HTML Guidelines

- Start with a title, your name, email, a 2-3 sentence abstract and a table of contents
- Ensure that all references are *complete* and have a one line description.
  F. I. Author, S. Author, and T. Author, “Title,” Journal, date, pp. x-y, url, description
- Order references with most useful first.
- At the end, add last modified date and a pointer to:
  Other Reports on Recent Advances in Networking,
  http://www.cis.ohio-state.edu/~jain/cis788-97/projects.htm
Keep all URL references relative.
Absolute: http://www.cis.ohio-state.edu/~jain/papers/x.ps
Relative: papers/x.ps

Try to keep the whole paper in as few files as possible.
Users should be able to print the whole paper with one print command.

All files names should have eight characters or less for name and 3 characters or less for extension (MS/DOS compatible)
- Keep it low-tech (no Java, frames). These technical papers are read by audiences far away from USA over low bandwidth links.
- Do use figures. Convert them to GIF with white background.
- Organize bibliography in the order of usefulness and indicate so.
- Readers want to get to the information fast. Keep the nonessential stuff at the end.
- Check thoroughly for grammar and spelling.
Avoid excessive use of abbreviations.

Be consistent in case and usage: MOBILE, Mobile, mobile

The title should be informative and complete so that it shows up in searches

Use meta-HTML commands in the header to indicate title, keywords, description, etc.
Publication

- Find yahoo category
- Submit URL:
HTML Guidelines (More)

- Ensure there is a link attached to
  - author@cis.ohio-state.edu
  - Every line in Table of contents
  - Back from the end of every section
- Place a horizontal rule at the end of each section
  `<BR><HR><BR>`
- Spread references throughout the document. Use mnemonic references with link attached to them, e.g., [Cisco white paper]
- All references should be annotated and have links. Ref, URL. The URL should show up as well as have a link.
- Every paper should have an introduction and a summary.
- Divide paper in to sections.
- Every section should have a lead-in paragraph.
- Header level should correspond to the level in table of contents.
- Place Last modified date at the end of the paper.
To prepare figures use blank slides in powerpoint and print them to a postscript printer on file. Convert the postscript file.

If you borrowed several sentences from some source. Italicise the text and indicate the source.

Each figure/table
- should have a title.
- should be referenced in the text.
- should be explained in the text.
- should be placed close to its reference.
Editorial

- Check all acronyms. All acronyms should be defined on first use.
- Check capitalization. No unnecessary capitalization. Headers are usually capitalized.
- Spell Check entire document.
- k in kilo is lower case. kbps not Kbps.
- Leave a space between numbers and units, e.g., 15 km not 15km.
- Remember to submit copies of all references with the paper.