

ICIP 2015 PAPER KIT

PART I – GENERAL INFORMATION

Special Note for Signal Processing Letters (SPL) Authors

Authors of *IEEE Signal Processing Letters* (SPL) papers will be given the opportunity to present their work at ICIP 2015, subject to space availability and approval by the Technical Program Chairs of ICIP 2015.

- SPL papers published on or after April 1, 2014, and SPL manuscripts accepted on or before March 31, 2015, are eligible for this presentation opportunity;
- SPL papers presented at ICIP 2015 will be included in the ICIP 2015 proceedings distributed at the conference to attendees; however, as the papers are already published in *IEEE Signal Processing Letters* (and, consequently, in *IEEE Xplore*), the SPL papers will not be included in *IEEE Xplore* for the conference. Approved requests for presentation must have one author/presenter registered for the conference according to the ICIP 2015 registration instructions.
- The deadline for the submission of requests for the presentation of SPL manuscripts at ICIP 2015 is **April 17, 2015**.
- The [paper submission](#) section will detail the submission procedure in December 2014.

Process

- Authors must submit their papers online through the [paper submission](#) system;
- Papers must be submitted according to the instructions below to insure papers will be readable through the online review system;
- Paper submissions are reviewed by experts selected by the conference committee for their demonstrated knowledge of particular topics. The progress and results of the review process will be posted in the paper submission system. Authors will also be notified of the review results by email;
- If your paper is accepted, it will be assigned to either a lecture session or a poster session. Prepare your presentation accordingly, following the guidelines below. The decision to place a paper in lecture or poster session is based on the topic of the paper. For further clarity, ICIP 2015 does not consider the presentation style to be an indicator of the quality of the work.

Paper Requirements

- Papers may be no longer than 5 pages, including all text, figures, and references. **THE 5th PAGE MAY CONTAIN ONLY REFERENCES;**
- Papers must be submitted by the paper-submission deadline, and final papers must be uploaded by the corresponding final-upload deadline. There will be no exceptions;
- Please notice that after the submission deadline the list and the order of the authors cannot be modified, and must remain unchanged in the final version of the manuscript.
- Accepted papers **must** be presented at the conference by one of the authors. One of the authors **must** register for the conference at one of the non-student rates, and **must**

- register before the author registration deadline. Failure to do so will result in automatic withdrawal of paper from BOTH the conference program and proceedings;
- ICIP requires that each accepted paper be presented by one of the authors **in-person** at the conference site according to the schedule published. **Presentation by anyone else than one of the co-authors is not allowed.** Any paper accepted into the technical program, but not presented on-site will be withdrawn from the official proceedings archived on IEEE Xplore. See the [No-Show Policy](#) for further details.

Deadlines

| Action | Deadline |
|---------------------|------------------|
| Paper Submission | January 15, 2015 |
| Author notification | April 20, 2015 |
| Final Paper | May 21, 2015 |
| Author Registration | May 28, 2015 |

Correspondence

Questions concerning the paper-submission process should be addressed to tpc@icip2015.org. **Include your paper number(s) and title(s) on all correspondence.**

Relation to Prior Work

The text of the paper should contain discussions on how the paper's contributions are related to prior work in the field. It is important to put new work in context, to give credit to foundational work, and to provide details associated with the previous work that have appeared in the literature. This discussion may be a separate, numbered section, or it may appear elsewhere in the body of the manuscript, but it must be present.

You should differentiate what is new, and how your work expands on or takes a different path from the prior studies. An example might read something to the effect:

“The work presented here has focused on the formulation of the ABC algorithm, which takes advantage of non-uniform time-frequency domain analysis of data. On the other hand, the work by Smith and Cohen [1] considers only fixed time-domain analysis, while the work by Jones et al. [2] takes a different approach based on fixed frequency partitioning. While the present study is related to recent approaches in time-frequency analysis [3-5], it capitalizes on a new feature space, which was not considered in these earlier studies.”

PART II – PAPER PREPARATION

This part covers the following topics:

- [File \(Container\) Format](#): Allowed document types, papers size, font embedding and sub-setting, security protection settings, page order, image down-sampling resolutions, maximum file size, file naming, etc.;
- [Document \(Contents\) Format](#): Page layout, typeface, font size, margins, language, references formatting and similar topics;
- [Templates](#): Available in various formats to help in the preparation and formatting of the papers.

