

# INTERNATIONAL JOURNAL OF HEAT & TECHNOLOGY: INSTRUCTIONS TO AUTHORS FOR TYPING THEIR FINAL MANUSCRIPTS

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## ABSTRACT

Detailed instructions for typing your article are given in the following. Since you have to send a camera-ready paper, you are personally responsible of the quality and appearance of your work.

Please remember the following points in particular: a) type the body of the paper in double column; b) type up to 200 word abstract single column c) use 10 pt Times Roman font or equivalent, and single spaced lines; d) list references in numerical order of appearance; e) supply good quality figures, tables, pasting them directly on the manuscripts; for photographs, see section 5.2.6; f) list all the used symbols (together with their units) in a nomenclature section at the end of the paper; g) the use of SI units is mandatory; h) paper length should be limited to 8 pages; i) lightly write by pencil the page number and the first author *on the back* of each page; j) mail the *original* and *two copies*.

Thank you for your patience and cooperation.

## 1. MAILING

Papers should be prepared according to present instructions and printed on high-quality white paper, A4 size. Papers are to be sent together with 2 copies to the Editor or the Associate Editor who handled your manuscript.

Manuscripts not complying with present instructions may not be published.

## 2. PAPER LENGTH

Papers, including figures and tables, should be limited to about 8 camera ready pages. Please limit your paper by writing concisely, not by reducing the figures to a size at which their labels will be difficult to read.

## 3. TYPING AND ORGANIZATION

### 3.1 Final Size

The manuscript will be printed by the offset printing process. The printed page will be approximately 95% of the original size. This should be accounted for when sizing small symbols and suffixes.

### 3.2 Typing

Type or print your manuscript in two columns, 87 mm each, with a distance of 10 mm between them. Leave 13 mm left of the left hand-side column and 13 mm right of the right hand-side column. Start typing the text on the first page 140 mm from the top of the page. The length of the single column on the first page should be 135 mm.

When using US letter size, please respect top and left hand-side conditions.

Please do not make a carbon copy when typing the manuscript, since this decreases the reproducibility of the manuscript itself.

A word processor with a laser or a letter-quality printer should be preferably used; dot matrix printing is not acceptable. Alternatively, the manuscript must be typewritten clearly using a black carbon ribbon (the kind that goes through the typewriter once only) on a Selectric or equivalent typewriter. Type the text single-spaced, justified. Times Roman (or an equivalent typeface) is preferred. A typeface of 10 point (if using a laser printer) or 12 characters per inch (if using a typewriter) should be used.

Indent first line of each paragraph five spaces, and do not leave extra space between paragraphs.

If possible, equalise columns on last page.

### 3.3 Paper title and authors

The first page of each paper is to contain the title of the paper, the author's (authors') name(s) and affiliation(s).

a) Begin typing the title 30 mm from the top of the first page. Type the title centered, 12 pt Times Roman (or an equivalent typeface) boldface, in all capital letters with a single line spacing. All lines (run-over lines of a long title) should be centered.

Skip one (1) line between the title and the first author.

b) Type author's name centered under the title, 10 pt Times Roman (or an equivalent typeface) boldface, in upper and

lower case letters.

Type author's affiliation information 10 pt, in upper and lower case letters, single line spacing.

Skip one (1) line spaces between the first and subsequent author group (if any).

### 3.4 Abstract

Begin your abstract (200 words maximum) 80 mm from the top of the first page. Leave 25 mm left and right hand-side of the text. The ABSTRACT heading must be typed 10 pt Times Roman (or equivalent) boldface in all capitals. It should be flush left.

Type the abstract single column. A smaller (9 pt) font is preferable.

### 3.5 Succeeding pages

The first line of the text on all pages after the first (title page) should start 15 mm from the top of the page. The maximum length of the column in the second page and succeeding pages must be 258 mm.

### 3.6 Corrections

The manuscript must be free of smudges and erasures. If corrections are necessary, follow this procedure:

- (a) For minor errors paint out the error with white correcting fluid ('Snopake' or equivalent) and overwrite the correction.
- (b) For major errors, carefully paste an opaque strip of white paper over the section to be corrected and overwrite the correction. The pasted strip must lie flat and free of wrinkles. Page length must not be changed in order to accommodate corrections.

### 3.7 Organization

Use only two values of internal subheadings:

- (a) Type first-value heads in all capital letters, boldface, flush with the left hand margin of the column. Put them on a line separate from the text, leaving two lines of space above and one line of space below. You can number first-value heads, using single numbers.
- (b) For second-value heads, capitalize only the first letter of each major word, boldface. Also, put them on a separate line with one line of space above and one line of space below. Double-number second-value heads.
- (c) Third-value heads should be avoided if possible. If they are essential, type them as part of the first following paragraph. Leave no space above or below the head, indent it five spaces, capitalize only the first letter of the head, underline it, follow it by a full stop and then immediately by the text. Do not number third-value heads. Example:

The heater tube. This device is used as the electrical resistance for providing heat input. D.C. voltage is applied at the .....

Using a light blue pencil, lightly write the page number, the senior author's name and the Log number at the back of each page.

## 4. EQUATIONS, UNITS AND NOMENCLATURE

- (1) Equations should be typed if possible. If hand-written, they must be carefully lettered using symbols approximately the same size as the typewritten characters and black ink only. Equations written in pencil or blue ink will not be accepted. Allow one line of space above and below. Number displayed equations consecutively from Eq.(1) to the end of the paper. As shown in Eq.(1), enclose equations numbers in round parentheses and place them flush-right in the column.

$$x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \quad (1)$$

When referring to an equation in the text write "Eq.(1)", except at beginning of a sentence, where "Equation (1)" should be used.

