

Indiana Tech Writing Center -- IEEE Style Guide

- If an abstract is included, it is suggested to be about 150 words long, and no longer than 250.
- Order of how things go in a research paper:
 1. Title Page (including paper title, byline, membership, first footnote including Digital Object Identifier (DOI) information, running head, and copyright line)
 2. Abstract, must be one paragraph, and no more than 250 words. A minimum of 150 words are suggested, but not mandatory.
 3. Index Terms
 4. Nomenclature (optional)
 5. Introduction
 6. Body of Paper
 7. Conclusion
 8. Appendix(es)
 9. Acknowledgment
 10. References
 11. Figure and Table Captions
 12. Photos and Biographies
- Appendix Refer to the Appendix in text as “given in the Appendix.” Note that the plural of Appendix is Appendixes. Also note that all figures and tables in the Appendixes must be labeled in consecutive order with the other figures in the paper. Never start a separate numbering system or group of numbers for the figures or tables in the Appendix section.
- Titles should be in 16 point font in brief papers.
- Capitalization In general, discourage capitalization in text except where absolutely necessary. For example, only proper names attached to the names of laws, principles, theorems, etc., get capitalized (Boyle’s law, Newton’s first law, etc.). Computer commands are in computer tags and remain small caps; most computer languages (Cobol, Java, LISP, PERL, etc.) are upper and lower case. In text, the names of IEEE publications are 10-pt. and 8-pt. caps: TRANSACTIONS, IEEE SPECTRUM, PROCEEDINGS OF THE IEEE.
- Punctuation always goes inside quotation marks, except for the colon and semicolon. Use single quotation marks around quotes within quotes. Quotes may be used around a new or special usage of a term the first time only, but use of quotes in this manner should be kept to a minimum.
- Do not use commas between adjectives (a planar equiangular spiral antenna).