

Instructions for Paper Preparation and Submission for TELFOR

First A. Author, *Senior Member, IEEE*, Second B. Author, Jr., and Third C. Author, *Member, IEEE*

Abstract — These instructions give you guidelines for preparing papers for TELFOR. Use this document as a template if you are using Microsoft *Word*. Otherwise, use this document as an instruction set. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column. **Final version of the paper should be converted and sent in Adobe PDF format.**

Keywords — Key words or phrases in alphabetical order, separated by commas.

I. INTRODUCTION

THE purpose of the introduction is to present background information for the work with literature references, and possibly to outline the organization of the paper. In section II the requirements for the format of the papers are discussed.

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The given, middle and family names of all authors, as well as their affiliations, mailing addresses, phones and e-mails are placed in the unnumbered footnote on the first page for the purpose of further communication.

First A. Author is with the School of Electrical Engineering, University of Belgrade, Bul. kralja Aleksandra 73, 11120 Belgrade, Serbia (phone: 381-64-6100100; e-mail: office@telfor.rs).

Corresponding Second B. Author, Jr., is now with the Mihajlo Pupin Institute, Volgina 15, 11050 Belgrade, Serbia; (phone: 381-11-2773545, e-mail: s.author@kondor.imp.bg.ac.rs).

Third C. Author is with University of Surrey, Guildford,

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The paper should be composed using the A4 paper size (210 mm x 297 mm). The left and right margins should be 19 mm, while the top and bottom margins should be 20 mm.

The paper should be set in **two columns** with 5 mm column separation. Please, equalize the length of the columns on the last page.

The full paper **must not exceed FOUR pages** in length. Pages should be without page numbers.

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All paragraphs should be indented 3.6 mm.

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The paper title and the author names appear on the first page and should be set centered across the full page width. The title is set in 24 pt size. The author names appear below the title in 11 pt size, normal face. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials. The complete affiliations of the authors

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The paper should start with an abstract giving a short overview on the discussed matter and the presented results. Abstract should be about 50 words. It should not exceed 15 lines. The abstract should be set in 9 pt font for abstract and 9 pt *italic* font for the word "Abstract."

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The subsection headings appear in 10 pt *italic* font and they are enumerated by capital letters followed by periods ("A.", "B.", etc.) and are flush left above their sections. The first letter of each word is capitalized.

G. Figures and tables

Figures and tables should be placed as close as possible to the text where they are first referenced to. Figures should be numbered in the order of appearance in the paper. Figures should be positioned within a single column or they can span two columns. In the latter case they should be placed at the top of a page. Place figure captions below the figures; place table titles above the tables. The captions are centered within a column. If your figure has two parts, include the labels "(a)" and "(b)" as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. Use the abbreviation "Fig." even at the beginning of a sentence. Do not abbreviate "Table." Tables are numbered with Arabic numerals. Table caption should be written using Times New Roman 9 pt SMALL CAPS font.

TABLE 1: PAGE LAYOUT DESCRIPTION.

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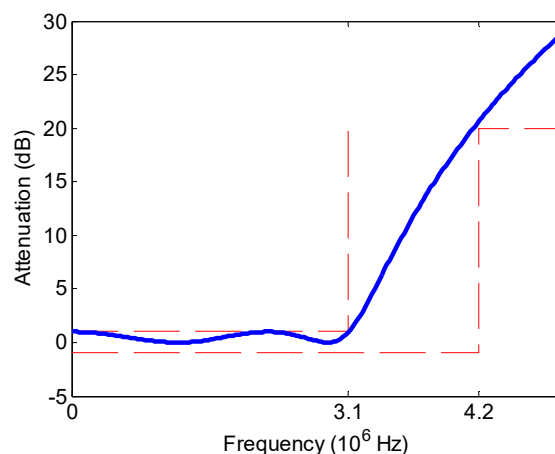


Fig. 1. It is good practice to explain the significance of

the figure in the caption.

IV. UNITS

Use SI units. If you must use mixed units, clearly state the units for each quantity in an equation.

V. HELPFUL HINTS

A. References

A list of references should appear at the end of the paper as a separate unnumbered section. References should be listed in the order of appearance in the paper. Use square brackets for the reference list and when referring to references in the text. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3].

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Place the actual footnote at the bottom of the column in which it is cited. It is recommended that footnotes be avoided (except for the unnumbered footnote on the first page).

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Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

B. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, AC, and DC do not have to be defined.

C. Equations

Equations are centered within columns. They may have a reference number placed on the right. The reference number should be enclosed in parentheses. For example

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] . \quad (1)$$

Larger equation must be split in multiple lines.

$$y = y_0 + (a+1)x + (b+2)x^2 + (c+3)x^3 + dx^4 + x \sin(x) + x \cos(2x) + \log(x) . \quad (2)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to “(1),” and at the beginning of a sentence “Equation (1) is”

D. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Use a zero before decimal points: “0.25,” not “.25.” When expressing a range of values, write “7 to 9” or “7-9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis.

Remember to check spelling and typing errors. Your paper could otherwise be returned for corrections.

VI. 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.

APPENDIX

Appendices, if needed, appear before the acknowledgment.

ACKNOWLEDGMENT

Acknowledgments (if any) should appear as a separate non-numbered section before the list of references. Use the singular heading even if you have many acknowledgments.

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