Author's Instructions for the IEEE Aerospace Conference

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Abstract—This paper describes the format, submission procedures, and presentation guidelines for papers submitted to the 2019 IEEE Aerospace Conference. The paper itself can be used as a template. Format specifications are summarized in Appendix A.

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1. INTRODUCTION

The annual IEEE Aerospace Conference is a venue for engineers and scientists to present their work to one another. Please submit a paper only if you or a coauthor are committed to attend and present it personally. Papers not presented at the Conference will NOT be published in the 2019 IEEE Aerospace Conference Proceedings on *IEEE Xplore*.

An IEEE Aerospace Conference paper is comprised of standard parts described in Section 2 of this paper. Section 3 briefly describes the manuscript style and Section 4 the submission deadlines and procedures. Section 5 discusses presentation of papers at the conference. The Best Paper Award and paper publication are described in Section 6. Section 7 provides a summary.

2. PAPER ORGANIZATION

IEEE papers consist of a minimum of nine parts.

Title

The title should indicate the subject of the paper as briefly as possible. The maximum length, including spaces, is 100 characters.

Author(s)

Names of all authors, their affiliations, postal addresses, phone numbers, and e-mail addresses should follow the title, centered on the full width of the page. 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.

Abstract

An abstract of 250 to 500 words should concisely describe the work being reported, its methodology, principal results and significance.

Table of Contents

Major headings and their page numbers are listed in the Table of Contents.

Introduction

The introduction provides background information, such as previous work, and describes how the paper is organized.

Body

The body describes the work in detail and discusses its application. The body should be organized into logical sections with headings and subheadings and be illustrated with figures and tables. Subsidiary information can be relegated to footnotes.

Conclusions

Conclusions should clearly state principal results of the work, its significance, limitations, advantages, and applications. Recommendations for further work are also encouraged.

References

List and number all bibliographical references at the end of the paper.

Biography

Provide a short biography for each author, which can include title, fields of expertise, work experience, education, and relevant personal information. Also include a 1.25 inch wide x 1.5 inch high headshot (at 300 dpi) of each author.

Additions

Add appendices and acknowledgments, if appropriate.

3. MANUSCRIPT STYLE

Paper Length

The paper may be 6 to 20 pages in length.

Copyright Notice

A copyright notice must be placed as a footnote on the first page of the paper. Do not number this footnote. Choose an appropriate alternative from the list of four below:

Paper, Margins, and Spacing

Format your paper submission to 8.5 x 11inch page size in double-column format with 0.75-inch margins on each side, top and bottom. Leave a 0.25-inch space between columns,

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

Headers and Footers

No headers are permitted. Utilize footers only for page numbers, which are centered at the bottom of each page.

Headings

Major Headings—Centered in the column with a double space before and space-and-a-half after.

Subheadings—Italicized and placed flush on the left-hand margin on a separate line. Use a double space before and space-and-a-half after.

Subsubheadings—Italicized, followed by an em dash and run in at the beginning of the paragraph. This paragraph has a correctly formatted subsubheading.

Other Elements

Equations—Equations should be centered in the column. When numbering an equation, enclose the number in parentheses placed flush with the right-hand margin of the column, as shown in the sample equations that follow.

$$F = ma \tag{1}$$

$$E = mc^2 \tag{2}$$

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

Consider using Math Type for manipulating equations in Word. Mathematical derivations and proofs should be developed in appendices.
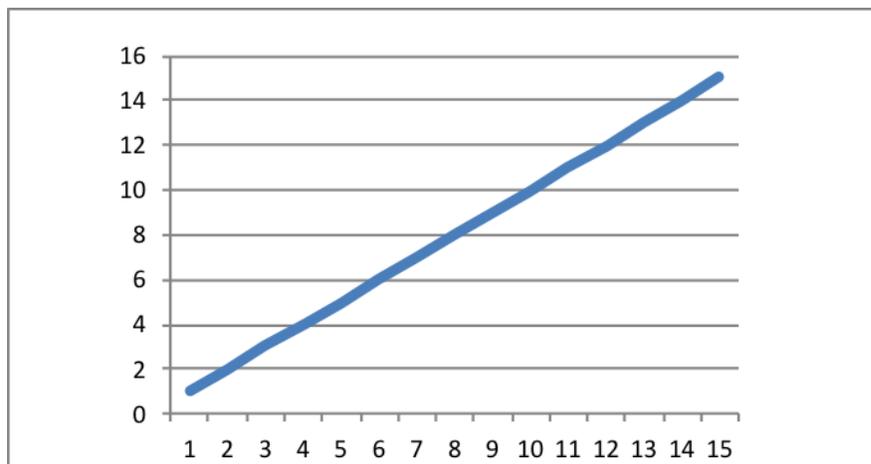

Figure 1. Showing that the full page width may be used for figures and tables for readability

which are justified both left and right.

Figures—Place figures as close to the text reference as possible. Center figure titles directly below the figure, as shown in Figure 1.

Figures should be sized for easy reading. No lettering in a figure should be smaller than 10 points. Scan photographs at a 300-dpi resolution and embed them in the paper. High-resolution images should be reduced to 300 dpi at the size they will be printed.

