

MS&OT – Guidelines for Authors

Title of paper

First Name Surname, Organisation, Address of corresponding author (including e-mail)

Abstract

The abstract should be a brief description of the scope of the paper, not exceeding 100 words in length

Keywords: at least 3 suitable words for indexing purposes

Nomenclature

A nomenclature is required for papers using a large number of symbols, abbreviations and acronyms. Where possible, these should be ordered alphabetically.

Symbol 1 Definition
Symbol 2 Definition etc.

E.g.:

α Angle of attack
 ρ Density of water
 λ Wave length

1. Introduction

This is normally the first section in the main body of the text. Please note that this section and all subsequent sections and subsections are numbered. All main headings should be typed in bold as shown below.

2. Heading

2.1 Sub-heading

Each Section may have sub-headings. Sub-headings should be numbered and typed using lower case as above.

2.2 Sub-heading

2.2 (a) Further subsidiary heading

The sub-sections can be further divided up as above. Further subsidiary headings not in bold in lower case.

3. Manuscript format conventions

3.1 Font

The fonts to be used are the same that have been used for this page, Times New Roman and Arial. The title of the paper should be in 12 point bold capitals. Authors names should be in 10 point bold, with affiliation in 10 point regular. The rest of the paper should be in 10 point using the font style indicated in this template.

3.2 Page setup

The final manuscript should use the style used in this template. The margins are as follows for both A4 and US letter style in order that Acrobat versions of the manuscript can be printed on either A4 or 8.5x11 inch paper:

	A4	8.5x11 in.
Top	2.5cm	1.0 in
Bottom	3.5cm	0.7 in
Left	1.7cm	0.8 in
Right	3.5cm	0.7 in

3.3 Page numbers

Please put page numbers on manuscript at bottom center. This will be redone by the editors in the final printed version. Total height of printed materials including page numbers equals 23.7 cm or 9.3 inches

3.4 Figures

3.4 (a) General guidelines

- ◆ All illustrations should be clearly referenced in the text
- ◆ Figures should be placed in the main body of the text.
- ◆ Text within figures should be of a size to allow legibility even if reduced.
- ◆ Figures may be in color or in black and white. If you use color graphics please check the graphic in black and white to see if shading or hatching is needed. Wherever possible, figures will be in black and white.
- ◆ Captions for illustrations should be typed underneath each figure.

3.4 (b) Figure format

Figures should be produced electronically where possible, in .wmf, .eps, .jpg, .cdr, .gif, or .tif formats. Excel charts should be copied and pasted to Microsoft Word. Save another copy of each individual graphic in separate file (Fig1, Fig2, etc.) in addition to the complete manuscript file. The resolution should be at least 300dpi, and preferably above 500dpi.

Please ensure that the lettering used in the artwork/illustrations does not vary too much in size. The final font size should be about 6-8 point. Make sure that the physical dimensions of your artwork match the dimension of A4 paper.

4. Submission requirements

Authors must submit their paper IN ELECTRONIC FORMAT in word processor or Acrobat format. They must be sent to one of the Editors.

- ◆ Papers should be sent as e-mail attachments if each file is no larger than 3MB.
- ◆ If larger than 3MB, a CD should be sent to the Editors.
- ◆ Maximum length of paper 20 pages (above 20, with editors approval).
- ◆ If there is any possibility that certain symbols may not translate to an English version of MS Word or the Acrobat version may have missing imbedded fonts, 2 hard copies of their printed manuscript should be sent to the Editors so that proper editing to English symbols can be done.

5. Additional information for authors

5.1 Liability

Authors are responsible for obtaining security approval for publication from employers or authorities where necessary. If they so wish, authors should include a disclaimer at the end of the paper stating that the opinions expressed are those of the author and not those of the company or organisation that they are representing.

6. Conclusions

The main body of the text should end with the conclusions of the paper.

Acknowledgements

Brief acknowledgements may be added.

References

References should be listed alphabetically with the year of publication just after the author's last name and referred to in the text as Firth (1989):

Firth, S. (1989) - "Investigation into the Physics of Free-Running Model Tests". SNAME Transactions, pp. 169-212.