

## GUIDELINES FOR AUTHORS FOR PREPARING MANUSCRIPTS

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**ABSTRACT.** This guide has been prepared for authors of papers to be presented at the Seventh ICHMT International Symposium on Radiative Transfer (RAD-13) to be held in Kuşadası, Turkey, on June 2 - 8, 2013. It has been written in accordance with these requirements. Authors are requested to follow these guidelines to achieve uniformity in the presentation of the proceedings.

### NOMENCLATURE

The editors of all the major heat transfer journals have adopted a common list of symbols. All authors should use these symbols for papers submitted for this symposium. Symbols in the list must *not* be included in the nomenclature for an individual paper. Only symbols peculiar to an individual paper should be included in a nomenclature list which should be placed immediately following the Abstract. The symbol list can be found in the *Journal of Heat Transfer*, Vol. 121, No. 4, pp. 770-773, November 1999.

### MANUSCRIPT PREPARATION

Manuscripts must be submitted in electronic form in PDF format, using either A4 size (210 × 297 mm) or quarto (8½ × 11 inch). Any word processing utility (*e.g.*, MS Word, OpenOffice, LaTeX) may be used to generate the manuscript provided that it is converted to PDF for submission. The symposium organizing committee has prepared and made available this template in MS Word. Those choosing to use other word processing platforms are responsible for generating their manuscript using this template as model and in the format prescribed in this document. The text should be single-spaced. If superscripts or subscripts make this a problem, wider spacing may be necessary. Leave double spaces between paragraphs. Begin paragraphs flush at the left margin without indentation. The typing area of all pages should be 170 x 257 mm, whichever size of paper is used, with equal margins on left and right. Each page should be completely filled with typing and/or diagrams (except perhaps the last page). Authors should use Times or Times New Roman, 12-point font for the text. The authors must assure that all symbols and equations will be correctly displayed in the PDF version. The text should be left and right justified. **The total length of a paper, including all figures, tables and references, should be no more than 15 pages for contributed papers and no more than 20 pages for invited dedication papers.**

References should be numbered consecutively in the order they are mentioned [1], using Arabic numerals [2,3] in square brackets [4]. Do not include page numbers in the manuscript, as they will be added by the publisher when all papers are assembled in the proceedings.

## STATEMENT ON NUMERICAL ACCURACY

Authors of papers submitted to RAD-13 must demonstrate that they have adequately established the accuracy of their computed results. Authors are encouraged to consult the *Journal of Heat Transfer* Policy Statement on Numerical Accuracy, Vol. 121, No. 4, pp. 1109-1110, November 1999.

### LAYOUT

The layout of the paper should follow the style of this document, starting with a title, name(s) of author(s) and affiliation(s).

**Title** The title should appear 32 mm below the top edge of the page. It should be brief, clear and descriptive. Use all bold capital letters (except if formulae or symbols appear in the title), centered on the width of the typing area. Authors' names and affiliations should be in lower-case letters, not in bold. Leave one blank line between the title and the affiliation(s).

**Abstract** A **brief** abstract (50 - 150 words) should appear beneath the affiliation of the author(s). It should give an account of the most relevant contributions of the paper. It is also important to indicate briefly the goal, the methods, the results, and conclusions. Avoid abbreviations, diagrams, and references. It must be complete and understandable without reference to the text. Leave four blank lines between the Author's affiliation and the Abstract. Type the word ABSTRACT all in capitals, beginning at the left hand margin, followed by a period and two letter spaces. Then begin typing the abstract itself in lower case and single space in block style. Leave two blank lines between the abstract and the first major heading.

### HEADINGS

If your paper is divided into **sections** and **subsections**, please use the format adopted here, in which first-level headings are in bold capitals, centered on the line.

**Second level headings** Second level headings should be in bold lower case (initial capital), left aligned.

*Third-level headings.* Third-level headings should be placed at the beginning of a paragraph. Capitalize only first letter of the whole subhead and underline it (if possible, make the subhead italic); follow it by a period and two letter spaces; then begin typing the text on the same line and continue the text without indenting again. Leave one line space above.

*Equations, units, symbols, etc.* Equations should be typed neatly in position with appropriate space above and below to distinguish them from the text. Equations should be either centered or placed flush left, and assigned a number that should appear in parentheses flush to the right margin.

Subscripts and superscripts should clearly be typed as such, and the manuscript should be reviewed carefully to ensure there is no ambiguity in presentation. Numbers and letters that are intended to be subscripts or superscripts should not align with the rest of the text.

