
Tips for Developing a High-Quality Manuscript

Overview and Outline

- Background and Introduction (for producing a high-quality manuscript)
- Paper (Manuscript) Review Process
- Compliance with Manuscript Template
- Typical Comments on Manuscripts from Reviewers
- Bonus – PowerPoint Tips for Presenting your Manuscript
- Summary



Background and Introduction

- Final version of papers are included in the Proceedings of the Annual Reliability and Maintainability Symposium (RAMS).
- Published papers must conform to IEEE standard practices.
- Authors have the responsibility for the technical quality and the appearance of each paper.
- This presentation provides:
 - Tips if this is your first RAMS IEEE publication
 - Useful reminders if you have previously published a RAMS paper
 - Bonus tips for your presentation



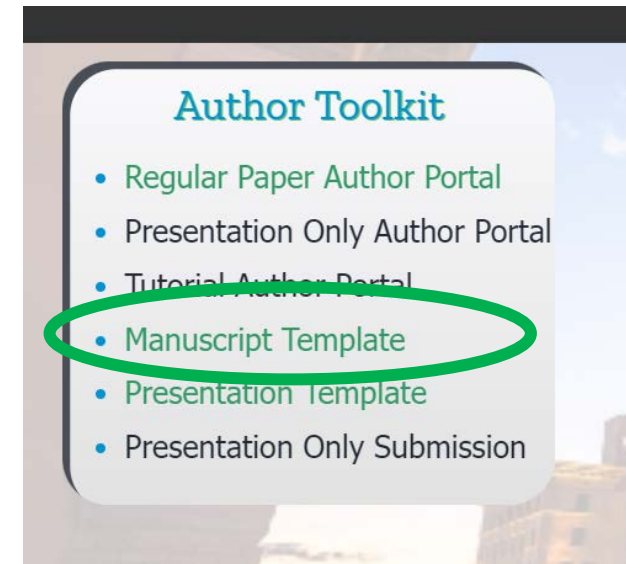
Paper (Manuscript) Review Process

- The Program Committee selects the papers that are included in the Symposium.
- At a minimum each paper is reviewed by a Program Vice Chair, RAMS Associate Editor, and the planned Session Moderator.
- Comments or redlines are provided to the authors for the draft and final papers.
- In addition to reviewing for technical soundness, reviewers will also check for format compliance.
- Adherence to format requirements assures compatibility with the majority of IEEE publications and suitability for inclusion in the IEEE Xplore on-line reference files.



Getting Starting on your Manuscript

- Inform your Vice Chair that you acknowledge the schedule.
- Download the paper preparation instructions from <https://rams.org/>.
- Click the menu on the upper right then download the manuscript template.



Compliance with Manuscript Template

- Before preparing any paper for inclusion in the RAMS Proceedings, please read the manuscript template (document).
- “Wash, rinse, repeat” ... read it a second time.
- The person who prepares the publication-ready, final version of the paper, must comply with the format instructions.
- Failure to comply fully with these formatting instructions may result in the elimination of your paper from the Symposium program.
- Note that the highest quality “Draft” papers submitted in July are correctly formatted and technically sound.
- Tip it is never too early to run spell check and look for grammatical errors

New Publication-Ready RAMS Paper Preparation Instructions

Jane S. Doe, University of Metropolis

Robert J. Lumice, Jr., PhD, Logical Solutions

Key Words: final paper preparation, format instructions, RAMS Proceedings

SUMMARY & CONCLUSIONS

This document provides detailed instructions for the preparation of the final version of papers that are to be included in the Proceedings of the Annual Reliability and Maintainability Symposium (RAMS). The instructions are intended to assure that the published papers conform to IEEE standard practices. They are also intended to make the paper preparation effort as easy as possible. In fact, authors may and even should use these instructions as a template – simply copying their text into this document and deleting the current content.

Creating a standard format attractive document requires careful attention to quite a few details. Here are some, but not all, of the key structural requirements for your paper.

- For the body of the paper, use the Times New Roman font with a 10 point font size for all text, equations, figures and tables.
- For the body of the paper, all text should be “justified” and exactly 12 point line spacing should be used. Setting these choices is described in the body of this paper.
- The body of the paper is arranged in a two column layout,
- Special layouts are defined in this paper for equations, tables and figures.
- The title, author identities and keywords are formatted using other font sizes and a one column layout as is described in this paper.
- Do not place footnotes or page numbers on the document.
- Do not place headers or footers of any sort on the document.
- There is also special formatting for the bibliography and the author biographical summaries that appear at the end of the paper.
- Total paper length is expected to be about 5 to 6 pages. Papers over six pages in length will not be accepted.

