Checklist for Submission

(0.5 pts each)
Format

- Is the entire manuscript—including quotations, references, author note, content footnotes, and figure captions—properly spaced and sized?

Title Page and Abstract

- Does the abstract range between 150 and 250 words?
- Does the keywords (at least three) are included from Y.O.K. knowledgebase?

Paragraphs and Headings

- Are every paragraph aligned and justified?
- Do all headings of the same level appear in the same format?
- Are unnecessary abbreviations eliminated and necessary ones explained?

References

- Are references cited both in text and in the reference list?

Tables and Figures

- Does every table column, including the stub column, have a heading?
- Are all tables referred to in text?
- Are all figures and tables mentioned in the text and numbered in the order in which they are mentioned?

IEEE Style examples:

Indicating the relevant reference in the text

• A number enclosed in square brackets, *eg.*[1] or [26], placed in the text of the essay, indicates the relevant reference.

• Each reference number should be enclosed in square brackets on the same line as the text, before any punctuation, with a space before the bracket.

• Citations are numbered in the order in which they appear in the text and each citation corresponds to a numbered reference containing publication information about the source cited in the reference list at the end of the publication, essay or assignment.

• Once a source has been cited, the same number is used in all subsequent references.

• No distinction is made between print and electronic references when citing within the text.

Here are some examples of this kind of referencing :

> "...end of the line for my research [13]."
> "The theory was first put forward in 1987 [1]." "Scholtz [2] has argued that......."
> "Several recent studies [3, 4, 15, 16] have suggested that..."
> "For example, see [7]."

• It is not necessary to mention either the author(s) or the the date of the reference unless it is relevant to your text.

• It is not necessary to say " in reference [26] ..." "In [26] ..." is sufficient.

Citing more than one reference at a time

• When citing more than one source at a time, the preferred method is to list each reference number separately with a comma or dash between each reference:

> **Preferred**
> [1], [3], [5]
> [1] - [5]

• Although the following method is also acceptable:

> **Acceptable**
> [1, 3, 5]
> [1-5]

Citing a reference multiple times

• When citing a source for a second or subsequent time, do not use ibid or op. cit.
• In the text, repeat the earlier reference number.
• If referring to a different page number, or other reference, within the source, use the following forms:
> [3, pp. 5-10], [3, Ch. 2, pp. 6-21], [3, Fig. 1], [3, Sec. 4.5]

Standard format for citation

Conference Paper in Print Proceedings:

[#] A. Author of Paper and B. Author of Paper, "Title of paper," in *Title of Published Proceedings: Proceedings of the Title of Conf.: Subtitle of conference, Month Date, Year, Location*, A. Editor and B. Editor, Eds. Place of publication: Publisher, Year. pp. inclusive page numbers.

Conference Paper fom the Internet:

[#] A. Author of Paper and B. Author of Paper, "Title of paper," in *Proceedings of the Title of Conf.: Subtitle of conference, Month Date, Year, Location* [Format]. Place of publication: Publisher, Year. Available: Database Name (if appropriate), internet address. [Accessed: date of access].

Conference Proceedings:

[#] A. Editor and B. Editor, Eds., *Title of Conf.: Subtitle of conference, Month Date, Year, Location (optional)*. Place of publication: Name of Publisher, Year.