

## **GENERAL GUIDELINES FOR PREPARING MANUSCRIPT**

- The **MANUSCRIPT**, including the abstract, references, and captions, should be set up for 8½ x 11 inch (or A4) pages with ample margins. The manuscript must be in good scientific American English. Number all pages in single sequence. The title page should contain the title of the article, the names and affiliations of the authors, a short abstract, and few keywords (not more than 7). All this matter should be written in a single-column format with single line spacing. **E-mail address of the corresponding author must be provided on the title page.** Rest of the manuscript text should be written in two-column format with single line spacing. Each column should be of 3½ inch width and the separation between the columns should be at least ¼ inch. Parts of the manuscript should be arranged in the following order: title, author(s), affiliation(s), abstract, keywords, body text, acknowledgments, appendices, and references. Papers should not be lengthened by unnecessary descriptions and repetitions, but neither should authors use a telegraphic style detrimental to the clarity and understanding of the paper. The final length of the full paper must not exceed **5 printed pages**, including the title page. The length of brief notes must not exceed **2 printed pages**. The text font should be Times New Roman with **11pt size**.
- The **TITLE** should be as concise as possible but informative enough to facilitate information retrieval.
- The **ABSTRACT** should be self-contained (no footnotes). It should be adequate as an index (giving all subjects, about which new information is given), and as a summary (giving the conclusions and all results of general interest in the article). The length of the abstract must not exceed 200 words. The abstract should be written as one paragraph and should not contain mathematical equations or tabular material.
- The **REFERENCES** must be numbered consecutively in order of first appearance in the text and should be given in a separate list at the end of the text material. The numbered reference citation within text should be enclosed in brackets [1]. In the case of two citations, the numbers should be separated by a comma [2, 3]. In the case of more than two references, the numbers should be separated by a dash [4–6].

- All **FIGURES** and illustrations should be numbered in the order in which they appear in the text consecutively and must have a caption consisting of the figure number and a brief title or description of the figure. This number should be used when referring to the figure in text. Figures should be referenced within the text as "Fig. 1" (without quotes). Different parts of the figures should be labeled as (a), (b), etc. It is author's responsibility to make sure that the graphics are good quality and readable. In order to get best quality prints, figures should be prepared in the final published size, not oversized or undersized (extreme enlargement or reduction distorts the image). The maximum published width for a one-column illustration is about 3½ inch, and for a two-column illustration is about 7½ inch. Any extra white space from around the image should be removed. Image borders should also not be included. Authors should avoid preparing images of less than one-column width as this reduces the legibility of text labels, especially in graphs, line art, and block diagrams. Recommended settings for each type of graphics are given below

**(1) Line Art (graphs, charts, drawings or tables):**

- ü resolution: 600 dpi
- ü saved as black/white bitmap and not grayscale
- ü minimum line widths should not be less than 0.5 pt (1 pt recommended)

**(2) Halftones (photographs or images):**

- ü resolution: 300 dpi
- ü saved as grayscale and not black/white bitmap
- ü if the image is a combination of line art and some shading, it should still be saved as grayscale but the resolution should be kept at 600 dpi

- All **TABLES** should be numbered consecutively and have a caption (placed above the table) consisting of the table number and a brief title. This number should be used when referring to the table in text. Tables should be referenced within the text as "Table 1" (without quotes).
- All **EQUATIONS** should be numbered consecutively beginning with (1) to the end of the paper, including any appendices. The number should be enclosed in parentheses (as shown above) and set flush right in the column on the same line as the equation. It is this number that should be used when referring to equations within the text. Equations should be referenced within the text as "Eq. (1)" (without quotes). All subscripts, superscripts, Greek

letters, symbols, and special characters used in the equations should be explained clearly. If the paper is highly mathematical in nature, it is advisable to include a NOMENCLATURE at the beginning.

- **ACKNOWLEDGMENTS** may be made to individuals or institutions not mentioned elsewhere in the work, which have made an important contribution. Acknowledgements should be included after the body text (before references or appendices).
- **LIST OF REFERENCES** at the end of the paper should be made to the full list of authors, rather than to first author followed by an abbreviation such as *et al.* References should be arranged in numerical order according to the sequence of citations within the text. Each reference should include the last name of each author followed by his initials. Preferred method for writing some common type of references is given below (see a sample reference list given at the end).

**(1) Reference to journal articles and papers in serial publications should include:**

- ü last name of each author followed by their initials
- ü year of publication
- ü full title of the cited article in quotes, title capitalization
- ü full name of the publication in which it appears OR conference name
- ü volume number (if any) in boldface (Do not include the abbreviation, "Vol.")
- ü issue number (if any) in parentheses (Do not include the abbreviation, "No.")
- ü inclusive page numbers of the cited article (include "pp.")

**(2) Reference to textbooks and monographs should include:**

- ü last name of each author followed by their initials
- ü year of publication
- ü full title of the publication in italics
- ü publisher
- ü city of publication
- ü inclusive page numbers of the work being cited (include "pp.")
- ü chapter number (if any) at the end of the citation following the abbreviation, "Chap."

**(3) Reference to theses and technical reports should include:**

- ü last name of each author followed by their initials

- Ü year of publication
- Ü full title in quotes, title capitalization
- Ü report number (if any)
- Ü publisher or institution name, city, country

**Sample Reference List:**

- [1] Jemaa, N. B., Queflelec, J. L., and Travers, D., 1990, "Apparatus and Methods for Electrical Contact Resistance Study of Cleaned and Corroded Materials," *Measurement Science and Technology*, **1**(3), pp. xx–yy
- [2] Chudnovsky, B. H., 2002, "Degradation of Power Contacts in Industrial Atmosphere: Silver Corrosion and Whiskers," *Proceedings of 48<sup>th</sup> IEEE Holm Conference on Electrical Contacts*, pp. xx–yy
- [3] Jones, J., 2000, *Contact Mechanics*, Cambridge University Press, Cambridge, UK, pp xx–yy, Chap. Z
- [4] Tung, C. Y., 1982, "Evaporative Heat Transfer in the Contact Line of a Mixture," Ph.D. thesis, Rensselaer Polytechnic Institute, Troy, NY
- [5] Kwon, O. K., and Pletcher, R. H., 1981, "Prediction of the Incompressible Flow Over A Rearward-Facing Step," Technical Report No. HTL-26, CFD-4, Iowa State University, Ames, IA