- (2) Each paper must have a separate nomenclature section that lists in detail and unambiguously all the symbols used in the text and their definitions. Do not use the same symbol for two or more different meanings or definitions; similarly, do not use more than one symbol for one variable/parameter. Each dimensional symbol must have SI units mentioned at the end. All dimensionless groups and coefficients must be indicated as dimensionless after their definitions. All Latin symbols (dimensional and dimensionless) should be listed in an alphabetic order. All Greek symbols follow the Latin symbols. Subscripts and superscripts follow Greek symbols, and should be identified by a minor heading. Symbols that cannot be typed should be entered in black ink. Symbols should be italicized throughout the text.
- (3) Decimals should always be shown by full stops rather than by commas or centred dots.
- (4) All data (including the ones in tables and figures) must be reported in SI units. The SI practice of using space to separate groups of three in four-digit (or larger) numbers should be followed. In adding space between groups of three, digits are counted from the decimal point to the left or right, e.g.: 5 432.1
- (5) When used with numerals, units should be abbreviated (full stops are not used with abbreviations); if units are used in general terms with no specific numerals, they should be spelled out; e.g., 'the SI unit for mass is kilogram' (not 'the SI unit for mass is kg').
- (6) Several units written together should be separated by a thin space, not a centred dot, e.g., 5 kg m/s<sup>2</sup>.

## 5. TABLES AND FIGURES

- (1) Brief and descriptively title each table and caption each figure. Place table title above the table; place figure caption below the figure. Text and symbols must be clearly readable, avoid small symbols.
- (2) Refer to each table and figure in the text. If possible, place tables and figures in the order mentioned in the text, at top or bottom of page, as close as possible to text reference.
- (3) Allow one line of space between the table title and the table (or between the figure and its caption). Allow two lines of space between the table or figure and the adjacent text.

- (4) In general, tables and figures should not repeat data available elsewhere in the paper.
- (5) Number consecutively with single Arabic numerals (e.g., Figure 1, Figure 2, Table 1, Table 2).

### 5.1 Tables

- (1) If too wide to fit on the page, a table may be placed broadside (i.e., rotated 90 degrees, counterclockwise). Such a large table counts as one page in the quota allowed each paper.
- (2) Table footnotes should be identified by superscript lower case letters and placed at the bottom of the table.

### 5.2 Figures

- (1) High-quality reproduction of illustrations depends on the condition of the original artwork. It should be prepared as carefully as the text. All figures should be clear, sharp, and of high quality.
- (2) If figures cannot be scanned into your paper, leave the appropriate amount of space and then paste in the figures upon completion of your paper. Use adhesives such as glue, rubber cement, or wax.
- (3) Draw line figures on good-quality tracing paper or vellum, using Indian ink; line work must be even and black. Label with a standard mechanical set or with the same typewriter used for the text. Indicate coordinate values by tick marks along the coordinate axes. Rule the coordinate axes and ticks in fine line weight; draw the graph in heavy line weight. Tick marks on four sides of each graph are requested.
- (4) Glossy prints, photostats or reprints of drawings may be used if high quality with sharp, even lines and lettering. Xerox or similar copies will not be accepted.
- (5) To denote the ordinates, a verbal description may be used:

HEAT TRANSFER COEFFICIENT

W/K m<sup>2</sup>

or

HEAT TRANSFER COEFFICIENT / (W/K m<sup>2</sup>)

Alternatively, the symbol may be used:

$h$  [W/K m<sup>2</sup>]

- (6) Photographs must be sharp black-and-white glossy prints. Continuous-tone photographs should not be pasted in place. They should be provided in final size (see section 3.1) as separated pieces and clearly identified (write first author's name, paper log number figure number and top side on the back). Leave a space for each photo on the typing paper large enough so that the photo can be introduced with some space to spare. Colour photographs cannot be accepted.

## 6. REFERENCES

References to cited literature should be identified in the text in square brackets and grouped at the end of the paper in numerical order of appearance. References should be styled and punctuated according to the following examples: journal article [1], book [2], thesis [3], report [4], proceedings [5], and edited book [6].

1. M. E. Braaten and W. Shyy, Study of Pressure Correction Methods with Multigrid for Viscous Flow Calculations in Nonorthogonal Curvilinear Coordinates, *Numer. Heat Transfer*, vol. 11, pp. 417-442, 1987.
2. Y. Jaluria and K. E. Torrance, *Computational Heat Transfer*, Hemisphere, Washington, D.C., 1986.
3. C. Graham, The Limiting Heat Transfer Mechanism of Dropwise Condensation, Ph.D. thesis, Massachusetts Institute of Technology, Cambridge, Mass., 1969.
4. E. Book and H. Bratman, Using Compilers to Build Compilers, Systems Development Corp. Rept. SP-176, Santa Monica, Calif., Aug. 1960.
5. S. L. Soo, Boundary Layer Motion of a Gas-Solid Suspension, *Proc. Symp. Interaction between Fluids and Particles*, vol. 1, pp. 50-63, 1962.
6. W. B. Thompson, Kinetic Theory of Plasma, in M. N. Rosenbluth (ed.), *Advanced Plasma Theory*, chap. 1, Academic Press, New York, 1964.

Always give inclusive page numbers for references to journal articles and a page or chapter number for books. Each reference must be cited in the text.

## 7. PERMISSIONS

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## 8. ASSISTANCE

For any question or problem concerning typing and organization of the paper please contact

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