# Manuscript Template for the IEEE MTT-S Latin America Microwave Conference LAMC (Title in 18-point Times Roman)

John Doe, Jane Smith, and Fred Jones (list authors on this line using 12-point Times Roman – use a second line if necessary)

Institution or Organization, City, State/Region, Mail/Zip Code, Country, e-mail of corresponding author (authors’ affiliation(s) listed here in 12 point Times Roman – use more lines if necessary)

### *Abstract*  — Papers submitted to LAMC will be peer reviewed following a single-blind process (authors’ information must be included on each submitted manuscript). For the Abstract, use 9-point Times Roman Bold. Set your line spacing to be 10 points rather than single space. Indent the first line by 0.125 inches and type the word “Abstract” in 9-point Times Roman Bold Italic. This should be followed by two spaces, a long dash (option / shift / minus), two spaces, and then the first word of your abstract. Please try to keep the length of your abstract to 100 words or less.

### *Index Terms* — Type here the main keywords, in alphabetical order, such as ceramics, EBG structures, etc.

### I. Introduction

The following information is provided to help the prospective contributor prepare a manuscript for submission to the IEEE MTT-S Latin America Microwave Conference (LAMC).

Manuscripts must be three pages long, including all figures, tables, references, etc. Additionally, there is a size limit on the electronic version of all manuscripts. In Adobe Portable Document Format (PDF), submissions may not exceed 2 Megabytes.

This document contains instructions for the preparation of the manuscript. Once a paper is accepted, the Technical Program Reviewer’s Committee (TPRC) might recommend some changes. All authors with accepted papers must submit the final version of their manuscript within the corresponding deadline. Once accepted, final submissions must be IEEE Xplore compatible. Accepted papers will be published in the LAMC Proceedings. After the conference, all presented papers will be submitted for inclusion in the IEEE Xplore Digital Library.

You are encouraged to employ this Word template for typing (or copying and pasting) your manuscript. The proposed template for LAMC is based on that one used for the IEEE IMS, with just a few variations. If you elect not to use this template, please remember that you must still adhere to the general guidelines embodied in this document, concerning but not limited to, font size, margin size, page limits, file size, etc.

### II. Overview Of The Manuscript Format

We are requesting that you follow these guidelines as closely as possible so that the LAMC Proceedings has a professional look. All paragraphs of text, including the abstract, figure captions, and refer­ences, should be justified at the left and right edges.

For the Title use 18-point Times Roman, horizontally centered. Please notice that you can insert blank spaces in the Title so that the text has a better horizontal distribution. The Title paragraph description should be set so that the line spacing is single with 6-point spacing before and 6-point spacing after. The font description for the Author List and Authors' Affiliation(s) should be 12-point Times Roman. The paragraph descriptions for authors and affiliations should be set so that the line spacing is single with 6-point spacing after the paragraph. Use an addi­tional blank line spacing of 12 points before the beginning of the double column section.

### II. Detailed Text Formatting

With regular letter-size paper (8.5 x 11-inch), top and bottom margins are 0.748 inches (1.9 cm) and 1 inch (2.54 cm), respectively. Left and right margins are 0.63 inches (1.6 cm). Except for Title, Authors and Affiliations, use a double column format. The column width is 3.5 inches (8.88 cm) and the column spacing is 0.25 inch (0.635 cm).

Each major section begins with a heading in 10-point Times Roman centered within the column, in Small Capitals format. Section headings must be numbered using Roman numerals (excepting for the Acknowledgement and References) followed by a period, a single space, and the title using an initial capital letter for each word. The paragraph vertical spacing for the section heading line should be set for 18 points before, 6 points after, and the line spacing should be set to exactly 12 points. Hyphenation is encouraged throughout.

For the body of the paper, use 10-point Times Roman and set the paragraph spacing at “exactly 12 points” with 0 points before and after. Indent each paragraph by 0.125 inches (0.32 cm). Further details are provided in the remainder of this template on some specific situations.

*A. Major Subsections*

Denote subsections with left justified 10-point Times Roman Italic. Order them with capitalized alphabetic characters (*A, B, ...*). Follow the letter designation with a period, a single space, and then the subsection title capitalizing the first letter of each main word (title format). The paragraph description of the subsection heading is set to “exactly 12-point” line spacing with 6 points before and 6 points after.

*B. Equations*

Equations should be centered in the column and numbered sequentially. Use a tab to center the equation. Place equation numbers to the right of the equation within parenthesis and right justified within its column by using a second tab. An example is as follows:

TABLE I

Summary of Typographical Settings

|  |  |  |
| --- | --- | --- |
|  | **Font Specifics** | **Paragraph Description** |
| **Section** | (Times Roman unless specified) | spacing (in points) | alignment | indent |
|  | style | size | special | line | before | after |  | (in inches) |
| Title | plain | 18 | none | single | 6 | 6 | centered | none |
| Author List | plain | 12 | none | single | 6 | 6 | centered | none |
| Affiliations | plain | 12 | none | single | 6 | 6 | centered | none |
| Abstract | bold | 9 | none | exactly 10 | 0 | 0 | justified | 0.125 1st line |
| Index Terms | bold | 9 | none | exactly 10 | 0 | 0 | justified | 0.125 1st line |
| Headings | plain | 10 | small caps | exactly 12 | 18 | 6 | centered | none |
| Subheadings | italic | 10 | none | exactly 12 | 6 | 6 | left | none |
| Body Paragraphs | plain | 10 | none | exactly 12 | 0 | 0 | justified | 0.125 1st line |
| Equations | Symbol font for special characters | single | 6 | 6 | centered | none |
| Figures | 8 to 10 point sans serif (Helvetica) | single | 0 | 0 | centered | none |
| Figure Captions | plain | 9 | none | 10 | 0 | 0 | justified | none, tab at 0.394 |
| References | Plain | 9 | None | 10 | 0 | 0 | justified | 0.25 hanging |

 *e* = *mc*2 (1)

When referring to an equation, use the number within parenthesis. Here (1) was used as an example because it was easy to type. If necessary, use the regular Word equation editor for typing your equations. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after, and its spacing should be set to “single” rather than “exactly 12 point” so that the height will auto-scale to fit the equation.