File (Container) Format

The review process will be performed from the electronic submission of your paper. To ensure that your document is compatible with the review system and Proceedings system, you **MUST** adhere to the following requirements.

Papers must be submitted in Adobe's Portable Document Format (PDF) format and must strictly adhere to the [IEEE Requirements for PDF Documents v3.2](#). These requirements mandate that your files:

- Must have **ALL FONTS EMBEDDED** and **SUBSETTED**. Font embedding is the primary cause of IEEE Xplore-incompatibility. Refer to your PDF file generation documentation to find out how to embed and subset fonts. The above document provides instructions on how to verify font embedding and subsetting;
- Must **NOT** have Adobe Document Protection or Document Security enabled;
- Must **NOT** be password-protected;
- Must have either 'US Letter' or 'A4' sized pages;
- Must be in "1st page first" order;
- Does not contain hyperlinks;
- Have monochrome images down-sampled at 600 dpi, grayscale & color images at 300 dpi.

Also, note that Scanned PDF files are not allowed under IEEE Xplore.

The following PDF generation instructions pertain to two popular editors. If you use other software tools, you may need to generate your PDF via other means, including Adobe Acrobat.

Creating PDF for Word Users

The easiest way to create a PDF document from your Word file with all fonts properly embedded and subset as required is to direct Word to export an ISO 19005-1 compliant (PDF/A) file. Follow these steps (native in MS Word 2010 and above, or as an add-in in MS Word 2007):

- Select "Save As"→"PDF or XPS" in Word
- Select "Options", and ensure that "ISO 19005-1 compliant (PDF/A)" is checked.

However, while the PDF/A standard enforces font embedding, it disallows other PDF features, such as effects and transparency. It is recommended to avoid such PDF/A non-compliant features; if they are to be used, however, you will need to create your PDF via other means, such as Adobe Acrobat.

Do not Use Hyperlinks. Your PDF cannot contain any links such as URLs (hyperlinks), links to the references, mail addresses or other "clickable" items. In Word, these are often shown as text that is underlined and blue, but may show up only as a changed cursor shape for reference links.

Press CTRL+A to select the entire document and then press CTRL+SHIFT+F9 to remove all hyperlinks in a document.

Creating PDF for LaTeX Users

Generating a pdf file is straightforward for all LaTeX packages we are aware of. When preparing the proposal under LaTeX, it is preferable to use scalable fonts such as Type I, Computer Modern. However, quite good results can be obtained with the fonts defined in the style file recommended below (spconf.sty)

PDF files with Postscript Type 3 fonts are highly discouraged. PDF files utilizing Type 3 fonts are typically produced by the LaTeX system and are lower-resolution bitmapped versions of characters. It is possible to perform a few simple changes to the configuration or command-line to produce files that use PostScript Type 1 fonts, which are a vector-based. LaTeX/TeX users may want to consult the [Creating quality Adobe PDF files from TeX with DVIPS](#) website for a discussion on this subject.

For most installations of LaTeX, you can cause `dvips` to output Type 1 fonts instead of Type 3 fonts by including `-Ppdf` option to `dvips`. The resulting Postscript file will reference the Type 1 Computer Modern fonts, rather than embedding the bitmapped Type 3 versions, which cause problems with printers.

You may also need to tell `dvips` to force letter-sized paper with the option: `-t letter`. Some LaTeX installations also include `pdflatex`, which produces acceptable PDF files as well.

File Size Limit

Authors will be permitted to submit files weighing up to 5 MB. To request an exception, contact the paper submission technical support at tpc@icip2015.org.

File Name

When submitting your paper, the online submission system will ask you to rename your file with a specific name that will be given to you at that time. Please strictly comply with this instruction. Once again, please note that only PDF files will be accepted.

Document (Contents) Format

The following paragraphs details the various aspects of document formatting. Note that templates (see below) are also available in various formats.

Length

You are allowed a maximum of five (5) pages –inclusive of figures, tables, and references– but **THE FIFTH PAGE MAY ONLY CONTAIN REFERENCES**. Documents exceeding the 5-page limit or with the fifth page containing any material other than references, will be rejected.

Writing Language

English is the official language of the conference. As a result, all papers must be entirely submitted (and presented) in English.

