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GUIDE TO AUTHORS FOR THE PREPARATION OF MANUSCRIPTS FOR IMCET 2019

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First line indentation of 1.27 cm

ABSTRACT

This document sets out the requirements for preparing manuscripts for IMCET 2019. This document itself serves as an example of a correctly prepared manuscript. Abstract should not exceed 200 words in length.

Keywords: Fine grinding, energy efficiency,

INTRODUCTION

A summary of instructions for submitting papers is presented in below sections. These instructions will enable you to prepare your manuscript in an electronic format, ready for submission. It is therefore essential that these instructions be carefully followed.

one blank line between paragraphs

Manuscript should not exceed approximately **12 pages** in length, including text, figures, tables, and references. SI units or acceptable metric equivalents must be used throughout.

PREPARATION OF THE MANUSCRIPT

MAJOR HEADING

Prepare your manuscript using Microsoft (MS) Word for Windows as your word processing software.

Page Size and Layout

Second-Level Heading

Your manuscript must be prepared for European A4-size (210 x 297 mm) paper. Use the margin settings specified in Table 1. These Instructions serve as a template for your paper which may be useful in getting started.

Table 1. Manuscript margins

Margin	A4 (210 x 297 mm)
Top	3.00 cm
Bottom	2.00 cm
Left	2.50 cm
Right	2.00 cm

Type Style and Spacing

All headings and text must be typed in **Calibri** font in black. Use **11 point** type size throughout your manuscript, including the title and headings. **Single line spacing** throughout.

First Page of the Manuscript

Third-Level Heading



The first page of the paper begins with:

- The title of the paper in bold 11 point Calibri, centered with all letters in capitals; the title begins on the 4th line from the top margin.
- The authors' names, separated from the title by a single blank line (11 points), centered, in Calibri, with the first letter of each part of the name capitalized. Superscript number after author's name may indicate multiple affiliations. Corresponding author should be identified with an asterisk (*).
- The authors' affiliations, separated from the authors' names by a single blank line, centered and no spacing, in *italic Calibri*. Corresponding author's email should be provided immediately below the corresponding author's affiliation.
- The major heading **ABSTRACT**, centred, with all letters capitalized, in bold Calibri. Leave (1) blank line above.
- The body of the abstract, **not to exceed 200 words** in length, in Calibri, **fully justified**, separated from the heading **ABSTRACT** by one (1) blank line and indented. The abstract is a single paragraph.
- The major heading **Keywords**, left aligned with no indentation, in bold Calibri, separated from the last line of the abstract by single blank line.
- The list of keywords, not to exceed five (5) words, in Calibri, separated by commas.

The main text of the paper begins following the title, the abstract, and the keywords. Separate sections of the main text in accordance with the Headings guidelines below.

Headings

All headings are in 11 point Calibri type. The manuscript will typically have three levels of headings: major, second-level, and third-level.

Major headings, such as **ABSTRACT, INTRODUCTION, EXPERIMENTAL, RESULTS AND DISCUSSION, CONCLUSIONS, ACKNOWLEDGMENTS, REFERENCES**, are centred and bold-faced, but not underlined, and are entirely in capital letters. The main text of the paper begins with a major heading (for example, **INTRODUCTION**). Subsequent major headings are separated from the text above and below them by one (1) blank line; they do not begin a new page unless it is strictly required.

Second-level and third-level headings have the initial letter of each major word capitalized and are positioned at the left margin. Second-level headings are bold-faced. Third-level headings are underlined. Both are separated from the text above and below by one (1) blank line.

Text

Text paragraphs are single-spaced (line height of 6 lines per inch) and fully justified, with the first line indented 1.27 cm (0.5 inch). Font is 11 point Calibri. Paragraphs are separated with a blank line.

Bullets and Numbers

Bullets should be fully justified with a hanging indent of 0.63 cm. Numbers should be in the format 1. 2. 3., fully justified with a hanging indent of 0.63.

Equations and Symbols

Simple mathematical expressions and sub- and super-scripted characters, such as SO_4^{2-} , are inserted in the text. **Do not embed equations as an image**, please use equation editor.

Equations are placed on separate lines, left aligned with an indentation of 1.27 cm and numbered consecutively in parentheses at the right-hand margin. A blank line precedes and follows each equation.

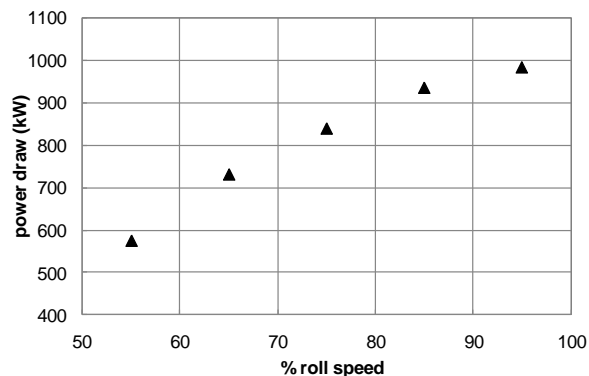
$$A = \pi r^2 \tag{1}$$

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \tag{2}$$

Figures

All figures should be high quality when published at 100%. Figures including graphs (such as Figure 1) line drawings, photographs and other illustrations are preferably in color.

All figures should be centered on the page and must be consecutively numbered and inserted as close as possible to the corresponding text. A caption consisting of the word “Figure”, the figure number, a dot and the figure title, in 11 point Calibri, must appear **centred below** each figure. A single blank line is used to separate a figure from its caption. Separate each figure and caption from the adjacent text with one (1) blank line.



one blank
line

Figure 1. Rolls'speed vs. power draw

Tables

Tables should be centered on the page and inserted as close as possible to their first citation. Number tables consecutively and **centre** the title **above** the table. The word “Table” is followed by the table number, a dot, and the rest of the title. A single blank line is used to separate the title and the table itself.

