

## Pareja Author Instructions

This document provides detailed directions to authors electronically submitting papers to the IEEE Transaction on Information Theory. The sections are as follows:

- 1 Initial Paper Submission
- 2 Revised Paper Submission
- 3 Final Paper Submission

If there are any questions, please contact the publication editors as listed on the main page of the IEEE Transactions on Info Theory paper submission website.

# 1 Initial Paper Submission

The Paper Submission function is used by authors to submit papers. This screen allows uploading of the manuscript and input of the title and abstract as well as author information.

Like many pages in Pareja, the author submission page is divided into two sections – the top section is a navigation/status bar that indicates the current state and the position of this particular page in that state while the lower section accepts form data for the paper.

## 1.1 Entering paper information

Information about the paper is entered in the first section of the author submission form. This includes entering the title, the abstract, uploading the manuscript (PDF or PostScript format only) or indicating that the manuscript hardcopy has been directly submitted to the editor in chief, whose contact information is shown in the form. In addition, the paper type (regular or correspondence) and an optional editorial area can be chosen. This section of the form is shown in Figure 1.

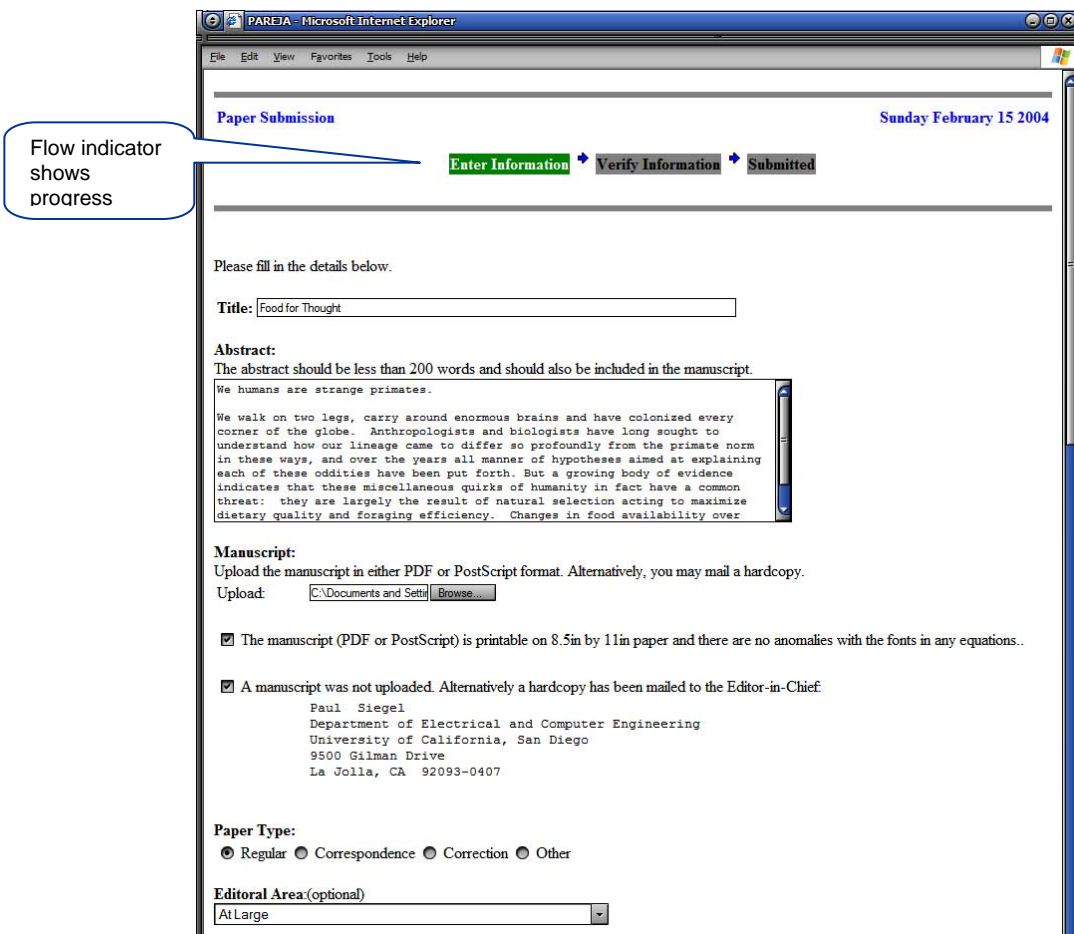
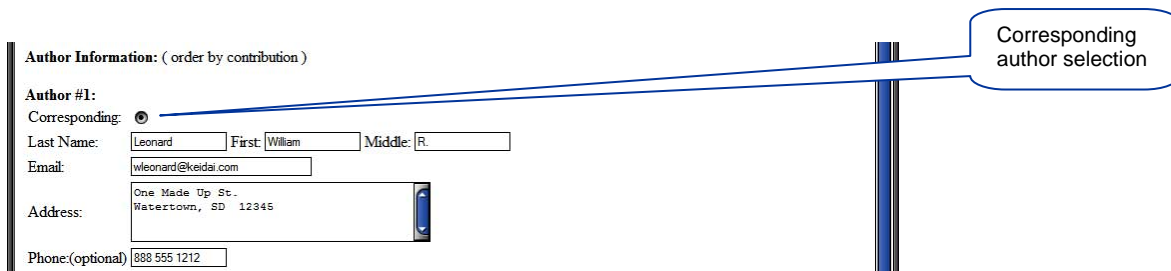