Margins

Documents should be formatted for standard Letter or A4 format. Any text or other material outside the margins specified below will not be accepted. The following margins are valid for **BOTH** paper formats:

- All text and figures must be contained in a 178 mm x 229 mm (7" x 9") area;
- Left margin must be set at 19 mm (0.75");
- Top margin must be set at 25 mm (1"), except for the title page where it must be set at 35 mm (1.375");
- Text should appear in two columns, each 86 mm (3.39") wide with 6 mm (0.24") spacing between columns;
- On first page, the top 50 mm (2") of both columns is reserved for the title, author(s), and affiliation(s). These items should be centered across both columns, starting at 35 mm (1.375") from the top of the page;
- The paper abstract should appear at the top of the left-hand column of text, about 12 mm (0.5") below the title area and no more than 80 mm (3.125") in length. Leave 12 mm (0.5") of space between the end of the abstract and the beginning of the main text.

All the above constraints are depicted graphically in this PDF [format sheet](#). You can superimpose a printed copy of this file on your paper and hold them up to the light to validate your format. Make sure the "shrink to fit" check box is not checked when you print this file.

Typeface

To achieve the best viewing experience for the review process and conference proceedings, we strongly encourage authors to use Times-Roman or Computer Modern fonts. If a font face is used that is not recognized by the submission system, your proposal will not be reproduced correctly.

Font Size

Use a font size that is no smaller than 9 points throughout the paper, including figure captions. In 9-point type font, capital letters are 2 mm high. For 9-point type font, there should be no more than 3.2 lines/cm (8 lines/inch) vertically. This is a minimum spacing; 2.75 lines/cm (7 lines/inch) will make the proposal much more readable. Larger type sizes require correspondingly larger vertical spacing.

Title

The paper title must appear in boldface letters and should be in ALL CAPITALS. Do not use LaTeX math notation (x_y) in the title; the title must be representable in the Unicode character set. Lastly, try to avoid uncommon acronyms in the title.

Author List

The authors' name(s) and affiliation(s) appear below the title in capital and lower case letters. ICIP does not perform blind reviews, so be sure to include the author list in your submitted paper. Proposals with multiple authors and affiliations may require two or more lines for this information. The order of the authors on the document should exactly match in number and order the authors typed into the online submission form.

The LaTeX template has instructions for listing one or two authors. If you need to list more than two (2) authors, please use the following structure:

```
\name{Author Name$^{\star \dagger}$  
\qqquad Author Name$^{\star}$  
\qqquad Author Name$^{\dagger}$}  
  
\address{$^{\star}$ Affiliation Number One \\  
$^{\dagger}$}Affiliation Number Two
```

Abstract

Each paper should contain an abstract of approximately 100 to 150 words that appears at the beginning of the document. Use the same text that is submitted electronically along with the author contact information.

Index terms (Keywords)

Enter up to five (5) keywords separated by commas (“,”). Keywords may optionally be selected from the [IEEE keyword list](#).

Body of text

Major headings appear in boldface CAPITAL letters, centered in the column.

Subheadings must be formatted in capital and lower case and are either underlined or in boldface. Subheadings should start at the left margin of the column on a separate line.

Sub-subheadings are discouraged, but if they must be used, they should appear in capital and lower case, and start at the left margin on a separate line. They may be underlined or in italics.

References

List and number all bibliographical references at the end of the paper. The references can be numbered in alphabetic order or in order of appearance in the document. When referring to them in the text, type the corresponding reference number in square brackets as shown at the end of this sentence [1]. Formatting should be similar to this example:

- [1] D. E. Ingalls, "Image Processing for Experts", *IEEE Trans. ASSP*, vol. ASSP-36, pp. 1932-1948, 1988.

Illustrations & Color

Illustrations must appear within the designated margins. They may span the two columns. If possible, position illustrations at the top of columns, rather than in the middle or at the bottom. Caption and number every illustration. All halftone illustrations must be clear in black and white.

Page Numbering

DO NOT put page numbers on your document. Appropriate page numbers will be added to accepted papers when the conference proceedings are assembled.

Templates

The following style files and templates are available for users of LaTeX and Microsoft Word:

- [ICIP2015 latex templates.zip](#) – LaTeX style file along with an example template and resulting PDF (see included README.txt for details)
- [ICIP2015 word template.doc](#) – a Word 97/2000 template of correct formatting and font use

We recommend that you use the Word file or LaTeX files to produce your document, since they have been set up to meet the formatting guidelines listed above. When using these files, double-check the paper size in your page setup to make sure you are using the letter-size paper layout (8.5" X 11") or A4 paper layout (210mm X 297mm). The LaTeX environment files specify suitable margins, page layout, text, and a bibliography style.

