

# 2009 IEEE Homeland Security Conference

## Author's Instructions

Author's Name, Company or Affiliation, City, State (or Country, if not US), email  
(If multiple authors are from the same company, list all authors' names first, followed by the rest of the information)

**Abstract**—*The abstract is fully-justified italicized text, at the top of the left-hand column of the first page. Use the word "Abstract" as the title, in 10-point Times, boldface type, and initially capitalized. The abstract is to be in 10-point, single-spaced type, and may be up to 3 in. (7.62 cm) long. Leave two blank lines after the abstract, then begin the main text.*

### 1. INTRODUCTION

All manuscripts must be in English. A double-column format is required, although figures, tables, and equations may be full width. Specifications are listed for typeface, type size, headings, column separation, margins, and other style parameters.

Where this document is silent on a formatting question, it is because it is not important or is the writer's option. When in doubt make your document readable.

### 2. PAPER SUBMISSION

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**Kathleen Ballos - Ballos Associates /HST '09**  
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### 3. PAPER ORGANIZATION

IEEE papers often use section titles as below. Sections of the paper may be numbered, if appropriate.

- Title
- Author(s)
- Abstract
- Introduction
- Body
- Conclusions
- Acknowledgements – optional
- References
- Appendices - optional

#### **Title**

The title should clearly indicate the subject of the paper as briefly as possible. Since a paper is indexed by significant words in the title, and since many readers select papers to read on the basis of the title, it should be chosen with considerable care. Titles should not be more than 1½ lines. Important distinguishing words should, therefore, be first.

#### **Author(s)**

Names of all authors, their affiliations, postal address, phone number, and e-mail address should follow the title, centered on the full page width. Please spell out your first name (or second name, if you prefer); do not include titles or degrees except for military rank. Multiple authors may be listed two or three across and as deep as needed. Large numbers of authors should be grouped by address if possible.

#### **Abstract**

An informative abstract of about 150 words is needed. It should state concisely:

- (1) The work that has been done.
- (2) The methodology (if important).
- (3) The principal results (quantitatively, when possible).
- (4) The significance of the results.

The abstract summarizes the paper; it is not a justification of the work as is the initial abstract submission. It is important that the paper's abstract be as informative as possible.

The abstract section must begin with "**Abstract**—" (in boldface and ending with an em dash [Insert/Symbol/Special characters or alt+ctrl+num-]).

### Introduction

The introduction orients the reader with respect to the paper's subject and should include the following:

- (1) The nature of the subject.
- (2) The background of previous work.
- (3) The purpose and significance of the paper.

Where applicable, the following points may also be included:

- (4) The method by which the problem is approached.
- (5) The organization of the material in the paper.

### Body

The body contains the paper's primary message in detail. The writer should bear in mind that his or her objective is to communicate information to the reader efficiently and effectively. Even workers in the same field appreciate clear indications of the line of thought being followed, and explanations are essential for non-specialists who want to understand the general nature and significance of the work. Acronyms should be defined at first occurrence: e.g., IEEE Aerospace Conference (IAC). The use of trade names, company names, and proprietary terms should not be excessive.

When scanning images, use at least 600 dpi.

*Footnotes*—Footnotes may be used as desired by the author.<sup>1</sup> They should begin on the page where called out and should be in 8 point type. It is helpful in tracking lost or misplaced papers if the paper number is included in a footnote on the first page.

### Conclusions

Conclusions should be clearly stated and should cover the following:

- (1) Principal results of this work and its significance.
- (2) Limitations and advantages.

Where applicable, the following points should also be included:

- (3) Applications of the results.
- (4) Recommendations for further work.

The importance of the conclusion is underscored by the fact that some readers may concentrate primarily on this part of the paper.

### References

List and number all bibliographical references at the end of the paper. When referring to them in the text, type their corresponding reference numbers [1] in square brackets. References to books, articles in proceedings, and journal articles should follow the example forms given in [2], [3], and [4] for punctuation, quotation, and italics.

### Other

Appendices and acknowledgments should be included if needed.

## 4. MANUSCRIPT STYLE

### Paper Length

The paper should consist of a maximum of 8 pages.

### Paper, Margins, and Spacing

Manuscript pages must be produced on 8½" x 11" white paper in double-column format with three-quarter-inch margins on each side and top and bottom. There should be one-quarter inch between columns. Please justify the columns both right and left. A4 papers should be formatted in 8½ x 11 size.

Lines of text should be single-spaced except for double spacing before headings and space-and-a-half after.

Paragraphs should not be indented, and one blank line should separate paragraphs.

### Main Text Typeface

Please use 10-point Times or Times New Roman font and a line spacing of 10 points.

### Page Numbers

**Do not number the pages of your paper.** We will enter numbers in PDF at bottom center of each page, including the first.

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<sup>1</sup> Footnotes may be used as needed. Use 8-point type.

## Headings

Use these Author's Instructions for examples of the following. Also use the included style headings, titles, etc.

*Title*—Using bold **20-point** Times or Times Roman typeface, center the title of the paper at the top of the first page. Use upper- and lower-case letters. Use initial caps on all words except articles.

