DP1. Avoid verb tense changes. Be consistent and use appropriate tense in your discussions.

DP2. Avoid using *slash phrases* such as “We need to work on subject/verb agreement.”

DP3. Avoid using vague words such as “any,” “all,” and “every.”

DP4. Figures should have captions that include a unique figure number.

DP5. Each figure MUST have a specific call-out in the text such as “Figure 4.1 shows…”

DP6. If you use “3D”, do so throughout the paper. Don’t mix with “3-D.”

DP7. Avoid using second person such as “you” and avoid first person singular such as “I.”

DP8. If a reference is in your list, it should be called out in the body of the text somewhere.

DP9. Spell out acronyms upon first use and then use abbreviation beyond. For example, “The University of Tennessee (UT) is a school. UT is a fun place.”

DP10. Avoid starting a sentence with a number.
Faulty: “3D range images are different from color images.”
Revised: “Range images are different from color images.”

DP11. Write out numbers that are less than ten.

DP12. Avoid starting a sentence with a reference call out.


DP14. Spell out “and”. Avoid using the symbol “&.”

DP15. Avoid beginning sentences with “and” or “but.”
DP16. Avoid scanning in figures and equations for other documents. If you do scan, use a high resolution scanner. Avoid low resolution images that give a sloppy appearance.

DP17. Each important equation—with few exceptions—should be on its own line, centered in the middle of the page, and have an equation number right-justified in parenthesis.

DP18. Headings and subheadings stand for divisions, and a division denotes at least two parts. Therefore, to be logical, if one uses a subheading, then you should have a minimum of two subheadings. Also, headings and subheading should have parallel structure

Faulty:
1. Introduction of Paper (faulty parallelism with Conclusions)
   1.1. Motivation (faulty division)
2. Conclusion

Revised:
1. Introduction (revised parallelism to match Conclusions)
   1.1. Motivation (revised with two subheadings)
   1.2. Application
2. Conclusion

DP19. For figures and equations in MS Word, use tables extensively, but turn off the table borders. A two-row, one-column table with no borders is perfect for a figure. The top row contains the figure of interest and the bottom row contains the caption. Similarly, a one-row, two-column table with no borders is perfect for an equation. The first column contains the equation and the second column the equation number. For subfigures and multi-line equations, just add the appropriate rows and columns. Examples follow.

![Image of IVP scanner](image.png)

**Figure 1.** The latest IVP scanner has a resolution near 5 microns.

DP20. Figure captions should be complete sentences with standard punctuation.
Figure 2. Range scanners and CMMs are different. (a) IVP range scanner. (b) CMM Probe.

DP21. Equations can be formatted with MS Word tables, as well, with equation appearing in the middle and a number in parenthesis flush right.

\[ E = mc^2 \]  

DP22. Avoid beginning a sentence with “It is…” or “It was…”. This structure is often vague and ambiguous as to what “it” is referring.

DP23. Avoid using “this” and “there” as subjects of a sentence.
Awkward: There is a donut in my hand.
Better: A donut is in my hand.

DP24. Prefer active voice over passive voice. A more natural reading form is for subjects of sentences to do the acting.
Awkward: The nail was hit by the hammer (passive voice).
Better: The hammer hit the nail (active voice).

DP25. Avoid bold, grandiose, or haughty statements.

Awkward: This paper solves an extremely important topic in computer vision.
Better: This paper addresses the topic of image segmentation.

Awkward: Image segmentation is a very difficulty problem to solve.
Better: Image segmentation is a challenging problem to solve.