

Submission Specification for Conference Papers

IET 会议论文投稿说明

This 'Submission Specification for Conference Papers' document provides instructions for the submission of Conference Papers for publication on the IET Digital Platform

“会议论文投稿说明”提供发表在 IET 电子平台的会议论文投稿指南。

This document is to be used in conjunction with the 'Manuscript-template.dotx'.

The Conference Paper is to be prepared in MS Word format and then printed to PDF.

请将该文档与 Manuscript-template.dotx 文件配合使用。

会议论文请使用 MS Word 模板，而后转为 PDF 文件提交。

[Submission requirements](#)

投稿要求

[Word Template structure & layout](#)

Word 模板结构样式

[PDF format requirements](#)

PDF 文件要求

I) **Submission Requirements** 投稿要求

Conference papers must satisfy the following requirements:

会议论文必须满足以下要求：

1. **Manuscript Submission** 论文投稿

1.1. Originality: Is the work scientifically rigorous, accurate and novel? Does the work contain significant additional material to that already published? Has its value been demonstrated?

新颖性： 研究是否具有科学严谨性、准确性、新颖性？对现已发表的论文是否具有充分重要的扩展？研究价值是否得到论证？

1.2. Plagiarism: All conference papers submitted to the IET for publication must record original work which has not been published previously. Any alleged cases of plagiarism will be dealt with according to the '[IET Policy in Relation to Plagiarism, Infringement of Copyright and Infringement of Moral Rights and Submission to Multiple Publications](#)'.

抄袭： 所有提交 IET 平台发表的会议论文必须是从未发表过的原创研究。发现抄袭的情况将会依据“IET 对抄袭、侵犯版权、侵犯道德权利、一稿多投处理政策”进行处理。

1.3. Multiple submissions: The IET does not permit manuscripts included in its conference proceedings to be simultaneously under review for another conference or publication.

Once a case of multiple submissions has been established, the paper/s in question will be immediately declined for publication by the IET.

一稿多投： IET 禁止收录在其会议论文集的论文同时被其他会议或者出版物审核。一旦发现一稿多投的情况，涉嫌的论文将会立即从 IET 平台撤除。

1.4. Relevance: Is the material appropriate to the scope of the conference to which it is submitted?

相关性： 内容是否符合所投会议的收录范围？

1.5. Clarity: Is the English clear and well written? Poorly written English may obscure the scientific merit of your paper. Are the ideas expressed clearly and concisely? Are the concepts understandable?

清晰性: 英语表达是否清楚, 写作是否合格? 不达标的英语写作会降低论文科学价值的呈现。观点表达是否清楚而简洁? 概念是否能让读者理解?

2. Post-print Policy 后印本政策

2.1. The author may post post-prints of their conference papers published by the IET on repositories, servers and websites of any sort, provided that these servers are operated by the author's institution or the funding body contributing to the research. To comply with funding requirements, authors may also deposit their conference papers in repositories (or mirror sites) designated by the funding body.

作者可将通过 IET 出版的会议论文后印本上传到知识库或各种类型的服务器、网站, 只要是作者所属机构或研究资助机构运行的服务器即可。为了遵守资助机构的要求, 作者也可以将会议论文上传到资助机构指定的知识库或镜像站点。

The conditions attached to this are as follows:

与此相关的条款如下:

2.2. Access to such servers is not for commercial use and does not depend on payment of access, subscription, or membership fees.

对这些服务器的访问不可用于商业用途, 也不可用作付费访问、订阅或收取会员费。

2.3. The following wording clearly appears on the front page of the post-print:

以下文字须清晰出现在后印本的首页:

"This paper is a post-print of a paper submitted to and accepted for publication in Conference Proceedings of *conference title* and is subject to Institution of Engineering and Technology Copyright. The copy of record is available at IET Digital Library"

“本文是提交给会议名称论文集并已接收的论文后印本, 版权归属英国工程技术学会所有。论文通过 IET Digital Library 访问。”

2.4. The post-print must be the author's version and not the IET version/PDF.

后印本必须使用作者版, 而非 IET/PDF 版。

2.5. The post-print must not be posted prior to publication of the paper by the IET and when posted any preprint version should be removed.

