



IEEE Formatting Guidelines

This formatting style was developed by The Institute of Electrical and Electronics Engineers, and is most often used in technical fields. The front of this handout will be your “How to,” and the back will have a full first page example.

Title and Authors

- **The title** of the paper should be at the top of the first page, centered in 24-point.
- **Below the title, write the** author’s name, author’s affiliations, author location, and email address in **Times New Roman** 10-point font.
- If there are multiple authors, format in columns with each author centered in a column.

Headings

- The **Abstract section** should be bolded, and that specific section title should not be formatted as a heading. The word “Abstract” should be italicized.
- The **headings will begin** in the next section and should be centered in their column and distinguished by Roman numerals, followed by the heading in all capitals.
- **All headings and subheadings** should be 10-point font size, which is the same as the body of the paper.
- **Subheadings** should be aligned to the left and preceded by a capitalized letter in alphabetical order, and the full subheading should be italicized.

Paper Format

- The rest of the paper will be formatted in **two columns of justified text** and categorized. The sections present may not be consistent from one paper to the next. (ex. If it is a secondary paper, i.e. any paper that compiles work from multiple sources, there won’t be a methods section.)
- Paragraph **indentations** should be 5-6 spaces, not the default tab spacing. If this is a paper for publication, then **page numbers and footers** will be congruent with the journal or publication guidelines. In general, page numbers are written in the bottom center or right hand corner. To add page numbers in either Word or Google, double click in the bottom margin. In Google Docs, go to “options → page numbers.” In Word, just select “Page Numbers.” Ask the professor to clarify sections and footer/page number formatting before submitting.



Title of Article or Paper at the Top of the Page

Author 1	Author 2	Author 3
UMW Department of Computer Science Fredericksburg, Virginia example@umw.edu	UMW Department of Computer Science Fredericksburg, Virginia example@umw.edu	UMW Department of Computer Science Fredericksburg, Virginia example@umw.edu

Abstract— This is a summary of all the work done in this paper. This should have your most important introductory details, your methods, and your results. You may include a short conclusion statement, as well. This should be 150-250 words.

I. INTRODUCTION

This is the part of the paper where you introduce what you're doing, which contains background information on the paper as a whole. Use this section to give context; provide previous studies that have influenced this one, explain what you are working with and why you are studying it, and introduce any non-standardized information that you will be discussing throughout your paper.

A. First Subheading

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B. Second Subheading

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II. MATERIALS AND METHODS

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Speaking and Writing Center [1]: Title of the paper should be at the top of the first page, centered in 24-point Times New Roman. Below the title, write the author's name, authors affiliations, author location, and emails in 10-point. If there are multiple authors, format in columns with each author centered in a column.

Speaking and Writing Center [2]: These columns are created by going to "Insert --> Table." Then draw a table that is as many cubes wide as the number of authors (1-4 authors) and add additional authors by making it more cubes tall. Make the "walls" of the table white by selecting each line individually and then selecting "border color" at the top. Make the borders white -- there is no transparent option. Each line will need to be changed individually.

Speaking and Writing Center [3]: The Abstract section should be bolded, and that specific section title should not be formatted as a heading. The word "Abstract" should be italicized, and there should be a hyphen after the word.

Speaking and Writing Center [4]: All headings and subheadings should be 10-point, Times New Roman font, which is the same as the body of the paper. Headings should be centered in their column and distinguished by Roman numerals, followed by the heading in all capitals.

Speaking and Writing Center [5]: To format the two columns for the body of the page, go to "Format --> Columns" in Docs and "Layout --> Columns" in Word. Choose the two-column option. Formatting here will look wonky as it balances in the two columns, but as you add text, it will even out. Text should be justified - "Align & Indent" in Docs, and the option with all lines equal in both Docs and Word. For a Word shortcut, use Ctrl + J. Indentations should only be 5-6 spaces, not the default "tab" indent.

Speaking and Writing Center [6]: Subheadings should be aligned to the left and preceded by a capitalized letter in alphabetical order, and the full subheading should be italicized.