



Failure to comply with these instructions may result in your paper being returned and cause a delay in publication

The following instructions will help you with the preparation of your paper. Please read them carefully before you start. If the software you use to compose your work is not capable of producing type sizes that exactly match those given in the specifications below, you should try to obtain as close a match as possible, using the attached samples as a guideline.

Paper Submission

- Papers must be produced electronically and be PC compatible.
- Papers must be submitted in both their original native file format (e.g. MSWord) and as PDF files.
- PDF files must have all the relevant fonts embedded; deselect 'image down sampling' and set Distiller settings to 'press' or 'print' in the 'Job Options' to ensure high resolution files are produced.
- Papers must not exceed 15 pages in length (including references and tables), unless additional pages have been accepted.
- Papers must be submitted with a signed **PUBLISHING AGREEMENT**. A copy was sent to you with these instructions. More information regarding our Publishing Agreements can be found at the end of this document.

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Helpline

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Isabelle Rham, Production Manager

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TEXT LAYOUT

The area in which you are to key your text is 200mm deep x 130mm wide. Based on an A4 page, the margins will be: top & bottom 48.5mm; left & right 40mm.

You must contain all text matter and any figures within this area and ensure that the margins are consistent on all pages. Margins must be equal on both sides and equal on the top and bottom. Do not use corner/tick marks.

You should set the main text in 10 point Times Roman or Times New Roman (normal), not in bold, using single line spacing. All text should be produced as a single column and JUSTIFIED throughout.

FIRST PAGE

This contains the title of the paper, the author names, organisation and country (do NOT put the full postal address or your email address), the abstract, keywords, and the first part of your paper.

Title

Start the title of your paper 10mm (28 points) down from the top of the specified typing area in Times Roman size 14 point, all in CAPITALS and centred. Leave one clear line space and then key the following:

Author name

On a new line key the author name(s), without degrees or qualifications, in Times Roman 8 point, all in CAPITALS and centred. Please use the full version of the author(s) names e.g. Carlos A. Brebbia.

If you wish to include an ORCID reference please add it as a footnote at the bottom of the first page in the following format.

ORCID: <http://orcid.org/xxxx-xxxx-xxxx-xxxx>

If more than one ORCID number is needed for multiple authors, please use footnote indicators in the following order: *, †, ‡, §, ¶.

Affiliation

On a new line, without a space, enter the authors' organisation/affiliation and country only (not the full postal address, although you may add the name of your department), in Times Roman font, size 8 point, all centred, in upper and lower case.

Leave one clear line space and then key the following:

Abstract heading

Set in Times Roman, size 9 point, all in CAPITALS, centred.

Abstract text

Every published paper must contain an Abstract. Abstracts should be a single paragraph, and should not contain numbered mathematical equations or numbered references. If a reference needs to be cited, the sentence should be rewritten to remove the need for a reference number. The Abstract should be an accurate, stand-alone summary of the contents of the paper. Note:

- The abstract should be between 150 and 300 words.
- It must be written as a single paragraph, and not contain displayed mathematical equations, tables or figures.
- Ensure that your abstract reads well and is grammatically correct.

On a new line, without a space, start the text of the abstract set in, 9 point Times Roman or Times New Roman, use single line spacing, as a single column and JUSTIFIED throughout.

Keywords

It is essential that you supply up to ten keywords that best describe the unique content of your paper. These will be used as part of the search facility in the online version. The Keyword heading, together with the chosen words, should appear on a new line immediately following the last line of the abstract, without a line space, set in Times New Roman 9 point italic. See example pages.

Introduction heading

Set in Times Roman, size 10 point, all in CAPITALS, centred. (Start to number your main headings at this point using the number 1, followed by two character spaces and then the heading title, i.e. 1 INTRODUCTION).

Introduction text

On a new line, without a space, start the text of the introduction, set in 10 point Times Roman or Times New Roman, using single line spacing, as a single column and JUSTIFIED throughout.