In particular, with LaTeX, there are cases where the top-margin of the resulting PDF file does not meet the specified parameters. In this case, you may need to add a `\topmargin=0mm` command just after the `\begin{document}` command in your .tex file.

PART III – SUBMISSION AND REVIEW

When you have your document file ready, gather the following information before entering the submission system:

- Document file in PDF;
- Affiliation, email address, and mailing address for each author;
- Paper title;
- Text file containing paper-abstract text, in ASCII text format (for copying and pasting into webpage form);
- **Signal Processing Letters (SPL) authors should consult the [paper submission](#) page for specific instructions.**

Review Process

After submission, your paper enters into the review process. A committee of reviewers selected by the Technical Committee will review the documents and rate them according to quality, relevance, correctness, and originality. The Technical Committee will use these reviews to determine which papers will be accepted for presentation in the conference. The decision will be communicated to the submitting authors by email, along with reviewer comments, if any.

Notification of Acceptance

A notification email will be sent to all authors indicating whether their paper(s) have been accepted or not. The email may contain reviewers' comments and in some cases, you may be requested to take action on these comments. The type of session (oral, poster or Show & tell) will be provided later in a separate email.

Copyright Issues for Web Publication

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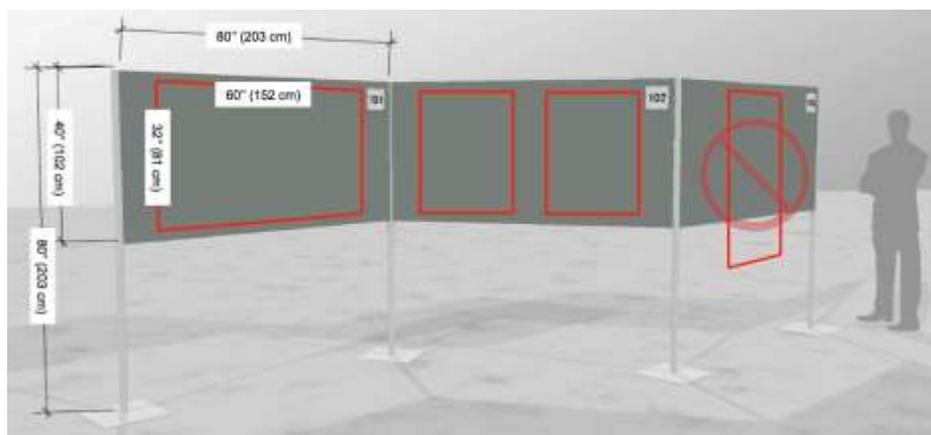
PART IV – AT-CONFERENCE PRESENTATION

Posters

Size & Layout

As indicated in the figure below, and for authors and audience comfort, the landscape (horizontal) format is privileged. Each poster is assigned a 200 cm (80 in.) by 100 cm (40 in.) space and your poster **must** fit in this space. However, it is suggested that your poster does not exceed 150 cm (60 in.) x 80 cm (32 in.).

The boards in the Poster Area will boast tags, indicating which board is assigned to your paper. These will be updated as papers sessions unfold.



Fixings (tack pins and Velcro[®] coins) will be available. The posters must be set up before the start of the poster session time, and at least one author **must be present during the entire designated period** for that session.

Organization of Ideas

Your poster should cover the key points of your work. It need not, and should not, attempt to include all the details; you can describe them in person to people who are interested. The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion. Carefully and completely prepare your poster well in advance of the conference.

Try tacking up the poster before you leave for the conference to see what it will look like and to make sure that you have all of the necessary pieces.

Make your poster as self-explanatory as possible. This will save your efforts for technical discussions. There will not be any summaries given at the beginning of the poster sessions, so authors need not prepare any overhead slides for their poster presentations. You may bring additional battery-operated audio or visual aids to enhance your presentation. No electricity will be available for use by poster presenters.

