and JPEG) are often set up for screen resolution (72 dpi), and look terrible or very tiny when printed at 600 dpi. If possible, use other formats (preferably EPS).

Photographs should be at least 150 dpi with 256 levels of gray. Scanned line drawings should be at least 600 dpi. Be sure to check figure quality by printing the final document using a 600 dpi laser.

E. Equations

Equations should be centered in a separate paragraph. In MS Work, this can be done by inserting a tab on either side of the equation, using the “Equation” markup style.

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

Use this non-indented paragraph format if the paragraph continues after the equation. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols that represent variables (*C* might refer to capacitance, but *C* is the unit coulomb). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

F. Footnotes, page headers and footers

Do not use footnotes. Put all references at the end of the paper, and include parenthetical material (for example, things like this) in parentheses in the text.

Headers and footers will be added later to the document electronically. *Don't make any footers or headers!*

G. References

The reference format is the standard IEEE one. References should be numbered in order of appearance, for example [1], [2] and [3]. A selection of IEEE reference formats is listed at the end of this paper under References.

IV. CONCLUSION

A conclusion section is not required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

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