OTHER PAGES

For the second and following pages, use the full 200 x 130 mm area and commence keying, in one column, at the top of this area for each subsequent page, inserting tables and figures as required.

Headings

Note that only three levels of headings are allowed.

1 MAIN SECTION HEADINGS

These are the main section headings and should be numbered with Arabic numerals, centred, and set in 10 point Times Roman CAPS. (Note that **Acknowledgement** and **Reference** sections are not numbered.)

There should be one complete line space above the heading. The text following a main heading should not be indented.

1.1 Second level headings

Secondary headings are numbered with Arabic numerals following on from the main section heading number. They should be set in 10 point Times Roman upper and lowercase, ranged left, with one complete line space above and below. The text following a second level heading should not be indented.

1.1.1 Third level headings

Third level headings are numbered with Arabic numerals, carrying the previous section numbering. They should be set in 10 point Times Roman, upper and lowercase, ranged left, with one complete line space above, but none below. The text following a level three heading should not be indented.

Paragraphs

Paragraphs should be indented 5 character-spaces (except after headings – see above), with no line space between paragraphs.

Displayed equations

All equations must be clearly set and numbered consecutively from the beginning of the paper. They should be numbered simply (1), (2), (3) etc. The numbers should appear at the extreme right of the line. Please make sure that all superscripts and postscripts are legible.

When referring to equations in the text, preface the number with the word 'eqn' or 'eqns' and place the equation number in parentheses, e.g. eqn (1).

Please note that our house-style includes the use of punctuation in equations, i.e. using commas between different parts of the same equation and full points (periods) at the end.

Tables

All tables must have a caption, which should be set in 10 point Times Roman, upper and lowercase, centred over the table. Tables must be numbered consecutively from the beginning of the paper, with the table number and the caption separated by a colon. For example, Table 1: Caption.

For captions of more than one line, the second and subsequent lines must be left aligned with the first word of the caption and should be set justified. See examples below:

Table 1: This is the caption.

Table 1: This is the style that should be followed if the table caption exceeds one line in length. The subsequent lines need to be indented to align with the first word.

All table captions should end in a full point. When the caption has more than one part, separate with a semi-colon, e.g.

Table 1: This is the caption. (a) Part a; (b) Part b.

There should be one line space above and below the caption and one line space after the table. Sources should be included after the main part of the caption, set in italics and in parentheses.

Table body

The table text should be set in 10 point Times Roman. If necessary, the descriptive headings can be set smaller, but not smaller than 8 point. Vertical rules should be avoided.

Figure captions

Figures must be numbered consecutively from the beginning of the paper. All figures must have a caption, which should be set 10 point Times Roman centred below the figure. If the caption is more than one line in length the same alignment style as set out for the tables should be used. Do not set the captions in bold or italic. Figure permissions or copyright information should be included at the end of the caption in italics and in parentheses.

Please ensure that figure labels are legible at the intended reproduced size. The text used for labels should be no smaller than 7 point. Citations to figures in the text always carry the abbreviation 'Fig.' followed by the figure number. The abbreviation is used even when it begins a sentence.

Figure 1: Velocity fields.

Leave two line spaces between the caption and the following text. Do not set captions in bold or italic.

PHOTOGRAPHS, ILLUSTRATIONS, FIGURES, DIAGRAMS, MAPS ETC.

These must be integrated within the electronic file and positioned in the correct part of the page. If you have original drawings or photos you must scan them and place them in the file.

It is important that all photos are supplied as high resolution files i.e. 300dpi, (at the final print size) and that they are saved in the tif file format, or low compressed jpeg files (for LaTeX files you will supply in the eps file format).

Photos and figures etc. should be placed either at the top or bottom of the page type area, positioned centrally on the width of the page and close to their text reference. They should not

appear on the opening page (first page) or after the references and must fit within the page text area. Try to avoid boxing text between two illustrations on a page as this can sometimes make reading more difficult.