Figure 1: Paper Submission - Paper Information

### 1.2 Entering author information

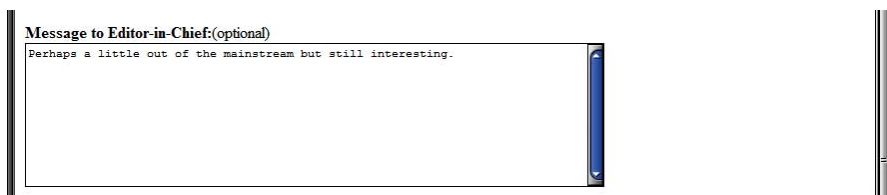
Author information is entered below the information about the paper. Authors should be listed in order of contribution and one author is chosen as the contact point for the paper by selecting the box for corresponding author. This section of the form is shown in Figure 2.



**Figure 2: Paper Submission - Author Information**

### 1.3 Message to the editor

A message can be sent to the editor in chief by filling out the text box at the bottom of the form. This is shown in Figure 3.



**Figure 3: Paper Submission - Message to Editor**

### 1.4 Confirmation and receipt

Upon entering the required information, the author is presented with a confirmation screen to verify the information submitted. Following confirmation, a notification page is displayed indicating that the system has received the submission and a confirmation number.

## 2 Revised Paper Submission

The Revised Paper Submission function is used by authors to submit revised versions of their papers when asked to do so by the AE. This page allows uploading of a revised version of the manuscript.

### 2.1 Login

Author login is accomplished by going to the Pareja main screen and clicking on "Revision" under "Author Submission." Access to the revised paper submission form is through the AE-provided CLN and Access Code. This is shown in Figure 4.

Revision Submission Sunday March 7 2004

Login → Enter Revision → Verify Revision → Submitted

CLN: 99 1969  
Access Code: 760ca7e20daba26d  
Submit

[Main Page](#)  
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Figure 4: Author - Revised Paper Submission - Login

### 2.2 Revision and Response

This section of the form allows upload of the revised version of the paper as well as a response to comments. Allowed file types are PostScript or PDF as well as ASCII for the response. Alternatively hardcopy may be sent directly to the AE.

### 2.3 Message to the AE

A message may be sent to the AE regarding this revision by entering text into the provided text box.

### 2.4 Save/Submit

#### *Submit*

Selecting submit sends the information to the AE.

#### *Save*

Selecting save allows the author to save the work in progress and return via CLN/access login.

### 2.5 Confirmation and receipt

Upon entering the required information, the author is presented with a confirmation screen to verify the information submitted. Following confirmation, a notification page is displayed indicating that the system has received the submission.

### 3 Final Paper Submission

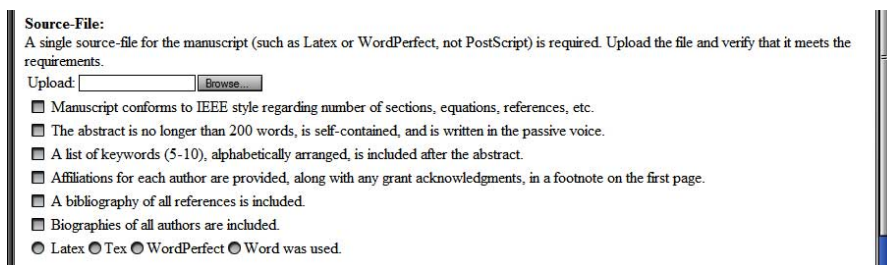
The Final Paper Submission function is used by authors to upload final versions of source files, the manuscript and graphics files, if necessary.

#### 3.1 Login

Author login is accomplished by going to the Pareja main screen and clicking on “Final Submission” under “Author Submission.” Access to the final paper submission form is through the AE-provided CLN and Access Code.