Papers are to be prepared using the most recent version available of Microsoft WORD. These instructions are tailored to the use of that word processor.

Before preparing any paper for inclusion in the RAMS Proceedings, please read this entire document. The person who actually prepares the publication-ready final version of the paper must comply with the format instructions.

Be aware that failure to comply fully with these formatting instructions can result in the elimination of your paper from the

Symposium program. Please also note that there have been considerable changes to the format requirements for 2024 and these instructions have been revised to reflect the changes as well as be more complete.

If you have a question concerning the format rules, contact the Program Committee Vice Chair responsible for your paper. If the question is still not resolved, then contact Joel A. Nachlas, RAMS Proceedings Committee Chair, by e-mail at nachlas@vt.edu.

1 INTRODUCTION

The management committee of the Annual Reliability and Maintainability Symposium (RAMS) is proud of the appearance and technical quality of its Proceedings [1]. While it is the Program Committee that selects the papers that are included in the Symposium, it is you, the author who has the greatest responsibility for both the technical quality and the appearance of your paper.

The committee considers that format compliance contributes to the usefulness of the paper contents by Proceedings readers. In addition, format compliance assures compatibility with the majority of IEEE publications and suitability for inclusion in the IEEE Xplore on-line reference files. These instructions are intended to help you prepare the final version of your paper so that it can be included in the Proceedings. Please follow them carefully. They are short, clear, and easy to read.

Please take special note of the fact that these instructions are new. They are significantly changed from earlier versions to facilitate the 100% paperless process that has been implemented. Important changes include the use of Microsoft WORD Styles specific to RAMS with built-in line spacing, the elimination of A4 Paper format, and elimination of LaTeX as a submittal medium. Other changes include definitive guidance on preparing papers using this template. The requirements of these instructions are mandatory.

Your paper is required to be submitted electronically in Microsoft WORD. To satisfy RAMS Proceedings requirements, every paper must be prepared using Microsoft WORD software. The most recent version of WORD available to you is preferred. The Times New Roman font is to be used throughout the paper.

Content related requirements include the following:

- Papers must be technically correct with no errors in calculations and equations.



Most Important Getting Starting Tip for your Paper

- Use the manuscript template exactly as provided.
- Turn off track changes and do not change any other settings in Word.
- Replace the template text with yours!
- “In fact, authors may and even should use these instructions as a template – simply copying their text into this document and deleting the current content”.
- **Please ensure that all template text is removed from your paper prior to submission.**

New Publication-Ready RAMS

Jane S. Doe, University of Metropolis

Robert J. Lumice, Jr., PhD, Logical Solutions

Key Words: final paper preparation, format instructions, RAMS I




SUMMARY & CONCLUSIONS

This document provides detailed instructions for the preparation of the final version of papers that are to be included in the Proceedings of the Annual Reliability and Maintainability Symposium (RAMS). The instructions are intended to assure that the published papers conform to IEEE standard practices. They are also intended to make the paper preparation effort as easy as possible. In fact, authors may and even should use these instructions as a template – simply copying their text into this document and deleting the current content.

Creating a standard format attractive document requires



Initial Changes for Draft Manuscript (1 of 2)

- Replace the template title with your title.  New Publication-Ready RAMS Paper Preparation
- The draft paper review is a blind review, to maintain alignment and spacing replace these names with “Placeholder”.  Jane S. Doe, University of Metropolis
Robert J. Lumice, Jr., PhD, Logical Solutions
- Add your initial key words to help focus the technical content.  Key Words: final paper preparation, format instructions, RAMS Proceedings

SUMMARY & CONCLUSIONS

This document provides detailed instructions for the preparation of the final version of papers that are to be included in the Proceedings of the Annual Reliability and Maintainability Symposium (RAMS). The instructions are

Symposium program considerable change these instructions he well as be more com If you have a qu

Tip - You may also generically use:
Author 1, Company Name
Author 2, Company Name
etc.....

This Could be the Best Paper at RAMS

Placeholder
Placeholder
Placeholder (add placeholders for up to four authors)

Key Words: Tips, Compliance, Technical Soundness

SUMMARY & CONCLUSIONS

This document provides detailed instructions for the preparation of the final version of papers that are to be included

instructions can result in the elimination of your paper from the Symposium program. Please also note that there have been considerable changes to the format requirements for 2024 and



Initial Changes for Draft Manuscript (2 of 2)

- While called a “Draft” it should be correctly formatted and technically sound
- Retain the placeholder for Biographies.
- “There is a 6-page limit to paper length. This includes tables and figures, appendices if any, as well as the required reference and biographical summary sections”.

the RAMS Reference Style for your references. This style will automatically number your references.

