Research Paper (Technical Report or Review Paper)

Instructions for the preparation of manuscript in MS Word

First Author[a,*] , Second Author[b] and Third Author[b]

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Name and affiliation of author (s) should be removed for submission.

Abstract. The first sentence of the Abstract should follow the word "Abstract." on the same line. The abstract should be clear, descriptive, self-explanatory and no longer than 300 words. It should also be suitable for publication in abstracting services. References or formulae should not be included in the abstract.

1. Introduction

This document provides instructions for style and layout and how to submit the final version to the Journal of Computational and Experimental Methods in Engineering. The instructions are designed for the preparation of manuscript in MS Word and should be read carefully.

Prepare your manuscript in the same style as used in this sample document. Authors should realize that once the manuscript is submitted, the print and online version will be almost identical to the manuscript submitted for publication, except for the pagination, volume, and copyright year information.

Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker before submitting their manuscripts. The headers and footers should not be changed and modified and in the text no reference should be made to page numbers; if necessary, one may refer to sections. Try to avoid excessive use of italics and bold face.

2. The styles for preparing the manuscript

– Use the styles defined in the template as much as possible to format your text (see Table 1).

Table 1. The styles for preparing the manuscript.

Style Name	Use for	Short Description
Abstract	The Abstract	Font: 10 pt, Century. Alignment: justify. Space before Abstract: 30 pt. Space after Abstract: 6 pt. Use bold for the word "Abstract."
Affiliation	The affiliation(s) of the author(s)	Font: 8 pt, italic. Alignment: left. Do not hyphenate.
Author	The author(s) of your document	Font: 10 pt. Alignment: left.
CaptionLong	Captions and legends of illustrations of more than one	Font: 8 pt. Alignment: center.

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| | | line | Space before 6 pt, space after 6 pt. |
CaptionShort	Captions and legends of illustrations with more than one line	Font: 9 pt. Alignment: center. Space before 6 pt, space after 6 pt.
Equation	Equations	Indent: left 0.7 cm. Space before 6 pt, space after 6 pt. Tabs: right 0.75 cm.
Footnote	Footnotes	Font: 8 pt. Alignment: justify. Indent first line: 0.3 cm.
Heading 1	The first level headings	Font: 12 pt, bold. Alignment: left. Space before 18 pt, space after 6 pt. Do not hyphenate.
Heading 2	The second level headings	Font: 11pt, italic, bold. Alignment: left. Space before 12 pt, space after 6 pt. Do not hyphenate.
Heading 3	The third level headings	Font: 10 pt, italic, bold. Alignment: left. Space before 6 pt. Do not hyphenate.
HeadingUnn1	First level unnumbered heading. Use for Acknowledgements,Conflict of Interests, References, Appendix	Font: 12 pt, bold. Alignment: left. Space before 18 pt, space after 6 pt. Do not hyphenate. Unnumbered.
HeadingUnn2	Second level unnumbered heading	Font: 11 pt, italic. Alignment: left. Space before 6 pt, space after 6 pt. Do not hyphenate.
Keywords	The keywords	Font: 10 pt. Alignment: justify. Space after Keywords: 6 point.
LISTdash	Unnumbered lists, with dash	Font: 11 pt. Indent: left 0.37 cm, hanging 0.33 cm. Tabs: 0.7 cm.
LISTdescription	Unnumbered list with description	Font: 11 pt. Indent: left 0.37 cm.
LISTnum	Numbered lists	Font: 11 pt. Indent: left 0.37 cm, hanging 0.33 cm. Tabs: 0.7 cm.
Normal	Running text	Font: 11 pt, Century. Alignment: justify. Indent first line: 0.37 cm.
References	Bibliographic references	Font: 10 pt. Alignment: justify. space after 24 pt.
Table	The table text	Font: 10 pt. Alignment: center
Title	The title of your paper	Font: 14 pt, bold, Alignment: center. Space before: 24 pt, space after 24 pt.
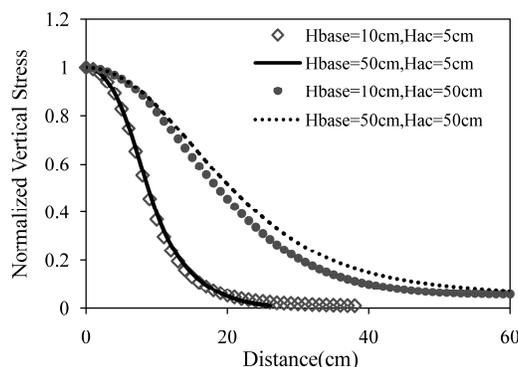
Fig. 1. Setting for document template.

3. Structure of the paper

3.1. Title page

The title page should provide the following information:
– Title (should be clear, descriptive and not too long);
– Name(s) of author(s); in the case of multiple authors always indicate who is the corresponding author;
– Full affiliation(s);
– Present address of author(s), if different from affiliation;

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– Complete address of corresponding author, including tel. no., fax no. and e-mail address;
– Abstract; should be clear, descriptive, self-explanatory and no longer than 200 words, it should also be suitable for publication in abstracting services;
– Up to five keywords.

