5TH WORLD CONFERENCE ON EXPERIMENTAL HEAT TRANSFER, FLUID MECHANICS AND THERMODYNAMICS:
INSTRUCTIONS TO AUTHORS FOR TYPING THEIR MANUSCRIPTS

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*Affiliation A, address A, °Affiliation B, address B

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, inside the prescribed margins (see Fig.1); do not print any border around the text; b) type up to 200 word abstract in this box, 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 and photographs pasting them directly on the paper; 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 is limited to 6 pages; i) lightly write by a blue pencil the page number, the first author and the Log identifier on the back of each page; j) mail the original and two copies to your Lead Scientist before April 20, 2001. For electronic submission, see the appropriate section below.

The final appearance of your paper should be similar to the present template. The file of this template, in some of the most popular word processor formats, is also available on Internet at the conference site (www.ing.unipi.it/exhft5).

Thank you for your patience and cooperation.

SUBMISSION

Papers should be prepared according to present instructions. Manuscripts are to be sent together with 2 copies to the Lead Scientist who handled your full-length manuscript not later than April 20, 2001.

Upon agreement with your Lead Scientist, you may also submit your manuscript electronically within the same deadline. Remember that very frequently the most commonly used wordprocessors may change the aspect of the printing depending on the printer and the installation adopted by the host computer. The most reliable transmission forms are Portable Document Format (Adobe PDF) or Postscript. In any case, it is advisable to send also a copy of the manuscript via fax or mail (even a bad quality one) for a fast aspect check. Neither the editors nor the publisher can be called for responsibility in case of discrepancies with the original, unless a paper copy has been submitted.

Late manuscripts may not be included in the Conference Proceedings. Manuscripts not complying with present instructions may not appear in the Proceedings.

PAPER TYPING, LENGTH AND ORGANIZATION

Typing

Type or print your manuscript preferably in A4, or also in 8.5"x11", paper. The text must be arranged in in two columns, spaced of 8 mm, within a box of 265x186 mm (see Fig.1). If necessary, the text can be affixed on the mat with glue or white tape in the same double column format. Do not leave extra margins. Do not print any box margin outside the text.

A word processor with a laser or a letter-quality printer should be preferably used; dot matrix printing is not acceptable. Type the text single-spaced, justified. Times Roman (or an equivalent typeface) is preferred. A typeface of 10 point should be used.

Indent first line of each paragraph 0.4 mm, and do not leave extra space between paragraphs.

If possible, equalise columns on last page.

Final Size

The Proceedings will be printed by the offset printing process. The printed page will be approximately 93% of the original size. This should be accounted for when sizing small symbols and suffixes.

Length

Papers, including figures and tables, should be limited to 6 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.

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) within the title box (see Fig.1).

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 line between the title and the authors.

b) Type the name(s) of the author(s) centered under the title, 10 pt Times Roman (or an equivalent typeface), in upper and lower case letters. Skip one line between the authors and their affiliation(s). Type affiliation(s) 10 pt, in upper and lower case letters, single line spacing. You may want to include phone and fax numbers and e-mails.

Abstract

Begin your abstract (200 words maximum) 80 mm from the top of the first page. The ABSTRACT heading must be typed 10 pt Times Roman (or equivalent) boldface in all capitals. It should be flush left with the left dotted margin.

Type the abstract single column, filling the abstract box, as reported in Fig.1. A smaller (9 pt) font is preferable. Skip one line between the ABSTRACT heading and the text.

Succeeding pages

The first line of the text on all pages after the first (title page) is to start below top margin of Fig.1.

Corrections

The manuscript must be free of smudges and erasures. If corrections are necessary after printing, carefully paste over the section to be corrected a strip of paper with the corrected text. The pasted strip must lie flat and free of wrinkles. Page length must not be changed in order to accommodate corrections.

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 separated from the text, leaving one line of space above and one line of space below.

(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.

(c) You may number first- and second-value heads, using single numbers and double numbers, respectively: e.g. 1, 1.1, 1.2, 2, and so on.

(d) 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 0.4 mm, 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 ...

(e) 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.

EQUATIONS, UNITS AND NOMENCLATURE

(1) Equations must be typed. 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.

\[ x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]  

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 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 digits in long numbers should be adopted.; e.g.: 5 432.1

(5) When used with numerals, units should be abbreviated (full stops are not used with abbreviations); units should not be italicized to ease the distinction from symbols. 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.: 10 Pa s, 5 W/m² K

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 and account for the size reduction operated by the publisher (see Final Size above).

(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 the 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 above and below.

(4) In general, tables and figures should not repeat data available elsewhere in the paper.

(5) Number figure and tables separately and consecutively with single Arabic numerals (e.g., Figure (or Fig.) 1, Figure 2, Table (or Tab.) 1, Table 2.
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 for each paper.
(2) Table footnotes should be identified by superscript lower case letters and placed at the bottom of the table.