Table-wide lines (horizontal ½ point thickness) separate the title from the column headings, the column headings from the body of the table, and the table from the following text. **Do not use vertical**

lines and avoid the use of horizontal lines between the various rows of data. Separate each table from the adjacent text with one (1) blank line.

Operating press. (bar)	Power draw (kW)	Working gap (mm)	Throughput (tph)
101	654	37.0	573
102	575	35.0	421
104	731	35.0	475

References

In the text, cite all works that have directly influenced your work by identifying the author's surname and the year of publication. Note that including a citation implies that you have personally read the cited work.

Order all works alphabetically in references by the surname of the first author, by the initial(s) of the first author's given name, and then by the surnames of subsequent authors. In the reference list, only the publications that have actually been cited in the text, figures, and tables should be included.

For multiple works by the same author, arrange the works chronologically by year of publication, from earliest to most recent. If multiple works were published by the same author in the same year, order the references alphabetically by title.

References Cited in Text

- When the author's name is identified within a sentence, place the year of publication in parentheses immediately following the name.
Johnson's (1980) seminal work explored...
- When the author's name is not identified in the sentence, place both the author's name and the year of publication in parentheses, separated by a comma.
This technique produced favourable results in a prior study (White, 2007).
- No parenthetical reference is needed when both the author's name and the year appear in the sentence.
In 2005, Berstein argued that...
- For works with two authors, separate the authors with "and" in the parenthetical reference and in the sentence.
(Holden and Steele, 2006)
Holden and Steele (2006) found that...
- For works with more than two authors, list only the first author, followed by "et al."
(Polandry et al., 2003)
Polandry et al. (2003) investigated...

- When multiple works are cited, list the works in alphabetical order of the authors' names, separated by semi-colons.
The theory has been critiqued extensively (Greene & Farley, 2010; Litman, 2007; Rother, Burns, Caplan, & Jude, 2009; Vallettri et al., 2006)
- When two or more works are written by the same author, only give the author's surname once, followed by the years of publication in chronological order.
(United Nations, 2002, 2004, 2006)
- When the same author has two or more works published in the same year, identify the works using the suffixes a, b, c, etc. Include these suffixes in the reference list and order the works alphabetically by publication title.
(Smith & Laurell, 2007a, 2007b, 2007c)

Types of Referenced Materials

- Periodicals (e.g., journal, newsletter, magazine)

Polansky, K., Fairman, P. S., & Singh, B. (2010). Estimating oil reserves: An exploration of new approaches. *Journal of Metallurgy*, 32, 144-156.

- Entire Books

Garibaldi, S. (2008). *Optimizing production: New solutions to old problems* (3rd. ed., Vol. 1). New York, NY: Active Publisher.

Johnson, L., & Harrington, S. A. (2007). *Safety tips* (2nd ed.) [Brochure]. Retrieved from <http://www.xxxxxxxx>

- Chapter in a Book

Tilmann, C. (2010). Methodological concerns. In N. Thernhold, L. Ludwig, & B. B. Trolanski (Eds.), *Jumpstarting the future* (2nd ed., pp. 134-152). Melbourne, Australia: Feigned Publishing.

- Published Meetings, Symposia, and Conference Presentations

Côté, C. (2003). A practical guide to policy implementation. In K. A. Purdy & B. Stein (Eds.), *Ninth International Conference on Occupational Diversity* (pp. 432-445). Portland, OR: Linkset Press.

INSTRUCTIONS SUMMARY

Word Processing Software	Microsoft (MS) Word DOCX file
Page Setup (Paper/Margins)	See Table 1, Section Page Size and Layout
Font:	Color black, Calibri 11 pt. This applies to complete manuscript and all headings
First page (MANUSCRIPT TITLE)	Start on the 4 th line from top margin. BOLD/FULL CAPS/CENTRED between page margins. Leave (1) blank line after Manuscript Title
Author name(s)	Centre between page margins, leave (1) blank line above and below.
Affiliation(s)	Centre between page margins, immediately below the previous one, no spacing.
Text	Text paragraphs are single-spaced and fully justified, with the first line indented 1.27 cm. Paragraphs are separated with a blank line.

MANUSCRIPT HEADINGS

MAJOR HEADING:	BOLD/FULL CAPS/CENTRED between page margins. Leave (1) blank line above/below MAJOR HEADING
Second Level Heading:	Bold/Major Words Capitalized/Left Aligned. Leave (1) blank line above/below Second Level Heading
<u>Third Level Heading:</u>	<u>Underline/Major Words Capitalized/Left Aligned.</u> Leave (1) blank line above/below <u>Third Level Heading</u>
Figure headings/captions:	Figure 1. Centred below figure. First major word is capitalized. There is (1) blank line between figure caption and figure. There is (1) blank line above/below figure. No punctuation after figure caption
Table headings:	Table 1. Centred above table. First major word capitalized. There is (1) blank line after table heading. There is (1) blank line above/below table. No punctuation after table heading
Equations:	Left aligned with an indentation of 1.27 cm, one (1) blank line above/below equation
Reference list:	Fully justified with a hanging indent of 0.63 cm, immediately below the previous one, no spacing.

WORD PROCESSING

Colon (:):	No space before; one (1) space after
Semi colon (;):	No space before; (1) space after
SI units:	(1) space before and after (25 km)
Indenting paragraphs:	Do turn off indenting for Major Headings as well as for Table headings and Figure captions. Make sure they are centred between left and right margins
Initials:	(0) spacing between initials; e.g., U.K. Akyol