

# Guidelines for Submitting Manuscript

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## **TYPING**

Type the manuscript clearly and accurately. It is preferable to 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 5.75" x 7.5", which means that the maximum width of lines should be 5.75" and the length of the print area should not exceed 7.5". **The manuscript should be confined to four pages only including all figures, tables, references etc.**

You must type in single column only. On the first page of the paper, 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. Indent paragraphs five spaces, and do not leave extra space between paragraphs.

## **ORGANIZATION**

Each paper should be organized in the following order: Abstract, Introduction, Main Body of paper, Practical Significance/ Usefulness, Conclusions or Summary, Acknowledgement (where applicable), Nomenclature, Reference and Appendices (where applicable). These instruction sheets are typed in accordance with the style to be followed for headings as listed below. Use only two values of internal subheadings:

Type headings 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 sub heading 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 subheadings follows immediately after leave two lines of space in between. Underline the sub heading.

## **EQUATIONS, NOMENCLATURE AND UNITS**

1. Equations should be typed. Centre each equation horizontally and allow one line of space above and below.
2. Number all equations in sequence from (1) to the end of the paper, 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), Egs. (5)-(11), Eg. (3) or (4) etc. except at the beginning of a sentence where "Equation" is not abbreviated.
3. All symbols should be defined in the text. Each paper 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.
4. 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.

5. To indicate units, use shilling fractions to conserve space (e.g. heat transfer coefficient,  $W/(m^2 K)$ , G mass velocity,  $kg/(m^2 S)$ ).
6. 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”).
7. Several units written together should be separated by a thin space, not a centre dot, e.g. 5 kg m/S<sup>2</sup>.

## **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 paper.
5. Nomenclature and abbreviations should agree with forms used elsewhere in the paper.
6. Number consecutively with single Arabic numerals (e.g. Fig. 1, 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 1: A heat exchanger.

If the figure/table caption is too long, indent it five spaces and type as follows:

Fig. 30: A plate-fin unmixed-unmixed cross flow heat exchanger.

## **TABLES**

Table footnotes should be identified by superscript symbol such as<sup>+</sup>, -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. It 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. In planning sizes of line figures and labels, keep in mind that the final page will be reduced approximately 20 percent by the publishers. Be certain that labels and data points will be legible after reduction. 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.

5. 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  $h$ ,  $W/(m^2 K)$

## 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 text, if authors name 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

1. Creveling, H.F., Stability Characteristics of a Single-Phase Free Convection Loop, 1. Fluid Mech., 67, 65-84,1975.

### Books

2. Kays, W.M.,and London, A.L., Compact Heat Exchangers, 2nd ed., McGrawHill, New York, 1984.

### Paper in Edited Books

3. Japikse, D., Advances in Thennosyphon Technology, in Advances in THeat Transfer, J.P. Hartnett and T.F. Irvine, Jr., Eds., Vol. 9, pp. I-III Academic Press, New York, 1973.

### Symposium proceedings

4. Morgan, R.G.,and Schultz, D.L., Infiared Scanning in Transient Wind Tunnels, Third Australasian Conference on Heat and Mass Transfer, Univ. Melbourne, pp. 241 - 247, May 1985.

### Reports

5. Zvirin, Y., A Review of Natural Circulation Loops in Pressurized Water Reactors and Other Systems, EPRI Report NP-16776-SR, January 1981.

### Unpublished Papers

6. Weierman, C., Taborek, I. and Marner, W.J., Comparison of the performance of Inline and staggered Banks of Tubes with Segmented Fins, presented at the 15th National Heat Transfer Conference, San Francisco. AIChE paper No. 7,1975.

### Thesis

7. Chamieh, D.S., Forces on Whirling Centrifugal pump Impeller, Ph. D. Thesis, Div. Eng. Appl. Sci., Calif. Inst.Tech., Pasadena, Calif., 1983.

## FOOTNOTES

Footnotes are designated by the superscript symbols such as <sup>+</sup>, <sup>-</sup> 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.

## PERMISSIONS

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