*Author*—Type the name of the author and his or her **affiliation, address, phone number, and e-mail address**

*Subsubheading*—Subsubheadings are italicized, followed by an em dash (an em dash is inserted via Insert/Symbol and selecting from the Special Characters), and run in at the beginning of the paragraph. This paragraph contains a subsubheading.

## Other Elements

*Equations*—Equations should be centered. When numbering equations, enclose the numbers in parentheses and place flush with right-hand margin of the column. Mathematical derivations and proofs should be developed in appendices.

## IEEE Aerospace Conference Papers

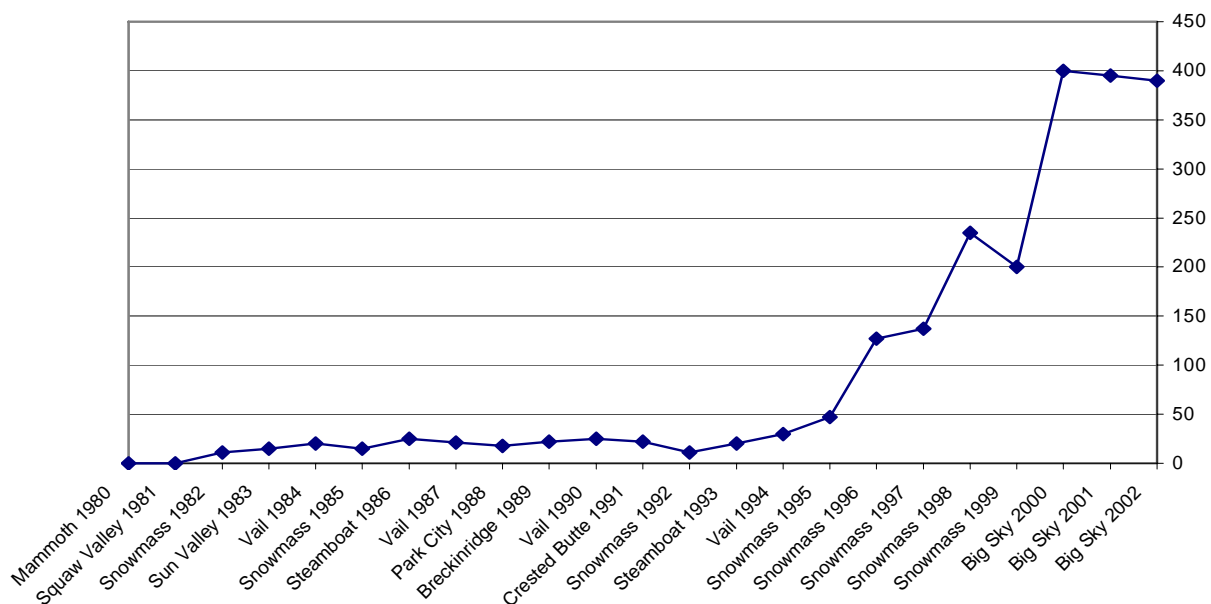


Figure 1 - IEEE Conference Papers

following on separate centered lines, in upper- and lower-case letters and in **10-point** Times Roman type. If there are many authors, their names may be placed two or three across the page. If there are very many authors, try to group those with common addresses.

*Major Headings*—Major headings are centered in the column. Use Times Roman **12-point capitals and small capitals** (check the “Small Caps” box in the font setup menu). Use double space before the heading and space-and-a-half after.

*Subheadings*—Subheadings are set in bold and placed flush on the left-hand margin on a separate line. Double space before and space-and-a-half after subheadings. You may number the subheadings, e.g., 3.2.

$$F = ma \quad (1)$$

$$e = mc^2 \quad (2)$$

$$|y\rangle \rightarrow \sum_x \frac{1}{\sqrt{k}} w^{xy \bmod n} |x\rangle \quad (3)$$

*Illustrations*—Charts, graphs, line drawings and black-and-white photographs must be placed as close as possible to the place they are mentioned. If color is used, make sure it contrasts well when printed in black and white. Make figures large enough to be read easily. Figures may be full page width or included within a column, but always choose a size for easy readability. No lettering in a figure should be smaller than 10 points.

Photographs should be scanned and included in the paper. Scanned images will appear most clearly when scanned at a 300-dpi resolution and are included as high-quality JPEG files. Adobe PhotoShop and Illustrator EPS files also give good results. Please do NOT use Mac Word PICT format, as this does not translate into PC Word format.

Figure captions must be placed directly **below** and centered on the figure being described, as shown in Figure 1. Font size should be 10 point.

*Tables*—Place tables as close to the text reference as possible. Use the full width of the page for legibility. Table titles should be placed directly **above** and centered on the table. Font size should be 10 point.

