Guidelines for Contributors

TYPING AND ORGANIZATION

The book shall be printed by the offset printing process. To ensure that your contribution is reproduced properly, you should strictly observe the following instructions.

TYPING

Type the manuscript clearly and accurately. Please use a word processor and a laser printer for the output. Use a font size of 11 pt. for the text. Please use Times New Roman font. Sub-headings must be in the same size but in upper case and bold font. Use MS-Word. The print area should not be more than 5.5” × 7.5”, which means that the maximum width of lines should be 5.5” and the length of the print area should not exceed 7.5”. Please ensure that your paper does not exceed 6 pages.

You must type in single column only. On the first page of the contribution, centre the title in uppercase letters; centre the author’s name and affiliation (in uppercase and lowercase letters). For multiple authors, you may type the affiliation in one line covering part of the line or covering the complete line. Do not give academic titles such as Dr., Prof., etc.

ORGANIZATION

Each contribution should be organized in the following order: Introduction, Main body of the article, Practical Significance/Usefulness, Conclusions or Summary, Nomenclature, Reference and Appendices (where applicable).

These instruction sheets are typed in accordance with the style to be followed for headings as now listed. Use only two values of internal subheadings:

- Type first-value heads in all capital letters, flush with the left-hand margin of the first column. Put them on a line separate from the text, leaving two lines of space above and one line of space below.
- For second-value head, capitalize only the first letter of each major word. Also put them on a separate line with one line of space above and one line below. If a second-value head follows immediately after a first-value head leave two lines of space in between. Underline the second-value heads.
- 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 five spaces, capitalize only the first letter of the head, underline it, follow it by a period and immediately by the text.
**EQUATIONS, NOMENCLATURE AND UNITS**

1. Equations should be typed. If handwritten they must be carefully lettered using black ink, using symbols approximately the same size as the typewritten characters. Equations written in pencil will not be accepted. Centre each equation horizontally and allow one line of space above and below.

2. Use fractional powers instead of root signs. Use the slash sign instead of a horizontal line for fractions (e.g. 2/3) whenever possible.

3. Number all equations in sequence from (1) to the end of the article, including appendices, if any. Try to avoid the use of Eqs. (3a), (3b) etc. Enclose the equation numbers in parentheses and place them flush with the right-hand side blue guideline.

   Refer to equations in the text as follows: Eq. (6), Eqs. (5)-(11), Eg. (3) or (4), etc., except at the beginning of a sentence where “Equation” is not abbreviated.

4. Decimals should always be shown by periods rather than by commas or centered dots.

5. All symbols should be defined in the text. Each article must have a separate nomenclature section at the end of the text and just before the references. The nomenclature should list in detail and unambiguously the symbols used in the text and their definitions. Do not use the same symbol for two or more different meanings or definitions. Use distinctly different symbols. 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 dimension less after their definitions.

6. All English symbols (dimensional and dimensionless) should be listed in an alphabetical order. All Greek symbols follow the English symbols. Subscripts and superscripts follow Greek symbols, and should be identified by a minor heading. Symbols that cannot be typed should be entered in black ink.

7. To indicate units, use shilling fractions to conserve space (e.g. heat transfer coefficient, W/(m²K), G mass velocity, kg/(m²S)).

8. When used with numerals, units should be abbreviated (periods are not used with abbreviations): if units are used in general terms with no specific numerals, they should be spelled out: e.g. “the SI unit for length is meters” (not “the SI unit for length is m”).

9. Several units written together should be separated by a thin space, not a centre dot, e.g. 5 kg m/S2.

**TABLES AND FIGURES**

1. Briefly and descriptively title each table and caption each figure. Place table title above the table. Place figure caption below the figure.

2. **Refer to each table and figure in the text.** Place tables and figures in the order mentioned in text, at the top or bottom of the page, as close as possible to the 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.

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

5. Nomenclature and abbreviations should agree with forms used elsewhere in the article.

6. Number consecutively with single Arabic numerals (e.g. Fig. I, Fig. 2, Table 1, Table 2).

7. Centre tables and figures horizontally within one column or both columns.
8. The figure/table caption should be properly centered as follows:

**Fig. 1:** A heat exchanger

**TABLES**
1. If too wide to fit on the page, a table may be placed broadside (i.e., rotated 90 degrees, counter clockwise).
2. Table footnotes should be identified by superscript symbols such as +, -p etc. and placed at the bottom of the table.

**FIGURES**
1. High-quality reproduction of illustrations depends on the condition of the original art work. They should be prepared as carefully as the text.
2. Except for the rare figure that contains an unusual amount of detailed information, all figures should occupy no more than 1/2 page. No illustration should over run the typing area.
3. Symbols must be distinct and large enough to retain their individual characteristics when reduced. Indicate coordinate values by tick marks along all four coordinate axes. Rule the coordinate axes and ticks in fine line weight; draw the graph in heavy line weight.
4. Line figures should be placed within the margins. Be certain that labels and data points are legible.
5. Glossy prints, photostats, or reprints of drawings may be used if high quality with sharp, even lines and lettering. **Xeroxes or similar copies will not be accepted.** Figures prepared by a dot matrix printer are not acceptable, but those prepared by a laser printer are acceptable.
   
   Please ensure that all half tone figures are presented in high resolution since there is some loss in clarity during the printing processes.
   
   Illustrations/figures with low resolution will become more or less indistinct.
   
   Care needs to be taken while including half tone illustrations.
6. To denote the ordinates, a verbal description may be used:
   
   Heat transfer coefficient, W/(m^2 K).
   
   Alternatively, both the symbol and the description may be used:
   
   Heat transfer coefficient h, W/(m^2 K)
6. Decimals should always be shown by periods, rather than by commas or centered dots.

**REFERENCES**

Literature references should be cited in text with the reference number in square brackets like this [22] and grouped at the end of the section in numerical order of appearance. The second and following citations of a reference should use the original reference number.

In the text, if author names are cited, write author’s name if one, both author’s name if two, or the first author’s name with “et.al” if three or more. In the reference list, cite all authors’ names if they are less than five; otherwise cite the first five with “et. al.”

Abbreviate journal titles according to standard forms:
Style the reference list according to the following examples (note especially that article and chapter titles are included).

**Journal Articles**


**Books**


**Paper in Edited Books**


**Symposium proceedings**


**Reports**


**Unpublished Papers**


**Thesis**


**FOOTNOTES**

Footnotes are designated by the superscript symbols such as +, - etc.: Actual footnotes are typed on the same page on which they are mentioned.

*This is an example of how a footnote should be typed.*

Indent the footnote five spaces. On the sixth space, type the special symbol as a superscript, and then continue the text immediately.

**Endnotes**

1. In non-fiction works endnotes, listed under the relevant chapter headings, in a single section that appears after the text of the book are preferred to footnotes at the end of each chapter. The endnotes should follow a consistent style throughout. If no style has been set, they should run as follows:


   or

1. Depending on information supplied by the author, it is acceptable for notes/bibliography to contain publication date and place or publisher only (in which case all notes must follow the same style), although all three is ideal.

2. Ibid. should only be used when the title in the endnote repeats the one immediately before it.

3. When mentioning a book that has already been cited in full, a shortened version of the note is preferable to op. cit. e.g.: Schumacher, *Coppola*, pp.45–7.

**Bibliography**

Follow the style of endnotes, but put the surname first and omit final full stop:


or


**PERMISSIONS(IMPORTANT)**

*You are responsible for making sure that you have the right to publish everything in your article.*