

LINC: Lab for Informatics, Networks and Communication
Checklist for paper revisions (rev. 2.0)

Author and manuscript version number: _____

Submission Date: _____

_____ Abstract: No math.

_____ Abstract: Avoid acronyms and abbreviations.

_____ Abstract: In third person (No “we” or “our”)

_____ Introduction: Includes discussion of prior work (at least one paragraph).

_____ Introduction: Proposed contributions discussed in detail (two paragraphs for journal papers)

_____ Introduction: Key assumptions highlighted.

_____ Introduction: Paper organization provided (not required for conference papers when space is an issue).

_____ Introduction: If you have written previous conference versions on this topic they must be cited in the introduction and the differences clearly explained (per IEEE self plagiarism guidelines).

_____ Introduction: Check voice and tense. Use one consistent voice and avoid “going to show”, “will show” or “was done” or “had been done”. Use “shows” or “establishes”

_____ Introduction: Notation summarized at the end. Optional but good.

_____ System Model: Sets up the system model used in the paper.

_____ System Model: Assumptions are clearly defined. Justify assumptions when appropriate.

_____ Body of Paper: Use theorem-proof structure instead of statement and discussion. Use \begin{align} or $\begin{equation}$ \begin{array} instead of $\begin{eqnarray}$

_____ Body of Paper: Every theorem has some discussion. Do not end a section with a theorem.

_____ Conclusion: Provides a reasonable summary of the paper, not simply a restatement of the abstract. Includes suggestions for future work as appropriate.

_____ References: All relevant work is cited. Cite current and recent work when possible. When there are both journal and conference versions of the same paper, cite the journal version. Cite recent conference papers.

_____ References: For all preprints include a web URL to facilitate the reviewing process.

_____ Figures: All figures are clear. Use pdf or eps format (pdf strongly preferred). Never copy a figure from another paper.

_____ Figures: For MATLAB simulation results, you should use thicker than default lines. Legend should be legible. Markers should be clear. Do not rely on color to distinguish different curves.

_____ Figures: Block diagrams are all redrawn and not copied from another paper.

_____ Whole Paper: No plagiarism or copying from any other paper.

_____ Whole Paper: No informal language. No “easy to show that”, “it is clear that” or “we conjecture that” without prior discussion with me.

_____ Whole Paper: Follow each rate region with the appropriate prob. distribution, Markov chain relationships.

Common Writing and Formatting Suggestions

_____ English and grammar errors corrected.

_____ Equations are treated like parts of a sentence. This means that punctuation is used appropriately. If an equation is at the end of a sentence then it should be followed by a period.

_____ Explain the symbols used in an equation *before* the equation. This way the reader does not have to look back.

_____ Manuscript conforms to all guidelines for the journal or conference in question. Use one inch margins and 8.5” x 11” paper size unless otherwise noted. Do not play any games with the font or spacing.

_____ Section titles: All consistent with uppercase initials.

_____ All Acronyms are defined the first time they are used.

_____ References: All citations are properly formatted. Reference is complete including page and volume numbers. All journals are abbreviated consistently.

_____ Equations are referenced as (6), or Eqn. (6) or Equation (6). Figures and Tables are referenced as Fig. 6 or Figure 6/Table 6. Sections are referenced as Section 6 or Section VI.

_____ CAPITALIZE the first letter while referring to an Equation, Theorem, Figure, Table or Section.

_____ Avoid informalisms such as: “many works” or “In [3], Piyush shows that”. Both are

bad form. Use “multiple papers” and “In [3], the author(s) show(s) that”

_____ There should be space between sentence and citation, like this [5]. Check to see if quotation marks are correct in the paper (in Latex, use `` and ‘’)

_____ Include complete mailing address on title page.