#### 3.2 Source File

The author submits a single source file for the paper. Acceptable formats are LaTeX, Tex, Word, WordPerfect. A requirements checklist confirms the source file contents.



**Source-File:**  
A single source-file for the manuscript (such as Latex or WordPerfect, not PostScript) is required. Upload the file and verify that it meets the requirements.

Upload:

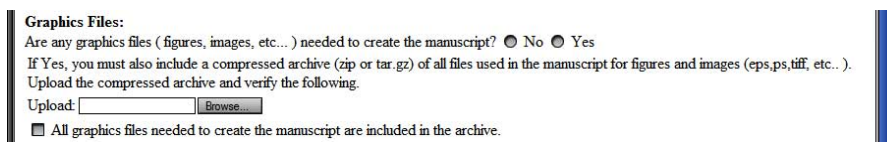
- Manuscript conforms to IEEE style regarding number of sections, equations, references, etc.
- The abstract is no longer than 200 words, is self-contained, and is written in the passive voice.
- A list of keywords (5-10), alphabetically arranged, is included after the abstract.
- Affiliations for each author are provided, along with any grant acknowledgments, in a footnote on the first page.
- A bibliography of all references is included.
- Biographies of all authors are included.

Latex  Tex  WordPerfect  Word was used.

**Figure 5: Author - Final Paper Submission - Source File**

#### 3.3 Graphics

If the paper contains graphics, a compressed archive of all graphics files is required. Any graphics file format is acceptable but the resulting archive must be .zip or .tar.gz. This is shown in Figure 6.



**Graphics Files:**  
Are any graphics files (figures, images, etc...) needed to create the manuscript?  No  Yes  
If Yes, you must also include a compressed archive (zip or tar.gz) of all files used in the manuscript for figures and images (eps,ps,tiff, etc... ). Upload the compressed archive and verify the following.

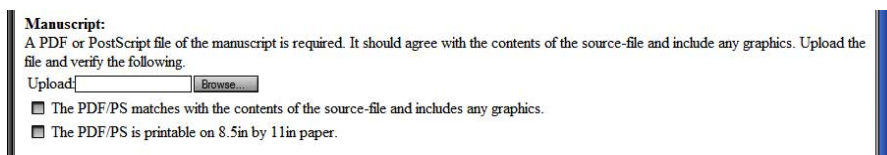
Upload:

- All graphics files needed to create the manuscript are included in the archive.

**Figure 6: Author - Final Paper Submission - Graphics Upload**

#### 3.4 Manuscript

The author submits a print-ready version of the paper. Acceptable formats are PDF and PostScript. A requirements checklist confirms the manuscript file prints correctly.



**Manuscript:**  
A PDF or PostScript file of the manuscript is required. It should agree with the contents of the source-file and include any graphics. Upload the file and verify the following.

Upload:

- The PDF/PS matches with the contents of the source-file and includes any graphics.
- The PDF/PS is printable on 8.5in by 11in paper.

**Figure 7: Author - Final Paper Submission - Manuscript**

#### 3.5 Copyright

A signed copy of the IEEE copyright form must be submitted to the PE. This copyright form may be uploaded through Pareja, faxed, or sent in hardcopy form directly to the PE. This is shown in Figure 8.

**Copyright:**  
 A signed IEEE [copyright form](#) has been, in order of preference, uploaded, faxed, or mailed to the Publications Editor:  
 Upload: C:\Documents and Settings\ [Browse]  
 Kevin J Quirk  
 test w/o phone # n  
 kquirk@ucsd.edu  
 (fax)

**Figure 8: Author - Final Paper Submission - Copyright**

### 3.6 Prior Presentation

These fields can be used to indicate if the submitted paper has been presented or presented in part at a prior conference. If more than one prior presentation was made, this information should be included in the message to AE box.

**Prior Presentation:**  
 The material in this paper was  presented at  presented in part at  
  
 which was held in  during  of

**Figure 9: Author - Final Paper Submission - Prior Presentation**

### 3.7 Authors

Author contact information is verified/updated and IEEE membership status/level and IT society member association is indicated in this section. This is shown in Figure 10.

**Authors:**  
 Name: William R. Leonard  
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 IEEE Member?  No  Yes Grade:  none  
 IT Society Member?  No  Yes  none  
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 IEEE Member?  No  Yes Grade:  none  
 IT Society Member?  No  Yes

**Figure 10: Author - Final Paper Submission - Author Information/Affiliation**

### 3.8 Confirmation and receipt

Upon entering the required information, the author is presented with a confirmation screen to verify the information submitted. Following confirmation, a notification page is displayed indicating that the system has received the submission.