It is important to configure the Microsoft Word equations editor (if employed) so that all variables, digits, and special symbols have the correct size.

### III. Figures

Figures should utilize as much of the column width as possible in order to maximize legibility. It is suggested that you use a sans serif font, such as Helvetica. Helvetica is larger and easier to read than Times Roman (Times Roman is fine as long as the figure text is reasonably legible). Using 6- to 9-point Helvetica usually results in a legible figure. When referring to a figure, use the abbreviation “Fig.” followed by its number. Place figure captions directly below each figure. Use 9-point Times Roman with the paragraph spacing set at “exactly 10 points” for figure captions, with a tab set at 0.394 inch (1 cm). Type “Fig. #.” (# is the numeral) then tab over to the 0.394 inch (1 cm) mark before beginning the text of the figure caption.

Within Microsoft Word there are several options for placing figures within your paper. Often the easiest is to insert them between existing paragraphs allowing the figures to remain in that relative position. The paragraph description where the figure is inserted must be set to “single” spacing rather than “exactly 12 points” in order to allow the line to auto-scale in height to display the entire figure. Disadvantages of this approach are that you do not have total flexibility in placing figures, and that the figures will move as text is inserted or deleted in any part of the document before the figure. If you elect to use this approach, it is recommended that you nearly complete the editing of your text before inserting any figures. Remember to allow room for them, however. Then begin inserting figures starting from the beginning of your document.

Fig. 1 was inserted using the approach described above. After the figure caption, there should be a single 12-point blank line before the text resumes.



Fig. 1. Estimated relationship between the time an author spends reading these instructions and the quality of the author's digest article.

More flexibility is obtained in inserting figures in a Word “Text Box”. In this manner you can place them exactly where you would like them to be on a page. This can be accomplished by inserting the figure, selecting the figure box, and then choosing “Format Picture...”. Settings which are available allow you to place the figure at an absolute position on a page, specify if the text is supposed to flow around the figure or if the figure should move with the text, etc. If you elect to let the text flow around the figure, then remember that you will have to insert a separate text box for the caption, otherwise the figure caption is likely to become separated from the figure. Fig. 2 was created using this approach; it is fixed at the top margin of this page.

Table I was inserted in the above fashion using “Insert”, “Text Box”, creating the text contained in Table I, and then formatting the text box using all the settings available under “Format”, “Text Box...”. Table I also serves as an illus­tration of one of the rare instances when the double col­umn format requirement can be violated. Certain figures and tables will require the full page width to display. It is usually best to place these figures and tables at the top or bottom, rather than in the middle, of a page.

### IV. Citing Previous Work

When referencing to previous work, such as a journal article [1]-[3], a conference digest article [4,5], or a book [6,7], place the reference numbers within square brackets. To simultaneously cite these references [1]-[7] use the format just demonstrated. The reference list is the last section of the manuscript and references are listed in the order cited. Use 9-point Times Roman for the citations. The paragraph for references is set with a line spacing of exactly 10 points with 0 point spacing before and after. A 0.25 inch (0.635 cm) hanging indention should be used.

References should follow the IEEE style for citations. For journal articles, list all authors by initials and last name, the title of the paper in quotations (capitalizing only the first letter of the paper title excepting for proper nouns and acronyms, which should be capitalized), the journal name in italics, the volume number, the issue number, the page numbers, and the date. Use the examples provided [1]-[7] as a guide.



Fig. 2 General official logo for the IEEE MTT-S Latin America Microwave Conference. This logo can be used in the power-point conference presentation.

V. Conclusion

Although reading these instructions may have been an unpleasant experience, following them will improve the quality of the LAMC Proceedings. Table I summarizes much of the detail provided above. Table I also illustrates a case when the double column format should be violated.

If you have comments, or suggestions, or if you are willing to volunteer some time to improve these instructions, please contact one of the Technical Program Committee members of LAMC ([www.lamc-ieee.org](http://www.lamc-ieee.org)).

### Acknowledgement

The LAMC Technical Program Committee members wish to acknowledge the support of IEEE MTT-S, since this template was prepared taking as a basis the IMS template for manuscripts.

### References

[1] B. N. Das, K. V. S. V. R. Prasad and K. V. S. Rao, “Excitation of waveguide by stripline and microstrip-line-fed slots,” *IEEE Trans. Microwave Theory Tech.*, vol. 34, no. 3, pp. 321-327, Mar. 1986.

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[5] Z. Brito-Brito and J. E. Rayas-Sánchez, “Enhanced procedure to setup the simulation bounding box and the meshing scheme of a 3D finite element EM simulator for planar microwave structures,” in *IEEE MTT-S Int. Microwave Symp. Dig.*, Phoenix, AZ, May 2015, pp. 1-3.

[6] R. E. Collin, *Foundations for Microwave Engineering*, New York: McGraw-Hill, 1966.

[7] S. Koziel and L. Leifsson, Ed., *Surrogate-Based Modeling and Optimization: Applications in Engineering*, New York, NY: Springer, 2013.