后印本不能在 IET 出版论文之前上传, 上传后印本时预印本即要撤除。

3. Copyright 版权

3.1. An author submitting a paper should ensure that he or she has the right to publish the paper and that it contains nothing defamatory. The IET will assume that all co-authors have agreed to the submission of any paper received.

作者投稿时需确保他或她拥有出版论文权利, 且论文不含任何诽谤性内容。IET 对于收到的投稿, 默认所有合作者已同意将论文投送给 IET。

3.2. Your conference paper must be accompanied by a signed copyright form.

会议论文投稿的同时必须签署版权协议。

3.3. Copyright: Unless the paper is either "United Kingdom Crown copyright" or "a work of the US Government and in the Public Domain", the Bylaws of the IET require that copyright should belong to the IET.

版权：除非论文属于“英国皇冠版权”或者“美国政府及公有领域著作”，IET 章程要求版权归属于 IET。

4. Permissions to Reproduce 复制许可

4.1. All authors must secure permission from the copyright holder for reproducing previously published text, figures and tables. The source of the reproduced material must be given in full and the words 'Reproduced by permission of

所有作者在复制已发表论文的文字、图片和表格时必须获取版权所有者的许可。被复制材料的出处必须标明，并配以“经...许可复制”文字说明。

II) Word Template Structure Word 模板结构

The following Word Template will be sent by the organizer separately. Please follow the template to write your paper.

会议组织者会单独向您发送以下 Word 模板，请使用模板撰写论文。

MAIN TITLE OF PAPER HERE

First Author¹, Second Author², Third Author³

¹*First Affiliation Address, City, Country Name*

²*Second Affiliation, Address, City, Country Name*

³*Third Affiliation, Address, City, Country Name*

⁴*Current affiliation, Address, Country Name*

*corresponding.author@second.com

Keywords: Enter only five keywords separated with a comma here

Abstract

Enter abstract text here.

1. Introduction

Enter introduction text here.

2. Methodology

Enter methodology here.

3. Results

Enter results here.

4. Conclusion

Enter conclusion here.

5. Acknowledgements

Enter acknowledgements here.

6. References

Enter references here.

Word Template Layout Word 模板样式

Title 标题

The main title of the paper shall be 18pt, Full Capital letters and centred.
论文主标题字体大小应使用 18pt、大写字母、居中。

Author names and affiliations 作者姓名及所属机构

Names and affiliations should immediately follow the title. To avoid confusion, the family name must be written as the last part of each author name and the first name should be spelt out rather than abbreviated (e.g. John A.K. Smith). Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Dr.) or any membership of any professional organisation.

作者姓名及机构紧跟标题下方。为避免混淆，作者姓氏应最后写，名字要用全拼不要使用缩写（例如不要写成 John A.K. Smith）。作者信息中不应出现任何职业头衔（例如 Managing Director）、学术头衔（例如 Dr.）、会员或专业组织头衔。

For multiple-authored articles, list the full names of all the authors, using identifiers to link an author with an affiliation where necessary (eg. John AK Smith¹, Edward Jones²).

有多名作者的情况下，须列出所有作者的全名，使用上标符号把作者与相应机构作关联（例如 John AK Smith¹, Edward Jones²）。

The full affiliations of all authors should then be listed. Affiliations should include: the department name; the name of the university or company; the name of the city; and the name of the country (e.g. ¹Department of Electrical Engineering, University of Sydney, Sydney, Australia).

If an author's present address is different from the address at which the work was carried out, this should be given as a secondary affiliation (see affiliation ⁴).