Table 1 – RAMS Styles in Microsoft Word RAMS Template

Paragraph Type	RAMS Style
Author line	RAMS Author
Biography and Reference Section heading	RAMS Bio & Ref Heading
Name and address for Biography	RAMS Bio Name & Address
Text for Biography	RAMS Bio Text
Bulleted text	RAMS Bullet

J. K. A. EVANS, "WEIGHING (AN ORIGINAL)", *IEEE TRANS. Reliability*, vol. 39, (Dec.) 1990, p 513.

BIOGRAPHIES

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Typical Technical Comments in Manuscripts

- Technical and appearance quality contributes to the usefulness of the paper.
- Remember all papers after they are presented are published in IEEE Xplore for other professionals to read, reference, and use.
- Summary and conclusions should be based on the research or data in the paper to help the RAMS attendees understand the key points of the technical content.
 - Statements have been made in the summary which were not supported by the body of the paper.
 - If not mentioned in the body of the paper, previous research may best be described or included in the introduction.
- Describe or define parameters in each equation.
- Ensure completeness in the body, for example stating there are three reasons why failure modes are difficult to determine, then only listing two.



Typical Conformance Comments in Manuscripts

- Some of the common conformance and editorial comments include:
 - Page length exceeded (max of six pages including biography)
 - Paper does not conform to the manuscript template
 - Spacing between sections (use the template)
 - Graphics have poor image quality
 - Text in tables less than size 10 font
 - References not used in body of paper
 - References not listed when noted in paper
 - Incomplete references or not formatted per the template
 - Spell out acronyms the first time used
 - Spell and grammar check not completed
 - Incomplete sentences



Additional Observations – Consistency (1 of 2)

- Once an item is labeled use the same label throughout.
- Picking (using) a good descriptor throughout the paper enhances clarity.
- Do not do this (name changed to protect the innocent):
 - 17-Point V-7Q Enhanced Modification Program (VEMP)
 - 17-Point Enhanced Program for the V-7Q
 - 17-Point Program
 - 17-Point V-7 VEMP
 - V-7Q Modification Program
 - Enhanced (17-Point) V-7Q Program
 - Modification Program
 - V-7Q VEMP
 - VEMP
 - VEMP Program
 - 17-Point VEMP
 - V-7Q VEMP Program
 - VEMP for the V-7Q
 - Enhanced Modification Program for the V-7Q



Additional Observations – Consistency (2 of 2)

- How many different (inconsistent) ways can an author write “organizational level” maintenance in a paper? As an example, one paper had 10 ways:
 - Organizational Level
 - Organizational level
 - organizational level
 - Organizational-Level
 - Organizational-level
 - organizational-level
 - O-Level
 - O-level
 - O Level
 - O level



Additional Observations – Slashes

- The diagonal/slash is called a virgule. Use of the diagonal/slash/virgule in titles or acronyms is acceptable/reasonable. Use in the text/body is improper/not clear to the reader/reviewer.
- Make a choice/decision and pick/select the right/best word for use.
- Substituting the diagonal/slash/virgule with “and/or” does not solve/resolve the issue.
- Yes, the three bullets above violated the rule. Instead pick one:
 - Use of “and” does not **require** both choices to be present, and “or” does not **prevent** both choices from being present. If it is **essential** to state that either choice **or** both choices are possible in the body of your paper, use “either this or that or both.”
 - Ideally make a choice and select the best word for use.



Final Manuscript (Paper)

- Stay in contact with your Vice Chair as you incorporate comments from the draft review and refine your paper. (Vice Chairs stay in contact with your authors too!)
- Enter author names followed by their company (institution) name.
- Add author biographies (reminder page count is a max of six pages).
- Double check that all references are listed and accurate.
- Include next steps and future work (useful for ongoing work and additional areas to discuss, especially if page limit is at the max).



Bonus – Tips for your Presentation

- Download the presentation template from the Author Toolkit at:
<https://rams.org/>
- Limit the length of the title on each slide so that it fits on one line. If you must provide more information, use a subtitle to make your point.
- Develop slides for a 20-to-25-minute presentation. Reserve 5 minutes for questions and feedback.
- Your research delivered in your manuscript is important, but it will be judged, perhaps incorrectly, by the way it is presented.
- Enjoy this clip from Don McMillan (2023 Banquet Speaker):
<https://youtu.be/MjcO2ExtHso>



Summary & Conclusions

- Download the manuscript template and read it twice!
- Copy your text into the template by replacing the template content to decrease the amount of formatting rework required.
- Ensure the summary and conclusions are supported by your research.
- Incorporate recommended changes and edits by the reviewers.
- Run spell and grammar check.
- See you in Las Vegas in January 2026!
- Bonus for completing your paper on time and having it accepted for the program...the primary presenter receives a discounted registration!