3.2. *Body of the text*

The manuscript should be written in the following format:
– Title, which adequately describes the content of the manuscript.
– Abstract should not exceed 250 words. The Abstract should state the principal objectives and the scope of the investigation, as well as the methodology employed. It should summarize the results and state the principal conclusions.
– Key words should follow the abstract to aid indexing.
– An Introduction, which should provide a review of recent literature and sufficient background information to allow the results of the article to be understood and evaluated.
– An Experimental or Theoretical section, which should provide details of the experimental set-up and the methods used for obtaining the results.
– A Results section, which should clearly and concisely present the data using figures and tables where appropriate. Also, it should describe the relationships and generalizations shown by the results and discuss the significance of the results making comparisons with previously published work. (It may be appropriate to combine the Results and Discussion sections into a single section to improve the clarity).
– Conclusions, which should present one or more conclusions that have been drawn from the results and subsequent discussion and do not duplicate the Abstract.
– References, which must be cited consecutively in the text using square brackets [1] and collected together in a reference list at the end of the manuscript.

4. Typographical style and layout

4.1. *Type area*

Always select A4 as the paper size in the document settings. The type area is 21 cm wide and 29.7 cm long. This area must be used to the maximum, and at the same time must not be exceeded. The following margin settings for *A4 size* paper will produce the correct result: top 3.0 cm; bottom: 3.0 cm; left and right: 2.5 cm.

The text should be in a one column format.

4.2. *Font*

The font type for running text (body text) is 12 point Times New Roman. Use roman as default style, and keep bold and italics for section headings, subsection-headings, author's affiliations, and special emphasis. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

4.3. *General layout*

Use single line spacing throughout the document. Keep the abstract, running text and long captions justified; the chapter title, author's name, affiliation, the table text, section headings – aligned left. Indent the first line of each paragraph by 0.37 cm.

4.4. *Title page*

Use sentence case for the title. Use capitals for author's surname. Add "and" before the last author. Do not add a period after the last keyword.

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4.5. (Sub-) section headings

Apply the styles defined in Table 1 to the headings. Use sentence case in the headings. Whether or not you use automatic numbering, please check it carefully. Keep headings flushed left. Headings should not have a full stop at the end.

4.6. Footnotes and endnotes

Footnotes should only be used if absolutely essential. In most cases it is possible to incorporate the information in the text. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible. If they take up more space than roughly 10% of the type area, list them as endnotes, before the References. Footnotes and endnotes should both be numbered in arabic numerals and, in the case of endnotes, preceded by the heading "Endnotes".

4.7. References

It is the responsibility of author(s) to ensure that all information in your paper that is taken from another source is substantiated with an in-text reference citation. Please also note that your references must strictly follow APA (American Psychological Association) style. References should relate only to the material you actually cited within your chapter (this is not a bibliography), and they should be listed in alphabetical order. Please do not include any abbreviations.

It may benefit you to consult the following pages of APA's Web site for frequently asked questions and other tips:

http://www.apastyle.org/faqs.html & http://www.apastyle.org/previoustips.html.

4.8. Figures

4.8.1. General remarks on figures

The text should include references to all figures. Refer to figures in the text as Figure 1, Figure 2, etc., **not** with the section number included, e.g. Table 3.2, Figure 2.3, etc. Do not use the words "below" or "above" when referring to the tables, figures, etc.

Do not collect figures at the back of your article, but incorporate them in the text. Position tables and figures at the top or bottom of a page, with at least 2 lines extra space between tables or figures and the running text. Illustrations should be centered on the page, except for small figures that can fit side by side inside the type area. Tables and figures should not have text wrapped alongside.

Each figure should have a self-explanatory caption. Place the figure captions *below* the figure. Abbreviate 'Figure' to 'Fig.' to start the caption and use roman font for the text of the caption. Keep table and figure captions justified. Center short figure captions only. The minimum *font size* for characters in tables is 8 points, and for lettering in other illustrations, 6 points.

On maps and other figures where a *scale* is needed, use bar scales rather than numerical ones of the type 1:10,000.

4.8.2. Quality of illustrations

Use only Type I fonts for the lettering in illustrations. Do *not* use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for the printed version of the journal. If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction (using a screen capture tool, instead of the Print Screen option of PC's, might help to improve the quality).

– Line art should be have a minimum resolution of 600 dpi, save as EPS or TIFF;

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– grayscales (incl photos) should have a minimum resolution of 300 dpi (no lettering), or 500 dpi (when there is lettering); save as TIFF;
– do not save figures as JPEG, this format may lose information in the process;
– do not use figures taken from the Internet, the resolution will be too low for printing;

4.9.

4.10. Tables

Number tables as Table 1, Table 2 etc, and refer to all of them in the text. Each table should have a brief and self-explanatory title. Place table captions *above* the table. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead. Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table.

4.11. Units

SI units should be used, i.e., the units based on the meter, kilograms, second, etc.

4.12. Equations

Position equations flush left with the margin 0.7 cm. Number equations consecutively, not section-wise. Place the numbers in parentheses at the right-hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eqs. (3) and (5). Type all equations using Microsoft Equation Editor 3.1 or copy the following equation and edit it in cases you need to type new equation.

$$R_i = \frac{\sum_{k=1}^{m} x_{ik} y_k}{\sqrt{\sum_{k=1}^{m} x_{ik}^2 \sum_{k=1}^{m} y_k^2}} \tag{1}$$

Check once more that all the text and illustrations are inside the type area and that the type area is used to the maximum.

4.13. Capitalization

Use sentence case in the title and headings.

4.14. Page numbers and running headlines

You do not need to modify page numbers or running headlines. These elements will be modified by the publisher.

5. Submitting the paper

Submit the following to the journal Editorial office, online submission form:
MS Word document;
Identical high-resolution (Press-optimized) PDF file with all fonts embedded.

References

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