而后列出所有作者所属机构的全称。机构全称包括：院系名称、学校或公司名称、城市、国家（例如 ¹Department of Electrical Engineering, University of Sydney, Sydney, Australia）。

如果作者现有地址与完成研究的所在地不同的话，需要以第二机构列出（见模板样例 ⁴Current affiliation, Address, Country Name）。

Only the email address of the corresponding author is required and should be indicated with an *.
只需要提供通讯作者的电子邮件地址，并以星号* 标明。

Please ensure that the supplied contact details for all authors are correct. In the case of wrong author information, IET will issue errata rather than replacing the existing record.

所有作者信息必须完整正确，如果出现错误，IET 会发表勘误而非替换原有记录。

Keywords 关键词

List a maximum of five keywords.

关键词最多不超过 5 个。

Abstract 文摘

This shall be informative and suitable for direct inclusion in abstracting services as a self-contained article. It shall not exceed 200 words. It shall summarise the general scope and also state the main results obtained, methods used, the value of the work and the conclusions drawn. No figure numbers, table numbers, references or displayed mathematical expressions to be included. The abstract shall be included in the submitted paper.

文摘部分应做到信息表达充分、可以作为一个独立的文章直接被摘要服务收录。文摘不应超过 200 个单词；需要涵盖总体范畴、表述获取的结果、使用的方法、研究的价值以及得出的结论。文摘中不要出现图表号码、引文或数学表达式。文摘应包含在所提交的论文中。

The following is a guide to using the conference paper Word Template:
以下是使用会议论文 Word 模板的指南:

1. Introduction 引言

This document is a guide to using the Manuscript Template. Before submitting your final paper, check that the format conforms to this guide. Specifically, check to make ensure that the correct referencing style has been used and the citations are in numerical order throughout the text. If your paper does not meet all of the requirements, your paper will be unsubmitted and you will be asked to correct it.

本文是用以说明如何使用 Manuscript Template 的指南。提交论文前请检查论文格式是否符合本指南的要求，特别要检查使用正确的引文格式、参考文献按序编号。如果论文未达到所有要求，论文投稿会被撤销并要求作者修改。

2. Language, spelling and grammar 语言、拼写及语法

All papers must be written in UK English. If English is not your first language, you should ask an English-speaking colleague to proofread your paper. Papers that fail to meet basic standards of literacy are likely to be declined. Ensure that the paper is spell checked.

所有论文须用英式英语书写。如果英语并非您的第一语言，请让英语母语的同事对论文作出校对。没有达到英文写作标准的论文很有可能被拒稿。确保检查论文的英语拼写。

3. Paper Length 论文长度

The maximum length of the full paper will be eight A4 pages.
全文最长不超过 8 页 A4 纸。

4. Page Formatting 页面格式

An easy way to comply with the requirements stated in this Guide is to use the Manuscript Template and simply type your text into it. A PDF will then be created of the template for submission of the paper. Authors should not copy the format of other published papers.

要达到本“指南”要求的最简单的办法就是使用 Manuscript Template，您只需在模板文件里录入文字即可，而后在模板基础上生成 PDF 文件进行投稿。作者不应复制其他已发表论文的格式。

4.1. Page Layout 页面排版

The paper must be in double column format, 8.8cm wide with margin separation of .04cm, and single spacing. All paragraphs must be justified, i.e. both left-justified and right-justified.

论文必须使用双栏排版，每栏 8.8cm 宽，中间相距 0.4cm，单行行距。所有段落必须对齐，既要向左对齐也要向右对齐。

4.2. Text Font of Entire Document 全文字体

Standardised fonts such as Times, Times Roman, Times New Roman or Symbol are to be used with a font size no smaller than 10pt.

请采用标准字体，例如 Times, Times Roman, Times New Roman 或 Symbol，字号不小于 10pt。

4.3. Section Headings 段落标题

All section heading should be numbered and no more than 3 levels of headings should be used.
所有段落标题都应编号，标题层次不超过 3 级。

4.3.1. First Level Headings: 一级标题

The first level section headings should be in bold font, 12pt (e.g. “**1 Introduction**”), with the paragraph starting on a new line.