Do not use punctuation at ends of equations. Align equal signs when equations stack with no intervening words. All data should be reported in SI units. Decimals should always be shown by periods and not by commas or centered dots.

Figures. Care should be taken to ensure that figures are contained within the typing area. All original drawings should be prepared, if possible, for a uniform scale of reduction. As a general rule, lettering in the figures should be comparable to that in the text.

Color and black and white photographs are allowed in digital format with sufficient resolution to permit high-quality reproduction, and imported into the manuscript. Color figures may also be accepted, again in digital format imported into the manuscript.

Figures should be numbered consecutively, *e.g.*, Fig. 1 or Figure 2, with a single letter space between the word “Figure” and the Arabic numeral. Place figures centered on the width of the text page and either at the top or bottom of the page as close as possible to their first mention in the text. Centered one line below the illustration, type the word “Figure” (in upper and lower case) and its number followed by a period and two-letter space. Then type the legend single spaced, with an initial capital for the first word and for proper nouns only. Example:

Figure 1. The art of typing Greek legends

Each illustration should have at least a two-line space above the illustration, a one-line space between the illustration and the legend, and at least a two-line space between the legend and the start of the text. Appropriate space should be left above and below to the figure legend to ensure that the legend does not become confused with the text.

Tables. Table captions should appear **above** the respective table. Each table should have at least a two-line space both above the table and between the table and the start of the following text.

When tables are mentioned in the text, they should be referred to as Table 1, Table 5, *i.e.*, with a single letter space between the word “Table” and the Arabic numeral. The first letter of the word “Table” should be capitalized, followed by the table number and colon, then the caption with the first letter of main words capitalized, all centered above the table as shown below. Use horizontal rules above and below to separate title from column heads, ranks within column heads, column heads from table body, and table body from table footnotes or source. For example:

Table 1: Comparison between Theory and Experiment

Date of test	Theoretical value (cm)		Experimental value (cm)	
	Left	Right	Left	Right
January 1	17.45	3.81	16.98	3.99
March 3	21.43	6.45	22.56	6.91

Authors should ensure that a table does not flow from one page to the next page. Tables should occupy only as much space as is required.

Lists. Short lists can be run into the text as part of a sentence of paragraph; use parentheses around the numbers and separate items by a comma or semi-colon. For longer lists, leave a one-line space above and below the list; and two-letter space before beginning the list item. Runover lines starts below the first word of the item.

Footnotes. Since footnotes tend to interrupt the natural flow of ideas in manuscript, they should be limited in number and used to indicate (a) acknowledgement of funding or sponsorship, or (b) copyright information or credit line if the material has been published previously. Footnotes should be

identified by symbols: \* † ‡. The footnote should be separated from the text by a one-line space and a 5 cm overbar. Start each footnote on a separate line at the left margin, typing the superscript symbol at the margin and immediately beginning the text of the footnote. Use the same font as in the body of the text.

## KEYWORDS

In a covering letter, please supply six to eight keywords which apply to your paper. This will assist in the preparation of an index for the proceedings.

## NON-ENGLISH SPEAKING AUTHORS

Authors from non-English speaking countries are requested to find persons who are competent in English and familiar with the scientific language who can edit their manuscripts before submission. Reviewers must not be relied upon to make corrections of English expression, spelling, *etc.* As there is no copy editing stage for publication-ready manuscripts, it is the responsibility of authors to ensure that the presentation of their papers reaches the same high level as that of the work they describe.

## CONCLUSION

All papers will be peer-reviewed. Any paper which does not address new and innovative aspects of the topics of the meeting may not be included in the final proceedings. In order to process the reviewing in time, please submit your manuscript in PDF format no later than January 5, 2013. After the review please incorporate all required changes, generate the final version, and send to the Chairman by May 1, 2013 as attachments to an email message *i)* your final manuscript in PDF publication-ready form, and *ii)* the signed Copyright Release form.

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## REFERENCES

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2. D. Kincaid, D. and W. Cheney, *Numerical Analysis*, Brooks/Cole Publ. Co., Pacific Grove, California, 1991.
3. G. Erdas, "Free Vibration Analysis of Beams and Plates Using Finite Element Method", M.Sc. Thesis, METU Mech. Eng. Dept., Ankara, 1983.
4. P. Fauchais, "Plasma Theory", in *Proceedings of ICHMT Seminar, Çeşme, July 4-8, 1994*, pp 1-14.

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· This is the format of a footnote.