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:

\[
\text{HEAT TRANSFER COEFFICIENT} \quad \frac{W}{K \text{ m}^2}
\]

or

\[
\text{HEAT TRANSFER COEFFICIENT} / (W/K \text{ m}^2)
\]

Alternatively, the symbol may be used:

\[
h \quad \text{[W/K m}^2]
\]

(6) Photographs must be preferably sharp black-and-white (b/w) glossy prints and must be pasted or scanned in place. For a safer result, continuous-tone photographs should also be provided in final size as separated pieces and clearly identified (write first author's name, paper log number figure number and top side on the back).
(7) Colour photographs and prints will appear in gray tones: check the result with a b/w printer or a scanner before submission. For a safer result, submit an entirely b/w print made by yourself. The publisher is not responsible for poor reproduction of color items.

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].


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.

FINAL CHECKS

In the following, some advices are given for the final check on your manuscript, in order to avoid the most common sources of errors.
1. Check the numbering sequence of headings, if any: this is a very frequent source of misprints.
2. Check the remaining numbering sequences: references, equations, tables and figures.
3. Cross-check the references in the text to references, figures, tables and equations.
4. Fill up and return to the lead scientist the authors’ checklist enclosed in the last page of the PDF version of these instructions. Please be aware that if you respond negatively to any one of questions, then, regrettably, the Editors may consider not to include your paper in the Proceedings Volumes.

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ASSISTANCE

For any question or problem concerning typing and organization of the paper please contact
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Phone +39 050 569 610
Fax +39 050 569 666
E-mail p.dimarco@ing.unipi.it

The present template file is available on Internet at the Conference site (http://www.ing.unipi.it/exhft5/).
Fig. 1: Prescribed text margins

**PLEASE NOTE:** THIS FIGURE IS OUT OF SCALE, DO NOT TAKE MEASUREMENTS DIRECTLY ON IT!!
Dear Author,

Please complete the following questionnaire for your paper. If you respond negatively to any one of the following questions, then, regrettably, the Editors of the Proceedings may consider not to include your paper in the Proceedings Volumes.

We thank you for your cooperation,

The Editorial Board

Please check YES or NO to each of the question posed, if applicable.

<table>
<thead>
<tr>
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<th>YES</th>
<th>NO</th>
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<td>1.</td>
<td>Did you respect the maximum length of 6 pages (mats) allocated for your paper?</td>
<td>☐ ✓</td>
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<td>2.</td>
<td>Is the paper title centered along two columns using one or more lines? Are the authors and their affiliations centered along two columns?</td>
<td>☐ ✓</td>
</tr>
<tr>
<td>3.</td>
<td>Is the abstract (and not summary) typed within the space provided after the title and author information box?</td>
<td>☐ ✓</td>
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<td>Is a separate Nomenclature section included before References?</td>
<td>☐ ✓</td>
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<td>Are they arranged alphabetically, first Latin letters followed (separately) by Greek symbols?</td>
<td>☐ ✓</td>
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<td>Are SI units included for dimensional quantities and &quot;dimensionless&quot; for nondimensional quantities?</td>
<td>☐ ✓</td>
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<td>5.</td>
<td>Is the format of References in accordance with the Conference format?</td>
<td>☐ ✓</td>
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<td>Are all the References complete (e.g.; names of all authors, complete paper title, volume number, starting and ending page numbers, year, etc. specified)?</td>
<td>☐ ✓</td>
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<td>Are all reference numbered in consecutive order as they appear in the text, and are they cited by numbers rather than by years in the text?</td>
<td>☐ ✓</td>
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<td>6.</td>
<td>Is the artwork (figures) in the manuscript of satisfactory quality?</td>
<td>☐ ✓</td>
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<td>Do all line drawings with technical data/results have boundaries with scale indicators (tick marks) on all four sides?</td>
<td>☐ ✓</td>
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<td>Are all data points, symbols and lettering on each figure large enough?</td>
<td>☐ ✓</td>
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<td>7.</td>
<td>Are all figures and tables pasted in the text where appropriate? Papers with the figures and tables pasted at the end of the text are not acceptable.</td>
<td>☐ ✓</td>
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<td>Did you make the length of both columns equal on the last page?</td>
<td>☐ ✓</td>
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<td>9.</td>
<td>Are all pages in the manuscript numbered on the back, together with the first author name, with a light blue pencil?</td>
<td>☐ ✓</td>
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<td>10.</td>
<td>For experimental papers, are sufficient details provided on experimental apparatus, instrumentation, operating conditions and data reduction procedures?</td>
<td>☐ ✓</td>
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<td>For experimental papers, are the experimental uncertainties and qualification of test data explicitly and sufficiently described in the paper?</td>
<td>☐ ✓</td>
</tr>
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<td></td>
<td>Did you also mention the details or an appropriate reference on how you arrived at the experimental uncertainties?</td>
<td>☐ ✓</td>
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<td>For numerical papers, does the new numerical solution methods include all the necessary criteria for estimating the computational errors and establishing the validity of the solution?</td>
<td>☐ ✓</td>
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</table>

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Signature of the Author

Today's Date