一级段落标题应使用粗体，12pt 字号（例如“**1 Introduction**”），段落内容另起一行。

4.3.2. Second Level Headings: 二级标题

The second level section headings should be in italic font 10pt (i.e. “2.3 Section Headings”). The paragraph should start on a new line.

二级段落标题应使用斜体，10pt 字号（例如“2.3 Section Headings”），段落内容另起一行。

5. Figures 图片

Graphics may be full colour but please make sure that they are appropriate for print (black and white) and online (colour) publication. Lines graphs should be colour and use dotted or dashed lines, or shapes to distinguish them apart in print. Each figure should be explicitly referred to in numerical order and should be embedded within the text at the appropriate point. A maximum of four subfigures will be allowed per figure.

图片可以用全彩色，应便于印刷（黑白）及在线（彩色）出版。线图应使用彩图，用点图、虚线图或其他形状来区分线条。每个图片都应使用数字序号明确标注，并在文字的合适位置嵌入图片。每个图片最多可以使用 4 个子图。

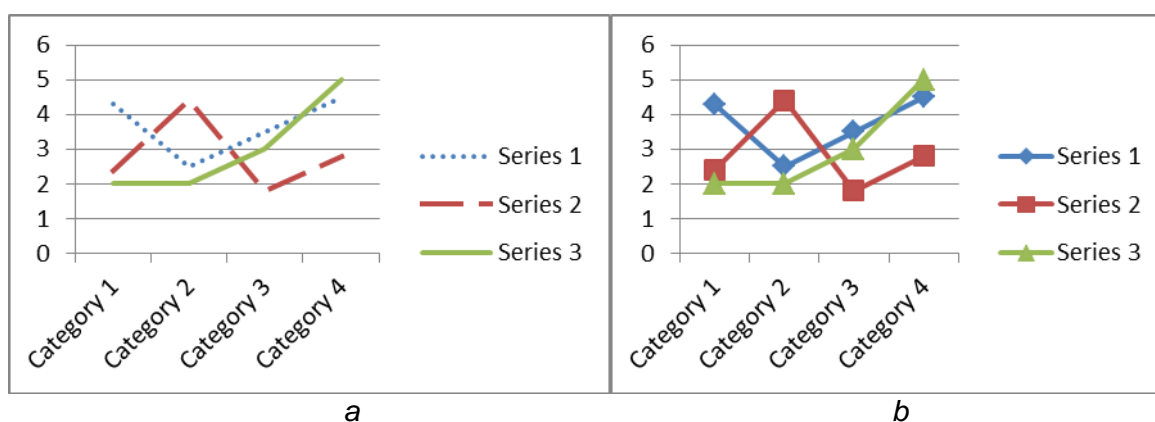


Fig. 1 Sample graph with blue (dotted), green (solid) and red (dashed) lines ‘or’

Figure 1 Sample graph

a Subfigure 1

b Subfigure 2

5.1. Figure Captions 图片标题

Figure captions must be below the figure, in 10pt font and should ideally consist of one sentence. If a figure has subfigures, all subfigures should also have a caption and should be identified by letters, e.g. a, b, c, as shown above.

图片的标题应出现在图片下方，使用 10pt 字号，最好是一句话。如果图片包含子图，所有子图也需提供标题，并以 a, b, c,加以标注（如上所示）。

6. Tables 表格

Tables should be formatted as the example below with no column lines unless needed to clarify the content of the table. Row lines can be used to distinguish the column headings from the content of the table.

表格应按照如下样例进行排版，不出现表列线条，除非需用线条区分表格内容。列标题的内容，可以用表格行进行区分。

Table 1 Example table

Column heading	Column heading two	Column heading three
Row 1a	Row 1b	Row 1c
Row 2a	Row 2b	Row 2c

6.1. Table Captions 表格标题

Tables must be numbered and cited within the text in strict numerical order. Table captions must be above the table and in 10 pt font.

