

Final PDF Paper Preparation Instructions

Please follow the instructions closely. Papers failing to meet the final format requirements may be rejected.

1. Authors must submit their papers in **Portable Document Format (PDF)** format. All fonts used in your papers (including those in figures, tables, and pictures) must be embedded.
 - IEEE is very strict about the requirements for converting application files or PostScript files to full-text PDF for inclusion in IEEE Xplore®. Please follow the detailed instructions in "[IEEE PDF File Preparation Guide for IEEE Xplore](#)" that describes the essential steps in distilling PDFs that meet the IEEE requirements.
 - Download [PDF settings files](#) that will allow authors to **automatically set Adobe Distiller to the IEEE PDF requirements**.
 - The **most important issue** that every author shall pay attention to is to make sure that **all the fonts used in your papers are EMBEDDED**, especially for papers from Asia and Europe. The "IEEE PDF File Preparation Guide for IEEE Xplore" details the steps for you to check and to make sure that all fonts used are embedded and subsetted. Failure to embed and subset fonts is the biggest obstacle to PDF compliance with IEEE Xplore® and please make sure that your PDF files are compliant with IEEE Xplore®. **Papers failing to meet the IEEE Xplore® PDF requirements may be rejected.** If you are not sure about embedded fonts, please consult your colleagues who are familiar with the issue before submitting the paper.
 - You can check the **IEEE PDF compatibility** of your PDF files using the IEEE CSS's Paper Plaza PDF self-test at: <https://www.paperplaza.net/scripts/pdfstest.pl>
2. Paper size is "**US Letter**" size (8.5" by 11") with proper margins. Please follow the detailed instructions in the [author's guide](#).
3. When authors submit their final PDF papers, the PDF file names must be assigned in the format of "**paper#.pdf**". For example, the PDF file name for paper 1234 must be assigned as "1234.pdf".
4. Please complete and submit the **IEEE Copyright Form** (follow the link below). Put your paper number on the form. The **filled Copyright Form** should be sent through **Email** to ECCCheah@ntu.edu.sg or **in hardcopy** to:

Prof. C. C. Cheah
School of Electrical and Electronic Engineering
Nanyang Technological University
Block S1, Nanyang Avenue, S(639798)
[Republic of Singapore](#)

The form must be received by **15th Sept 2004**.

5. A total of six (6) camera-ready pages, including figures, are allowed for each paper. A maximum of two (2) extra pages per paper is permitted for an extra charge of US\$150.00 per page. If your paper has **more than six pages**, fill out the **Extra Page Charge Payment in the Registration form**. Authors **MUST** pay extra page charge at the same time when they submit their final paper (**before 15th Sept 2004**).