Author Instructions for Full Papers, Brief Papers, and Extended Abstracts

Submitting Your Initial Paper Abstract for Consideration

Thank you for your interest in ProComm 2015, the conference sponsored by the IEEE Professional Communication Society. This year's conference will be July 13-15, 2015 in Limerick, Ireland.

At the first stage, please submit an abstract of 4000 characters or less (includes spaces) for consideration and review for the conference. Avoid including any self-identifiers, as these abstracts will be blind reviewed. **All abstracts are due by January 8, 2015.**

If your work is accepted for the conference, please read the entire Author's Template for your specific type of submission, which provides complete instructions on how to format your conference proceedings work.

To make sure your paper goes through the proceedings process as smoothly as possible, please follow all the formatting instructions in that template. Attention to detail, particularly to the in-text citations and the references, helps our proceedings reviewers get your paper through the process with minimal corrections. Use the IEEE referencing style identified in the template—do not use APA or any other style. Authors who use an alternative citation or reference style will have their papers returned for corrections with a 72 hour turn-around expected.

The Author's Template uses Microsoft Word's style features. Styles are specifically designed for the required styles for your convenience. If you are not familiar with styles, you can find more information by searching for "Style basics in Word" along with your version of Word (e.g., Word 2013).

We recommend that you print out or save a separate copy of the template and these instructions for your reference. As you work in the template, cut-then-replace the text just as it is formatted in the template.

Double check your work before submitting your initial abstract/proposal for review.
- Do not complete the "Author Name" section until you submit the final camera-ready copy, should your work be accepted.
- Delete the comments within the template.
- Delete the "About the Author/s" and Copyright Forms sections from all of your submissions until the very end of the cycle. At that point, you will need to add the "About the Author/s" section back in for the the final camera-ready copy, so keep the template handy.
- Verify that your paper uses the IEEE referencing style identified in the template.
  http://www.ieee.org/documents/ieeecitationref.pdf
- Remove hidden personal information (i.e., author name, name of institution/company) from the document properties in Microsoft Word. If you are not sure how to remove personal information, please consult Microsoft's website. To find information on how to do this, search for "remove personal information from a Word document" along with your version of Word (e.g., Word 2013).

**Note: If you are a nonnative English speaker, we strongly encourage you to have your paper proofread and edited by a native English speaker before you submit it.

Submitting Your Camera-Ready Work

If your work is accepted for the conference, you will be asked to submit a camera-ready version for the Proceedings. For that purpose, complete these tasks:

- Revise your paper based on the feedback received from reviewers.
- Proofread your paper. If you are a nonnative English speaker, we strongly encourage you to have your paper edited and proofread by a native English speaker before submitting it.
- Verify that the "Author Name" section is completed.
- Verify that the "About the Author/s" section is completed.
- Verify that your paper uses the IEEE referencing style properly.
  http://www.ieee.org/documents/ieeecitationref.pdf

Please register for the conference as soon as you can.

Registration will open in January 2015.

*Your paper or extended abstract will not be published
if you do not register for the conference.*