

## CHT-12: GUIDE FOR AUTHORS

Graham de Vahl Davis <sup>\*,§</sup>, Andrew Rees <sup>\*\*</sup> and Faruk Arinç <sup>\*\*\*</sup>

<sup>\*</sup>School of Mech. & Manuf. Eng., UNSW, Sydney, Australia

<sup>\*\*</sup>Dept. of Mechanical Engineering, University of Bath, UK.

<sup>\*\*\*</sup>Middle East Technical University, Ankara, Turkey

<sup>§</sup>Correspondence author. Fax: +61 2 9327 5710 Email: g.devahldavis@unsw.edu.au

**ABSTRACT** This Guide has been prepared for authors of papers submitted to CHT-12, the fifth ICHMT International Symposium on Advances in Computational Heat Transfer. It has been written in accordance with these requirements, and so may be used as a template for your papers. It is very long and very detailed; authors are requested to read these guidelines carefully and follow them precisely, in order to achieve uniformity in the presentation of the Proceedings. This Guide also contains a Transfer of Copyright Agreement, which must be signed by the senior author and returned to the Symposium Chairs at the time of submission of full papers and final abstracts.

## MANUSCRIPT SUBMISSION

Manuscripts are to be submitted in two stages:

- One page “**Initial Abstract**” by mid-November, 2011.
- **Full Paper plus Final Abstract** by January 30, 2012.

Accompanying the full paper, authors must also submit, in a separate file, a *final abstract*, which is the same as the Abstract from the full paper. This is for inclusion in the Book of Abstracts. It need not be the same as the *initial abstract*. The final abstract should also be formatted in the style of this Guide.

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The *initial abstract* should be one or at the most two pages, including equations, figures, tables and references (if required by the text in the abstract). It should summarise the background to the work, the assumptions made, the methods adopted and the results achieved, all in sufficient detail to enable an evaluation to be made of the suitability and relevance of the full paper.

The initial abstract should not contain an abstract!

## FULL PAPERS

Although submission is to be electronic, papers must be prepared ready for printing on A4 (210 × 297 mm) paper. The text should be single-column, single-spaced. If superscripts or subscripts make this a problem, wider line spacing may be necessary, but only for the relevant lines. Leave one blank line between paragraphs. Begin paragraphs flush at the left margin without indentation. The typing area of all pages should be 170 x 257 mm, *i.e.*, with 20 mm margins top (except for the first page), bottom, left and right. Each page should be completely filled with typing and/or diagrams (except perhaps the last page). **The total length of a paper, including all figures, tables and references if any, should be no more than about 20-25 pages, typical of the length limitation of journals** (but may, of course, be less).

Use Times or Times New Roman, 12-point font throughout, except for the header on the first page (Proceedings of CHT-12 etc., as shown above), which should be 10-point Arial. The text should be left and right justified.

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## STATEMENT ON NUMERICAL ACCURACY

Authors must demonstrate that they have adequately established the accuracy of their computed results. They must observe the requirements of the ASME Policy Statement on Numerical Accuracy published in *Journal of Heat Transfer*, Vol. 116, No. 4, pp. 797-798, November 1994, or [can be downloaded here](#).

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If your paper is divided into **sections** and **subsections**, please use the format adopted here, in which first-level headings are in bold capitals, centred on the line, as above. Leave one line space above and below first level headings.

**Second Level Headings** Second level headings should be placed at the beginning of a paragraph and be in bold title case (initial letters in upper case, except for prepositions and conjunctions), left aligned; follow it by two letter spaces; then begin typing the text on the same line and continue the text without indenting. Leave one line space above the heading.

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Photographs should be supplied as JPG files. Colour photographs or figures will be acceptable for the CD Proceedings but may not be accepted in the printed publication.

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. Use either “Fig.” or “Figure” but be consistent throughout the text. Centred one line below the illustration, type Fig.” or “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. 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, as shown in Figure 1.

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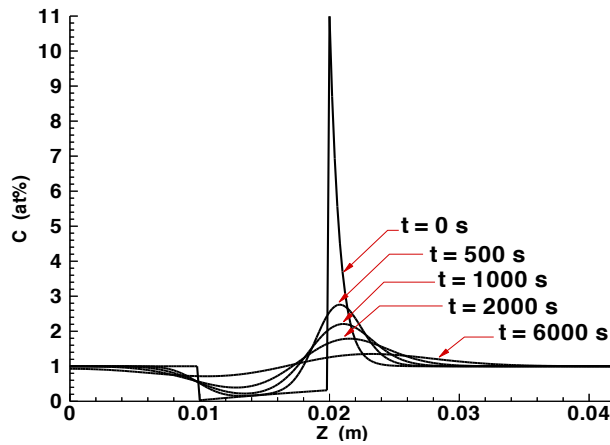


Figure 1. Solute decay with time.

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.

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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

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· This is the format of a footnote.

## REFERENCES

References should be cited in the text using the Harvard System, *i.e.*, Author [year of publication]. For example:

Ritchie [1983] has shown that ... *or* It is well known [*e.g.*, Ritchie 1983] that ...

In the listing at the end of your paper, use alphabetical order of first author and the following formats:

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Ritchie, G.S. [1983], Nonlinear Dynamic Characteristics of a Finite Journal Bearing, *Trans. ASME, J. Lub. Tech.*, Vol. 1, No. 3, pp 375-376.

*For books:*

Kincaid, D. and Cheney, W. [1991], *Numerical Analysis*, Brooks/Cole Publ. Co., Pacific Grove, California.

*For conference papers:*

Silver, K., 1991. Electronic Mail: the New Way to Communicate. *In*: D.I. Raitt, ed., 9<sup>th</sup> *International Online Information Meeting, 3-5 December 1990 London*. Oxford: Learned Information, 323-330.

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Erdas, G. [1983], Free Vibration Analysis of Beams and Plates Using Finite Element Method, *M.Sc. Thesis*, METU Mech. Eng. Dept., Ankara.

## KEYWORDS

In a covering letter (*not* in the manuscript itself), please supply up to six or eight keywords which apply to your paper. This will assist in the preparation of an index for the Proceedings.

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## CONCLUSION

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Initial abstracts may be submitted at any time and must be submitted by mid-November 2011. Full papers and their associated final abstracts must be submitted by January 30, 2012.

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The paper entitled

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is herewith submitted for publication in the Proceedings of CHT-12: Advances in Computational Heat Transfer.

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