

The graphic features a white background with a large, light blue trapezoidal shape on the right side. On the left, there are two overlapping triangles: an orange one on top and a teal one on the bottom. The text 'IEEE STYLE GUIDELINES' is written in a bold, black, sans-serif font, rotated 45 degrees counter-clockwise, and positioned across the white area.

IEEE STYLE GUIDELINES

WHAT IS A STYLE GUIDE?

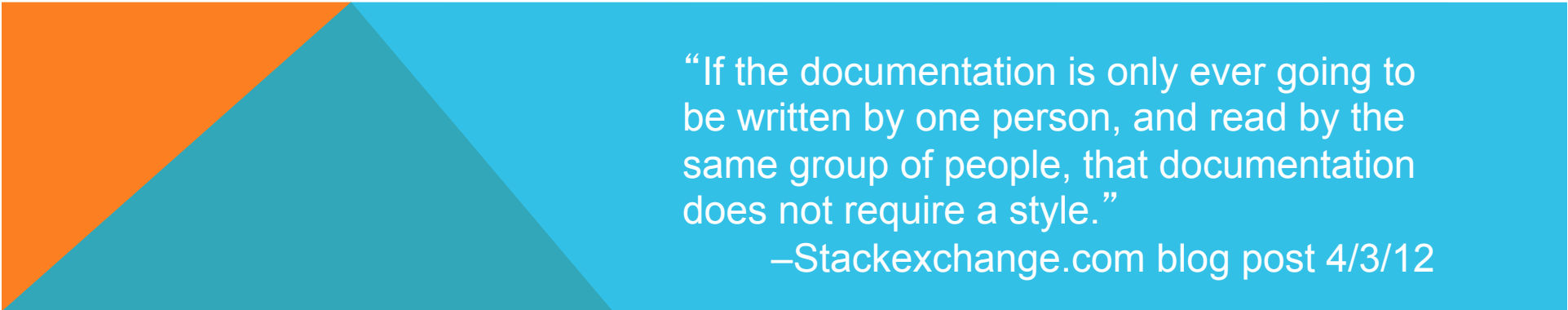
- Rules for how to write and format
- Published by an organization
- An aid to communication
- A pain in the neck

But worth it.



WHY GO ALONG WITH THE CROWD?

- Pick your battles
- Instant credibility
- More efficient
- Encourages group work
- Inconsistency is jarring!



“If the documentation is only ever going to be written by one person, and read by the same group of people, that documentation does not require a style.”

–Stackexchange.com blog post 4/3/12

WHERE IS THE STYLE GUIDE?

IEEE Web Site Author Digital Tool Box

<http://www.ieee.org/documents/stylemanual.pdf>

Class Web Site

<http://www.eng.utah.edu/~ece3940/>



IEEE FORMAT OVERVIEW

- 2 columns (1 column for class)
- Single spaced (1.5 spaces for class)
- Justified margins
- Numbered headings, left justified
- Times New Roman font



IEEE PAPER CONTENTS

- Title
- Author (name and affiliation)
- Abstract
- Introduction
- Body with figures and math
- Conclusion
- References



TITLE AND AUTHOR

- Substance, not suspense
- Capitalize important words
- Don't capitalize unimportant words
(a, an, the, and, but, for, or, in, out, on)
- Student affiliation is the University
- Look up format every time



ABSTRACT

- Short and sweet (150 words or less)
- Explains purpose
- Presents findings
- Details importance of research/subject
- Special formatting—look it up



INTRODUCTION

- Explains research topic
- Provides context for topic
- Explains practical application (“why”)
- Communicates goals/purpose of paper



BODY

- **Summarizes and evaluates research**
- **Chronological**
 - Previous approaches to problem
 - Your approach and methodology
 - Assessment and commentary on results
- **Includes data**
- **Uses headings and subheadings**
- **Fulfills goal/purpose outlined in intro**



FIGURES

- Placed only in body of paper
- Placed at top or bottom of columns, after mention in text
- Each figure requires caption
- Number sequentially
- Use them!



CONCLUSION

- Restates project goals
- Summarizes results
- Reexamines project objective
- Analyzes unexpected findings
- Explains significance of research results



REFERENCES

- Numbered with brackets
- Listed at end of text
- Left-aligned
- Accurate
- Look up format every time!



JUST DO IT!

“While style guidelines may seem onerous at times, following dictated guidelines . . . may make the difference between success and failure as a writer.”

– wiseGEEK.com, retrieved 9/5/12

