

# Guidelines for Formatting Manuscripts for the *IEEE Transactions on Professional Communication*

This document describes our requirements for formatting text, tables, and figures. To avoid delays in publication, please follow all requirements.

## File Format

Files should be prepared using Microsoft Word version 2010 or later. If you do not have access to Word, please save your file in Rich Text Format (RTF).

**NOTE:** PDF files are not acceptable.

## Formatting Text

Format the text as follows:

- 12-point Times New Roman
- Double-spaced
- Left-justified
- One column only
- One-inch margins around the page

## Formatting Tables, Charts, Figures, and Illustrations

### Wrapping and Width

1. Do not use word-wrapping around tables, charts, figures, and illustrations.
2. If a table has only one column, set the column width to 3.25 inches or narrower.

### Labels and Titles

1. "Call out" each table in the text.
2. Type the table label and title above the table, not within the table.
3. Label the table Table #, replacing # with a Roman numeral, and center the label.
4. Number the table in the order in which it is called out in the text.
5. Below the label, type and center the table title.
6. Create the table below the title.

### Text Within Tables

1. Format all the text within the table using 10-point Arial.
2. Bold the column headings in the first row.
3. Bold the row headings (if any).

4. For column and row headings, use initial capitals for all words except the following: *of, the, or, an, a*.
5. Do not use italics anywhere within the table text except for *SD, N*, and *p* in  $p < .$

### Spaces

1. Add a space before and after the following symbols: = < >
2. Remove any space before and after the following symbols: % - /
3. Remove commas from numbers in thousands, etc. (1230 **not** 1,230).

### Ranges and Decimals

1. Use an em-dash (—) without spaces, not a hyphen, to indicate a range (1—5).
2. Add a leading zero to decimal numbers less than one (0.54).

### Bulleted and Numbered Lists

1. Use end punctuation at the end of list items only when the item is a complete sentence.
2. Ensure that list items are syntactically parallel (all complete sentences, all verb phrases, etc.).

### Horizontal and Vertical Lines

1. Set the top and bottom horizontal lines to 1.5-point width for first row of the table.
2. Set the bottom horizontal line to 1.5-point width for the last row of the table.
3. If horizontal lines are needed elsewhere in the table, set them to 0.5-point width.
4. Do not use vertical lines if the table contains only one or two columns.
5. If the table contains three or more columns, use may include vertical lines between them.
6. Do not use vertical lines at the left and right margins of the table.
7. Set vertical lines (if any) to 0.5-point width.

### Table and Figure Notes

1. Type all notes below the table or figure, not within the table or figure itself.
2. Precede the set of notes with the word *Note:* in italics, **or** precede each note with a superscripted number or superscripted asterisk.