

## **Format**

Manuscripts must conform to the format requirements described below and to the other specifications contained in these instructions.

The title block must be placed at the top of the first page, with the title in bold face, font size 14, and centered; place one blank line below the title followed by the author names and affiliations. An example title block is given below:

### **Experimental and Analytical Methods in Engineering**

J.B. Tester (Xyz Corporation), N.D. Calc (Northern University), T.Y. Modeller (Northern University) and K.H. Whiz (Product Development Ltd.)

The text of the paper itself is to begin immediately below the title block with one blank line followed by the section title headings within the text of the paper; the suggested organization is: Introduction, main body of paper, Results, Conclusions, References). Section titles are to be left-justified using bold face with the first letter in each word capitalized; subtitles, if needed, are to be left-justified, in bold face and italicized with only the first letter of the subtitle capitalized.

Use single line spacing within each paragraph and one blank line between paragraphs. When citing other publications within the text place the number of the reference in brackets at the appropriate place in the text; the Reference section is to be placed at the end of the text just before the tables and figures. The numbering of the publications in the Reference section is to be in the same order as the publications are cited in the manuscript. Each reference is to begin with the authors, then the year of publication, the title of the publication, the source (journal, book, etc.) and then the pages.

## **General Setup**

DO NOT use any security on your file. Submit your files in PDF or postscript format. Allow your word-processing software to automatically wrap text for you. This applies not only to body text but also to bulleted and numbered lists with lines that turn. Set a hard return only at the end of each list item or paragraph.

Use the indent function of your word-processing software to move in the first line of paragraphs or to indent block-quoted material. Do not use spaces or tabs to move lines. Do not break words at the ends of lines by adding hyphens manually. Do, however, hyphenate compound words or modifier forms that must be hyphenated. To ensure that only deliberate, permanent hyphenations occur, turn off the automatic hyphenation feature in your word-processing application.

Do not insert page breaks, page numbers, headers, footers, or running heads. These are unnecessary in the manuscript and are just one extra element to be stripped out of your file in the transfer to publishing programs.

## **Font**

Use fonts that permit embedding and subsetting in PDF files. For example: Times New Roman, Arial and/or Helvetica. Some TrueType fonts do not permit embedding and subsetting. If such a font is chosen use a similar font that allows embedding and

subsetting. If using graphics applications do not embed the fonts. This includes the base fonts. Use font size 12 (except for the title as indicated above) in order to ensure that text can be read easily.

### **Superscripts and Subscripts**

Use your word processor's super- or subscript formatting tool to create superscripts or subscripts. Do NOT change character position or kerning manually to create super-/subscripts.

### **Special Characters and Equations**

Use your word processor's equation editor to create equations in your document, or use Symbol or Greek fonts to create other special characters.

### **Tables**

Please use your word processor's table formatting function to create tables. Do NOT use spaces to create tables or do any sort of text layout. With small differences in fonts or printer drivers, spaces may change size and will not necessarily appear the way you originally intended.

Place the table caption (table number and title) in bold face and centered immediately above each table. Table are to be numbered in sequence and placed within the text immediately after the paragraph in which they are first mentioned. Characters used in tables must be at least font size 10.

### **Graphics**

The graphics must have the appropriate resolution in the manuscript file. It is best to insert the graphic rather than paste it in. Links should be avoided whenever possible. Avoid using the clipboard. The graphics must have the correct resolution. That is 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color. ALL IMAGES AND GRAPHICS SHOULD BE EMBEDDED (NOT LINKED) in your document. When outputting images from programs like Adobe Photoshop, use a resolution of 300-600 dpi. Avoid gray areas; use cross-hatching instead, if possible. Do not use color for creating any objects. As an example, if you create a bar chart with three different colors – dark blue, dark red, and dark green – this figure will most likely appear all black in a black/white printed publication. Therefore, it's best to use white, black, or patterns to represent multiple data ranges.

When setting up a graphic file for inclusion into your document, particularly in the instance of vector-based art (created in drawing or illustration programs such as Adobe Illustrator or Macromedia Freehand), define the size of your page as close to the size it will be reproduced as possible. This keeps the size of your files smaller.

If your graphics includes digital photographs, these should be in JPEG format rather than TIFF format in order to avoid extremely large file sizes.

Place the figure caption (figure number and title) in bold face and centered immediately below each figure. Figures are to be numbered in sequence and placed within the text immediately after the paragraph in which they are first mentioned. Characters used in figures must be at least font size 10.