Format

It is strongly recommended that the posters be formatted according to the following recommendations:

- The heading should list the paper title, author(s) name(s) and affiliation(s). It should be in CAPITAL bold face type and readable from a distance of ~2 m (~6 ft). This translates in 25 mm (1 in) high or better letters;
- The font size for the headings of the abstract, introduction, results, conclusions, references, and any other sections, and the text and the captions for figures and graphs should be readable from a distance of ~1 m (~3 ft);
- The flow of your poster should be from the top left to the bottom right. Use arrows to lead your viewer through the poster. Use color for highlighting and to make your poster more attractive;
- Try to state your main result in 6 lines or less, in lettering about 15mm high so that people can read the poster from a distance;
- The smallest text on your poster should be at least 9 mm high, and the important points should be in a larger type. Use a sans-serif font to make the print easier to read from a distance.

Presentation

Plan to arrive before the session scheduled start so that your poster is up at the beginning of the session.

Prepare a short presentation of about 5 or 10 minutes that you can periodically give to those assembled around your poster throughout the session. If possible, more than one author should attend the session to aid in presentations and discussions, and to provide the presenters with the chance to rest or briefly view other posters.

Authors are encouraged to check their posters' correctness via a trial run with their colleagues at their home institutions rather than seeing it for the first time at the conference.

Oral Sessions (Lectures)

Equipment Provided and Files Upload

All oral presenters must upload their presentation to a centralized system at least 2 hours prior to session start. They must do so in the Speaker Ready Room.

The files associated with your presentation will be automatically routed to the proper room shortly before the session begins. This mandatory step offers the following advantages:

- All presenters will be assured the paper and the associated files (videos, etc.) will display properly. Support will be available on site to fix any issues;

- Authors will not need to worry about bringing USB keys to upload their presentation at the last minute;
- Session chairs will be able to take action on the no-shows more efficiently;
- All files will be deleted immediately after the session.

Under no circumstances will an author be allowed to connect his or her computer to the projector.

Each presentation room will be equipped with one computer/video projector, a microphone, a lectern, and a pointing device. There will be no other equipment available. The software installed on the computer includes:

- Windows 7
- MS Office 2010 Professional (Power Point, Word)
- Adobe Acrobat Reader X
- Internet Explorer 8
- Windows Media Player 12

Video File Formats

The preferred format is Windows Media Video (WMV). While some conversion may be necessary, we can also accept movies created as, MP4 (ideally MPEG4 but H.264 codecs as well), AVI (Divx, Xvid, or WMV codecs), MPG (MPEG1 & MPEG2) and MOV (H264 & MPEG4).

Organization of Ideas

Make sure each of your key points is easy to explain with aid of the material on your slides. Do not read directly from the slide during your presentation. You should not need to prepare a written speech, although it is often a good idea to prepare the opening and closing sentences. It is important that you rehearse your presentation in front of an audience before you give your presentation.

Slides attract and hold attention, and reinforce what you say - provided you keep them simple and easy to read. Plan to cover at most 6 points per slide, covered by 6-12 spoken sentences and no more than about two spoken minutes. Further, the following guidelines have been proved effective in improving presentations:

- Use bullets at beginning of lines to separate ideas and avoid complete sentences;
- Eliminate words that do not add meaning, for example: the, an, etc.;
- Be consistent in grammatical construction of lists; for example, use all-verbs or use all-nouns phrases;
- If you are using PowerPoint™, use functions that allow you to build information, bullet by bullet, on a slide, to keep the audience from reading ahead.

Layout and Format

It is strongly advised to format your presentations in the 16:9 format for best display results.

Use of standard True Type fonts is suggested for PowerPoint presentations. It is very strongly advised to embed all your fonts into your presentation, if you are using any special font or plug-in such as MathType.

Some of the lecture presentations will be given in quite large lecture halls. We recommend that you prepare your slides according to the following guidelines to ensure that the entire audience will be able to see your presentation.

- Avoid using more than six or seven words (30–40 characters) per line, six or seven lines per visual. Make sure type is well spaced and not crowded;
- Use 36-point type for all titles;
- Use at least 18-point type for the main text in other than the largest rooms.

Presentation

Presentation time is critical: each paper is allocated 20 minutes for oral sessions.

You should arrive to your session room 15-20 minutes before the session begins to meet with the session chair, which should be near the stage/lectern. If you wish to practice setting up your slides or pre-load them onto the provided computer, you should do so before the session begins.

We recommend that presentation of your slides should take about 16-18 minutes, leaving 2-4 minutes for introduction, summary, and questions from the audience. To achieve appropriate timing, organize your slides or viewgraphs around the points you intend to make, using no more than one slide per minute. A reasonable strategy is to allocate about 2 minutes per slide when there are equations or important key points to make, and one minute per slide when the content is less complex.