表格必须严格按照顺序编号及引用。表格标题应出现在表格上方，使用 10pt 字号。

7. Mathematics and Equations 数学运算与方程式

- Equations should fit into a two-column print format.
方程式要符合双栏印刷排版。
- Equations shall be single spaced.
方程式应采用单倍行距。
- When writing mathematics, avoid confusion between characters that could be mistaken for one another, e.g. the letter 'l' and the number one.
书写数学运算时，避免使用易混淆的字符，例如字母'l' 和数字 1。
- Vectors and matrices should be in bold italic and variables in italic.
向量和矩阵应使用粗斜体，变量使用斜体。
- If your paper contains superscripts or subscripts, take special care to ensure that the positioning of the characters is unambiguous.
如果论文使用了下标或上标，请特别注意确保字符的位置清晰。
- Exponential expressions should be written using superscript notation, i.e. 5×10^3 not 5E03.
指数表达式应使用上标注，例如 5×10^3 而不是 5E03。
- A multiplication sign should be used, not a dot.
使用乘法符号，而非点号。
- Refer to equations using round brackets, e.g. (1)
方程式标注使用圆括号，例如(1)。

8. Page Numbers and Footers 页码和脚注

Page numbers shall be placed in the 'page footers' on all pages. No other information is to be placed in the footer.

页码应放在所有页面的“页脚”，页脚不应出现其他任何信息。

9. Conclusion 结论

Submissions should always include the following sections: an abstract; an introduction; a conclusion and a references section. If any of the above sections are not included the paper will be unsubmitted and you will be asked to add the relevant section.

投稿应包含以下几个部分：文摘、引言、结论、参考文献。如果缺少以上任何一个部分，论文投稿将被撤销，作者需做出修改添加相关部分。

10. Acknowledgments 致谢

Acknowledgements should be placed after the conclusion and before the references section. Details of grants, financial aid and other special assistance should be noted.

致谢应放在结论之后、参考文献之前。致谢部分应说明基金、资助、以及其它特别帮助的情况。

11. References 参考文献

11.1. Referencing Style 参考文献样式

You should number your references sequentially throughout the text, and each reference should be individually numbered and enclosed in square brackets (e.g. [1]).

请对参考文献按顺序编号，每一篇参考文献应单独编号，用方括号注明（例如[1]）。

Please ensure that all references in the Reference list are cited in the text and vice versa. Failure to do so may cause delays in the production of your article.

参考文献列表里的所有文献需在正文中标注，反之亦然。不这样做的话有可能在论文生产流程造成延误。

Please also ensure that you provide as much information as possible to allow the reader to locate the article concerned. This is particularly important for articles appearing in conferences, workshops and books that may not appear in journal databases.

请提供尽可能详尽的信息，以便读者可以找到相关参考文献。这对于期刊数据库以外的会议/研讨会论文以及图书来说尤为重要。

Do not include references for papers that have been submitted and not accepted for publication. Papers that have been accepted for publication are allowed as long as all information is provided.

请不要提供投送但未被接收或发表的参考文献。已经被接收发表的论文如果各项信息齐备，可以被列入参考文献。

Please provide all author name(s) and initials, title of the paper, date published, title of the journal or book, volume number, editors (if any), and finally the page range. For books and conferences, the town of publication and publisher (in parentheses) should also be given.

请提供所有作者姓氏及名字缩写、论文名、发表日期、期刊名或书名、卷号、编辑（如果有的话）、页码。对于图书和会议论文来说，需提供出版城市和出版商（用括号标注）。

If the number of authors on a reference is greater than three please list the first three authors followed by et al.

