

## GUIDE-LINES FOR AUTHORS FOR PREPARING CAMERA-READY MANUSCRIPTS

M. Pinar Mengüç\* and Nevin Selçuk\*\*

\*Mechanical Engineering Department

University of Kentucky, Lexington, KY 40506-0503, USA

\*\*Chemical Engineering Department

Middle East Technical University, 06531 Ankara, Turkey

**ABSTRACT.** This guide has been prepared for authors of papers to be presented at the ICHMT International Symposium on Radiative Transfer to be held in Bodrum, Turkey, on June 17-23, 2007. 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

Use only one side of A4 size (210 × 297 mm) or quarto (8½ × 11 inch) good quality white bond paper. 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). **The total length of a paper, including all figures, tables and references if any, should be no more than 10 pages for contributed papers and no more than 20 pages for invited keynote papers.**

References should be numbered consecutively in the order they are mentioned [1], using Arabic numerals [2,3] in square brackets [4].

Do not type page numbers. Lightly write the page number and the first author's name at the bottom of each page, *using a light blue pencil.*

### SPECIAL INSTRUCTIONS IF USING A COMPUTER OR WORD PROCESSOR

Authors should use Times or Times New Roman, 12-point character size for the text. A laser printer must be used for preparation of the manuscript. A dot matrix printer is *not* acceptable. The printer should have a typeface that features descenders below the baseline, e.g., g or y. The text should be left and right justified.

## STATEMENT ON NUMERICAL ACCURACY

Authors of papers submitted to RADIATION-2001 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 not be 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 in capitals, beginning at the left hand margin; follow it 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. Greek letters and other symbols should be typed if possible or neatly drawn in black ink. Drawn lettering must have a professional appearance. You may use rub-on type. 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.

Black and white photographs (half-tones) should be supplied as glossy prints; although original drawings on good quality paper are permitted, glossy prints or their equivalent are preferred. Photocopies or tear sheets from published materials are not acceptable. Color photographs will not be accepted unless the additional printing cost is borne by the author. A letter acknowledging the willingness to pay for the color prints should be sent to the editor with the print.

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. All illustrations should be pasted in, using rubber cement; no Scotch tape, please. 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 word "Table" should be capitalized and centered with the table number above the table. On the next line, the table caption should be typed single spaced and centered, with the first letter of all main words in capitals. 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. Any material that can not be typed, such as symbols and formulae, should be inked carefully in black.

*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 camera-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 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, one original and three copies, no later than January 7, 2007. Please incorporate all required changes and send your final manuscript, to the Chairman, in camera-ready form and preferably in pdf format (or as MS-Word document), either in a diskette or as attachment to an email message and the copyright release form to arrive before May 1, 2007.

Prof. Dr. M. Pinar Mengüç  
Department of Mechanical Engineering  
University of Kentucky  
Lexington, KY 40506-0503  
Tel: +1 859-257-6336 x80658  
Fax: +1 859-257-3304  
E-mail: menguc@engr.uky.edu

## REFERENCES

1. Ritchie, G. S., Nonlinear Dynamic Characteristics of Finite Journal Bearing, *Trans. ASME, J. Lub.Tech.*, Vol. 1, No. 3, pp 375-376, 1983.
2. Kincaid, D. and Cheney, W., *Numerical Analysis*, Brooks/Cole Publ. Co., Pacific Grove, California, 1991.
3. Erdas, G., Free Vibration Analysis of Beams and Plates Using Finite Element Method, *M.Sc. Thesis*, METU Mech. Eng. Dept., Ankara, 1983.
4. Fauchais P., Plasma Theory, *Proceedings of ICHMT Seminar*, Çeşme, July 4-8, 1994, pp 1-14.

---

\* This is the format of a footnote.

## **COPYRIGHT**

Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. All accepted manuscripts, artwork, and photographs become the property of the publisher.

**Permission** The use of tables, drawings, diagrams, photographs, 50 words or more prose, more than one line of a poem, or other material from another source requires written permission to republish from the copyright holder. The total number of words from any one source is cumulative throughout a manuscript. When an author plans to revise or adapt an illustration for his/her own use, it is recommended to obtain permission. Most US government publications are not copyrighted and thus considered in the public domain. However, it is also wise to obtain permission to take material from them as these publications often contain previously copyrighted material.

It is the responsibility of the author or editor of the book (or in a contributed book, the individual authors) to obtain written permission from whoever holds the copyright, usually a publisher, and also to pay any permission fees. Request for permission should be solicited as soon as the manuscript has been written, as the process is often quite slow. Once permission has been obtained, the correct credit (often the copyright holder stipulates the wording) must be included in a footnote or within the text, in a source note to a table, or in a credit line within a figure legend. In a book with extensive quotations from previously copyrighted works, it is sometimes desirable to include all credit lines on an expanded Acknowledgements page. Original permission letters must be forwarded to the publisher with the final manuscript. Production cannot proceed without them. (A sample form of "Request for Permission" is attached)

### **Transfer of Copyright for Multi-Authored Works**

The 1978 U.S. Copyright Law vests statutory copyright for each individual article with the author(s) of the article, or with their employers in the case of a "work made for hire". As the result, the publisher must ask contributors – excluding the contracted editor(s) – for copyright on each article, which must be formally assigned in writing. Articles cannot be accepted for publication without a signed Transfer of Copyright Agreement. All original signed forms must be submitted by the editor(s) to the publisher with the final manuscript.

BEGELL HOUSE INC.  
50 Cross Highway, Redding, CT 06896

COPYRIGHT RELEASE

The transfer of copyright from author to publisher must be clearly stated in writing to enable the publisher to assure maximum dissemination of the author's work. Therefore, the following agreement, executed and signed by the author, is required with each manuscript submission.

Transfer of Copyright Agreement

(Must be signed and returned to the Symposium Chairman with the final manuscript)

The chapter entitled \_\_\_\_\_ is herewith submitted

for \_\_\_\_\_ publication in \_\_\_\_\_ -

It has not been published before and contains no matter that is scandalous, obscene, libelous, or otherwise contrary to law. When the chapter is accepted for publication, I as the author, hereby agree to transfer (for U.S. Government employees: to the extent transferable) to Begell House Inc. all rights under existing copyright laws except for the following, which the author(s) specifically retain(s):

1. The right to make further copies of all or part of the published article for my use in classroom teaching;
2. The right to re-use all or part of this material in a compilation of my own works or in a textbook of which I am the author;
3. The right to make the copies of the published work for internal distribution within the institution which employs me.

I agree that copies under these circumstances will continue to carry the copyright notice which appeared in the original published work. I agree to inform my co-authors, if any, of the above items. This is a work for hire.

I agree to obtain, without expense to the Publisher, written permission to include in the work any copyrighted material for which permission is necessary and to deliver to the Publisher a copy of all these permissions with the accepted chapter.

Senior Author's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE PERMISSION LETTER

Publisher  
Address  
Attn: Permission Dept.

Dear Permissions Editor,

I am preparing a paper entitled \_\_\_\_\_  
which will appear in an edited work to be published in the summer of 2007 by Begell House Inc under the tentative title  
"Radiative Transfer". I would appreciate permission to (reproduce) (adapt) (quote) the following

in this and any future editions of the above book. May I please have nonexclusive world rights in all languages? Unless you  
indicate otherwise, I will use a standard citation as a credit line.

For your convenience, a copy of this letter may serve as a release form; the duplicate copy is for your files.

Sincerely yours,

(Your name, full address and signature)

Enclosure:

We grant permission for the use requested above.

\_\_\_\_\_

\_\_\_\_\_  
Publisher

\_\_\_\_\_  
Date