

Conference Manuscript Preparation Guidelines

1. Manuscript Submission

Please ensure that your conference paper satisfies the following points:

1.1 Originality: is the work scientifically rigorous, accurate and novel? Does the work contain significant additional material to that already published? Has its value been demonstrated?

1.1.1 Plagiarism: all conference papers submitted to the IET for publication must record original work which has not been published previously. Any alleged cases of plagiarism will be dealt with according to the IET Plagiarism policy.

1.1.2 Multiple submissions: the IET does not permit manuscripts included in its conference proceedings to be simultaneously under review for another conference or publication.

Once a case of multiple submission has been established, the paper/s in question will be immediately declined for publication by the IET.

Please note that the IET does not need to be in possession of Copyright documents to validate a case of multiple submission.

1.2 Relevance: is the material appropriate to the scope of the conference to which it is submitted?

1.3 Clarity: is the English clear and well written? Poorly written English may obscure the scientific merit of your paper. Are the ideas expressed clearly and concisely? Are the concepts understandable?

2. Manuscript Presentation

2.1 Length: The maximum allowed length of the full paper is 8 A4 pages. Authors are requested to submit a PDF file of their papers for inclusion in the online Conference Proceedings. All PDFs should be set to PDF version 1.4 (Acrobat 5), and all fonts within the PDF need to be 'embedded subset'.

2.2 Format: Text including equations must be typed single spaced in any of the following font types: Times, Times Roman, Times New Roman or Symbol. Use 10 pt for the text, 12 pt for the headings and 11 pt for subheadings, and 18 pt for the title. The title should be typed in capital letters and centred. The text should be set in two columns that are 8.8 cm wide and justified, and separated by a margin of 0.4 cm.

2.3 Author affiliations: these should immediately follow the title. For multiple-authored articles, list the names of all the authors, followed by the full postal and email addresses, using identifiers to link an author with an address where necessary.

2.4 Language, spelling and grammar: all papers must be written in UK English. If English is not your first language, you should ask an English-speaking colleague to proofread your paper. Papers that fail to meet basic standards of literacy are likely to be declined.

2.5 Abstract: This should be informative and suitable for direct inclusion in abstracting services as a self-contained article. It should not exceed 200 words. It should indicate the general scope and also state the main results obtained, methods used, the value of the work and the conclusions drawn. No figure numbers, table numbers, references or displayed mathematical expressions should be included.

2.6 Keywords: List a maximum of five keywords and place them before the abstract.

2.7 Figures and figure captions

2.7.1. Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. Each figure should have a caption underneath.

2.8 Tables

2.8.1. Tables should be referred to in numerical order in the text and should be embedded within the text at the appropriate point. Each table should have a caption underneath.

2.9 Mathematics and equations

2.9.1 When writing mathematics, avoid confusion between characters that could be mistaken for one another, e.g. the letter 'l' and the figure one.

2.9.2 Equations must fit into a two-column print format.

2.9.3 Equations should be numbered consecutively throughout the text and referred to in numerical order.

2.9.4 Vectors and matrices should be in bold italic and variables in italic.

2.9.5 If your paper contains superscripts or subscripts, take special care to ensure that the positioning of the characters is unambiguous.

2.9.6 Exponential expressions should be written using superscript notation, i.e. 5×10^3 not 5E03. A multiplication sign should be used, not a dot.

2.9.7 Refer to equations using round brackets, e.g. (1).

2.10 Acknowledgments

Grants, financial aid and other special assistance may be described in an 'Acknowledgements' section following the conclusion.

2.11 References

2.11.1 The IET uses the Vancouver (numerical) system for references. You should number your references sequentially through the text, and each reference should be individually numbered and enclosed in square brackets (e.g. [1]).

2.11.2 Please ensure that all references in the Reference list are cited in the text and vice versa.

2.11.3 Please also ensure that you provide as much information as possible to allow the reader to locate the article concerned. This is particularly important for articles appearing in conferences, workshops and books that may not appear in journal databases.

- 2.11.4 Do not include references for papers that have been submitted and not accepted for publication. Papers that have been accepted for publication are allowed as long as all information is provided.
- 2.11.5 Please provide all author name(s) and initials, title of the paper, date published, title of the journal or book, volume number, editors (if any), and finally the page range. For books and conferences, the town of publication and publisher (in parentheses) should also be given.

2.12 Examples of the ways in which references should be cited are given below:

Journal article

- Smith, T., and Jones, M.: 'The title of the paper', IET Syst. Biol., 2007, 1, (2), pp. 1–7

Conference paper

- Jones, L., and Brown, D.: 'The title of the conference paper'. Proc. Int. Conf. Systems Biology, Stockholm, Sweden, May 2006, pp. 1–7

Book, book chapter and manual

- Hodges, A., and Smith, N.: 'The title of the book chapter', in Brown, S. (Ed.): 'Handbook of Systems Biology' (IEE Press, 2004, 1st edn.), pp. 1–7
- Harrison, E.A., and Abbott, C.: 'The title of the book' (XYZ Press, 2005, 2nd edn. 2006)

Patent

- Brown, F.: 'The title of the patent (if available)'. British Patent 123456, July 2004
- Smith, D., and Hodges, J.: British Patent Application 98765, 1925

Thesis

- Abbott, N.L.: 'The title of the thesis'. PhD thesis, XYZ University, 2005

Standard

- BS1234: 'The title of the standard', 2006

Website

- <http://www.theiet.org>, accessed April 2006

3 Post-print Policy

- 3.1** The author may post post-prints of their conference papers published by the IET on repositories, servers and websites of any sort, provided that these servers are operated by the author's institution or the funding body contributing to the

research. To comply with funding requirements, authors may also deposit their conference papers in repositories (or mirror sites) designated by the funding body. The conditions attached to this are as follows:

- 3.1.1 Access to such servers is not for commercial use and does not depend on payment of access, subscription, or membership fees.
- 3.1.2 The following wording clearly appears on the front page of the post-print: "This paper is a post-print of a paper submitted to and accepted for publication in Conference Proceedings of *conference title* and is subject to Institution of Engineering and Technology Copyright. The copy of record is available at IET Digital Library"
- 3.1.3 The post-print must be the author's version and not the IET version/PDF.
- 3.1.4 The post-print must not be posted prior to publication of the paper by the IET and when posted any preprint version should be removed.

4 Copyright

- 4.1 Your conference paper should be accompanied by a signed copyright form.
- 4.2 Copyright: Unless the paper is either "United Kingdom Crown copyright" or "a work of the US Government and in the Public Domain", the Bylaws of the IET require that copyright should belong to the IET.
- 4.3 Right to publish: An author submitting a paper should ensure that he or she has the right to publish the paper and that it contains nothing defamatory. The IET will assume that all co-authors have agreed to the submission of any paper received.
- 4.4 The authors should also obtain, from the owners of the copyright, written permission to reproduce any illustration for which the copyright is not their own. The source of the illustration must be given in full and the words 'Reproduced by permission of' included with the illustration.

5 Permissions to Reproduce

- 5.1 All authors have to find their own permissions for re-used previously published text, figures and tables.

Appendix: Manuscript template

Conference papers should be structured as follows:

Title

Author(s)

Affiliation(s)

Keywords

Abstract

Introduction

Methodology

Results

Conclusion

Acknowledgement

References