Tables—Place tables as close to the text reference as possible. Use the full width of the page for legibility, if required. Center table titles directly above the table.

Footnotes—All footnotes[1] following the IEEE copyright notice are numbered consecutively.

4. PAPER SUBMISSION

Submission Deadlines

A typical table of submission due dates and deadlines is illustrated in Table 1, below.

Table 1. Summary of Due Dates

Event	Due Date
Abstract Due	July 1, 2018
Review Paper Deadline	October 19, 2018
Final Revised Paper Deadline	January 7, 2019
IEEE Copyright Deadline	January 7, 2019

(You may upload multiple paper versions until Jan 7**)**

Abstract

An abstract of 250 to 500 words describing the planned content of the paper must be submitted to the conference website.

Review Paper

The paper submitted for review must be a complete, fully formatted, and proofread manuscript, ready for publication. **NO** paper submitted after the deadline will be admitted to the conference.

If you submit more than one version of your paper for review, the website displays the latest version.

Final Paper

Following receipt of review comments, make appropriate revisions to the paper and submit your final version for publication.

IEEE Copyright Form

An IEEE Copyright Release Form for each paper, signed by the author or author's employer, is due with the final paper.

Copyright forms are available at the conference website and can be submitted via the IEEE website linked for this purpose or by mail to the address provided on the website.

ITAR Compliance

International Traffic in Arms Regulations (ITAR) controls the export and import of defense articles and defense services on the United States Munitions List (USML) [2]

Authors who are U.S. nationals (including green card holders) who work for a U.S.-based organization, regardless of where they are physically located, or who work at a U.S. location of a non-U.S.-based organization must ensure that ITAR compliance has been obtained for any and all papers submitted to IEEE for publication. (See website for details.)

Organizational Approval

The Conference website is a public venue. Authors must obtain any needed clearances for their work to be freely published by the IEEE. Submission of your paper implies that it has received the proper clearances from your company, affiliation, or organization.

Submission to the www.aeroconf.org website

Submit a PDF version of your abstract or paper via the website.

5. PRESENTATION AT THE CONFERENCE

Prepare a presentation to be delivered at the conference, using Microsoft PowerPoint or similar software that summarizes the major concepts of your paper.

Allotted Time

Time allotted for presentations is 18 minutes, with an additional 5 minutes for questions. The time limit will be strictly enforced.

Projection

A projector and screen will be set up in each meeting room. Bring your slide set on a laptop to plug in to the projector. Also bring a copy of your presentation on a USB drive, in case your session chair chooses to consolidate all the presentations on a single laptop before the session starts.

Presentation

Tips on giving the presentation will be sent to registered authors in advance of the conference.

Special Displays

Displays of hardware or software an author believes to be of wide interest to conference attendees may be set up with

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[1] This is an example of a footnote.

permission of the Technical Program Committee and by special arrangement with the Conference Manager.

6. BEST PAPER AWARD AND PUBLICATION

Best Paper Award

A Best Paper Award is given each year for excellence in technical innovation and exposition in the written paper. The selection is conducted prior to the conference, and the award is presented at the conference.

Publication

Papers presented at the IEEE Aerospace Conference are published as Conference Proceedings in two forms:

1. On an online database accessible by registrants

2. In the official Conference Proceedings on the web-based *IEEE Xplore* system following the conference.

7. SUMMARY

This *Author's Instructions* document serves as a template for papers prepared for the 2019 IEEE Aerospace Conference. Editorial style requirements for conference papers are summarized in Appendix A. All paper submissions are accomplished online, through the IEEE Aerospace Conference website at www.aeroconf.org.

APPENDICES

A. MORE INFORMATION

This is the first appendix. If you have only one appendix, title this section "Appendix."

B. YET MORE INFORMATION

This is the second appendix.

ACKNOWLEDGEMENTS

REFERENCES

[1] IEEE Aerospace Conference Web site: www.aeroconf.org

[2] U.S. Munitions List, sections 38 and 47(7) of the Arms Export Control Act (22 U.S.C. 2778 and 2794(7).

BIOGRAPHY

Richard Mattingly received a B.S. in Engineering from California State University, Los Angeles in 1970. He has been with JPL for more than 25 years. He has been the study lead for MSR in the Mars Exploration Program Office at JPL. Prior to MSR, he supervised a systems engineering group for JPL's projects implemented in partnership with industry. He has also managed systems engineering groups for instrument and payload development and has been involved in the formulation and development of numerous planetary and Earth-orbiting spacecraft and payloads. His career started with systems integration on the Apollo program for North American Rockwell.

Karen Profet has been with the IEEE Aerospace Conference since 1983 and has over 40 years in the aerospace industry. She is retired from The Aerospace Corporation, where she was lead system engineer for cryptographic equipment and system security on the Advanced EHF communication system. Prior to Aerospace, she worked at IBM, TRW, System Development Corporation, and the Lawrence Berkeley National Laboratory. She received a B.A. in Physics from U.C. Berkeley in 1961.