## 5. PRESENTATION INSTRUCTIONS

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The IEEE copyright form and instructions can be found at <http://www.ballos.com/ieeeboston/pdfs/ieeecopyright.pdf> Please fax this completed and signed form to Kathleen Ballos, Fax: 978-597-6419 or mail to:

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**370 Main Street**  
**West Townsend, MA 01474 USA**

### Formal Presentation

*Audiovisual*—Speakers should plan to use the conference-supplied computer and computer projector to present their material. Power Point and PDF are acceptable formats. ALL presentations are to be handed in to the registration desk by 8:00AM the morning of their talk. No personal computers will be allowed! Memory stick, CD and floppy disk are acceptable forms of media to load on to the conference computer.

Use large enough fonts so that the material can be seen clearly from the back of the room (~60 ft). Please avoid crowded view graphs, which are difficult to see and explain. No more than 5 to 6 points should be made on a single slide. Please break up material.

*Timing*—Formal papers are timed as follows:

- Introduction 1 min
- Presentation 15 min
- Questions 4 min

Please plan your presentation for this amount of time. Session chairmen will hold speakers to the allotted time because parallel sessions are synchronized to permit room changing between sessions. Much conference time is available for additional discussion of paper materials outside the presentation schedule.

## 6. SUMMARY OF STYLE SPECIFICATIONS

For a summary information regarding formatting and editorial style requirements, please see Attachment A at the end of this document..

## REFERENCES

- [1] References should be in 10-point type.
- [2] Michael Hammer and James Champy, *Reengineering the Corporation*, New York: Harper Business, 1993.
- [3] G. Edward Bryan, "Not All Programmers Are Created Equal," *1994 IEEE Aerospace Applications Conference Proceedings*, February 5–12, 1994.
- [4] G. Edward Bryan, "CP-6: Quality and Productivity Measures in the 15-Year Life Cycle of an Operating System," *Software Quality Journal* 2, 129–144, June 1993.

## Summary of Style Requirements

<p><b>Paper and Size:</b>          Paper size/type ..... White 8½" x 11"          Number of pages ..... 8</p> <p><b>Margins:</b>          Top and bottom margins ..... 3/4"          Left and right margins ..... 3/4"</p> <p><b>Columns:</b>          Number of columns ..... 2          Space between ..... ¼"</p> <p><b>Title:</b>          Title typeface ..... Bold 20 pt          Times Roman upper &amp; lower case, text centered on the full page width. Initial caps on all words except articles.</p> <p><b>Author:</b>          Typeface ..... 10 pt          Times Roman upper and lower case centered on the full page width. Include affiliation, address, phone number, and e-mail. Do not include degrees or titles except military rank.</p> <p><b>Text:</b>          Typeface: ..... Times Roman 10 pt          Line to line spacing ..... 10 pt          Space after paragraph ..... Double          Paragraph indent ..... None          Justification ..... Left &amp; right</p> <p><b>Page numbers:</b> ..... <b>NONE</b>          No Header or Footer – the HST committee will add that</p> <p><b>Footnotes:</b>          Font size ..... 8 point</p> <p><b>Copyright:</b>          Instructions for IEEE copyright:  <a href="http://www.ballos.com/ieeeboston/pdfs/ieeecopyright.pdf">http://www.ballos.com/ieeeboston/pdfs/ieeecopyright.pdf</a>          Leave space on first page for copyright notice, as per instructions on page 1 of this document.          Send signed copyright to          Kathleen Ballos - Ballos Associates – HST 09          370 Main Street          West Townsend, MA, USA 01474 <i>or</i>          Fax to US fax number: 978-597-6419</p>	<p><b>Acronyms:</b>          Define all acronyms on first usage.</p> <p><b>Headings:</b>          Spacing before major or subheading ..... Double space          Spacing after major or subheading ..... 1½ space          Major headings ..... Center in column, use <b>12 point CAPS &amp; SMALL CAPS</b>          Subheadings Bold, flush left, separate line, same size as text          Subsubheadings: Italic, run into paragraph with em dash  <b>Equations:</b>          Where? ..... Centered          Equation numbers: In parentheses, flush with right side of column</p> <p><b>Figure and Table Titles:</b>          Where? ..... Directly below figure          Where? ..... Directly above table          Font size? ..... 10 point          Scanned Image ..... 600 dpi          Image format ..... Lossless JPEG</p> <p><b>References:</b>          Where? ..... End of paper          Font ..... Times Roman 10 point          References numbers ..... In square brackets          Style ..... As shown in examples</p> <p><b>Submissions:</b></p> <ul style="list-style-type: none"> <li>• Provide your paper in PDF format. Please do not send LaTeX or MS Word files. When creating your PDF file, please make sure you <b>do not apply security</b> to the file and please make sure you <b>do embed all fonts</b>.</li> <li>• Save your file with the naming convention of paperIDnumber_lastname. Send your final paper via email to <a href="mailto:kathleen@ballos.com">kathleen@ballos.com</a></li> <li>• Direct your inquiries to <a href="mailto:kathleen@ballos.com">kathleen@ballos.com</a></li> <li>• Be sure to submit your copyright notice separately per the instructions under Copyright. The signed copyright form can be faxed to: Kathleen Ballos at Fax # U.S. 978-597-6419.</li> </ul> <p style="text-align: center; color: red;"><b>Please reference your paper identification number on all checks, copyright forms and/or correspondence.</b></p>
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