如果一篇参考文献的作者数量超过 3 名，只要列出前 3 名作者，其余用 et al.代替。

11.2. Example References 参考文献样例

Examples of reference citations are listed below:

不同类型的参考文献样例如下：

11.2.1. Journal articles 期刊论文

[5] Smith, T., Jones, M.: 'The title of the paper', IET Syst. Biol., 2007, **1**, (2), pp. 1–7

[6] Brown, L., Thomas, H., James, C., et al.: 'The title of the paper', IET Communications, 2012, **6**, (5), pp 125-138

11.2.2. Conference Paper 会议论文

[7] Jones, L., Brown, D.: 'The title of the conference paper'. Proc. Int. Conf. Systems Biology, Stockholm, Sweden, May 2006, pp. 1–7

11.2.3. Book, book chapter and manual 图书、图书章节及手册

[8] Hodges, A., Smith, N.: 'The title of the book chapter', in Brown, S. (Ed.): 'Handbook of Systems Biology' (IEE Press, 2004, 1st edn.), pp. 1–7

[9] Harrison, E.A., and Abbott, C.: 'The title of the book' (XYZ Press, 2005, 2nd edn. 2006)

11.2.4. Patent 专利

[11] Brown, F.: 'The title of the patent (if available)'. British Patent 123456, July 2004

11.2.5. Report 报告

[10] IET., 'Report Title' (Publisher, 2013), pp. 1-5

[12] Smith, D., Hodges, J.: British Patent Application 98765, 1925

11.2.6. **Standard** 标准

[14] BS1234: 'The title of the standard', 2006

11.2.7. **Thesis** 毕业论文

[13] Abbott, N.L.: 'The title of the thesis'. PhD thesis, XYZ University, 2005

11.2.8. **Websites** 网站

[1] 'Author Guide - IET Research Journals', <http://digital-library.theiet.org/journals/author-guide>, accessed 27 November 2014

[2] 'Research journal length policy', http://digital-library.theiet.org/files/research_journals_length_policy.pdf, accessed 27 November 2014

[3] 'ORCID: Connecting research and researchers', <http://orcid.org/>, accessed 3 December 2014

[4] 'Fundref', <http://www.crossref.org/fundref/>, accessed 4 December 2014

III) PDF Format Requirement PDF 格式要求

All PDFs shall be set as follows:

所有 PDF 文件应按照以下要求完成:

File names: The PDF file names will be consecutively numbered in the order that the papers are to be published:

文件名称: PDF 文件名称应按照论文出版顺序编号。

- '01.pdf' consecutively to '99.pdf'
(for up to 99 files within the conference proceedings).
按'01.pdf'至'99.pdf'顺序编号 (会议论文集收录 99 篇论文)
- '001.pdf' consecutively to '999.pdf'
(for up to 999 files within the conference proceedings).
按'001.pdf'至'999.pdf'顺序编号 (会议论文集收录 999 篇论文)

Version: Adobe PDF Version 1.4 (Acrobat 5)

版本: Adobe PDF 1.4 版 (Acrobat 5)

Fonts: All fonts shall be 'embedded subset'.

字体: 所有字体应使用 PDF 可嵌入字体。

Document Properties: 文档参数

Title: Full title of the paper.

Authors: All contributing author names to be included.

Subject: Full conference name and abbreviation.

Keywords: Keywords as set in the paper at Item 3, Keywords.

标题: 论文完整标题

作者: 包含所有做出贡献的作者姓名

主题: 会议名称全称及缩写

关键词: 参见 Word 模板第三部分 – 关键词

IV) IET Digital Library and Inspec Indexing Requirements

IET Digital Library 以及 Inspec 检索要求

Papers that will be submitted for publication on the IET Digital Library, and subsequent indexing in Inspec, IEEE Xplore and EI Compendex, must be submitted in the following format:

发表在 IET Digital Library 平台并后续被 Inspec、IEEE Xplore 以及 EI Compendex 检索的论文必须采用以下格式提交:

All PDFs must be in the format as specified as stated in Paragraph 3 above (PDF format requirement).

所有 PDF 文档必须按照上文第三段 (III. PDF format requirement) 的要求准备。

An **event programme** must be supplied. This will contain details of the event, title of the event, dates of the event, venue and programme details.

须提交会议日程安排, 包括会议具体信息、会议名称、日期、地点、以及会议流程详情。