Please ensure that all spelling and annotations (numbers, letters, symbols and captions) conform to their usage in the text.

Colour originals

We accept colour originals, and they will appear in our on-line electronic library and the paper version in colour (unless you are informed otherwise). Colour figures must be embedded in the pages of your paper, preferably as .tif files. Try and avoid saving figures in other file formats, ie, gif.

REFERENCES

Our House Style for references follows the Vancouver system. References are numbered sequentially as they occur in the text. Citations in the text take the form of square bracketed numbers, which refer the reader to the references in the list. References in the list are ordered according to these numbers.

Text

In the text a reference is shown by the author's name, followed by the number in square bracket on the same line (e.g. Glossop [4]).

It is not always necessary to mention the author(s) of the source unless it is relevant to your text. If you do include author names in the text, list all the authors if there are one or two, but use "et al." for more than two. (Note that "et al." is not italicized). Examples:

One author: "Jones [1] reports ..."

Two authors: "Jones and Roberts [4] report ..."

Three or more authors: " Jones et al. [10] report ..."

It is not necessary to say "in reference [4] ..."; the phrase "in [4] ..." is sufficient.

To cite more than one source at a time:

[3], [6], [9]

[2]-[7]

Refer to the examples included with these instructions. Do check your final paper to ensure that references within the text correspond to the reference list at the end.

Reference list (at the end of the paper)

References should be collected at the end of the paper in the order they were cited (numerical order, starting with [1]).

List only one reference per bracketed number.

The names of all the authors should be given in the reference list unless there are more than six, in which case you may use "et al." after the name of the first author.

If the reference DOI is known, please include this at the end of the reference.

Style for Titles

Set the titles of books (including handbooks and manuals),

periodicals and conference proceedings in italics with all main words in capitals. Set the titles of articles, book chapters, reports, theses and conference papers in Roman with sentence-style capitalization.

Abbreviations

Either spell out the entire name of the periodical you reference, or use accepted abbreviations. Either way, be consistent.

Use the following abbreviations: vol., no., p. (one page only), pp. (range of pages), Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sep., Oct., Nov., Dec, ed., eds.

Spacing

Please note the correct spacing and punctuation for author names:

Tao, T.L., Siva Ram Murthy, C. & Al Kuran, S.

Reference formatting

Examples of how to format your references are given below.

BOOK

- [1] Brebbia, C.A., Telles, J.C.F. & Wrobel, L.C., *Boundary Element Techniques*, Springer-Verlag: Berlin and New York, pp. 11–13, 1984.
- [2] Nardini, D. & Brebbia, C.A., Boundary element integral formulation of mass matrices for dynamic analysis. *Topics in Boundary Elements Research*, ed. C.A. Brebbia, Springer-Verlag: Berlin and New York, pp. 191–207, 1995.
- [3] Brebbia, C.A. & Aliabadi, M.H., (eds), *Industrial Applications of the Boundary Element Method*, Computational Mechanics Publications: Southampton and Boston, 1993.

PERIODICAL

For article submissions that have not yet been accepted for publication, use the phrase “submitted for publication” in place of the date. If they have been accepted, but not yet published, use “to be published” in place of the date. Note that the periodical number is optional when the month of publication is given.

- [4] Bratanow, T. & De Grande, G., Numerical analysis of normal stress in non-Newtonian boundary layer flow. *Engineering Analysis*, 6(2), pp. 20–25, 1985.

ARTICLE FROM PUBLISHED WIT CONFERENCE PROCEEDINGS

- [5] Garcia, J. Cerdeira, R., Tavares, N. & Coelho, L.M.R., Personal exposure to particle concentration in a busy street. *WIT Transactions on Ecology and the Environment*, vol. 157, WIT Press: Southampton and Boston, pp. 35–47, 2012.

ARTICLE FROM PUBLISHED CONFERENCE PROCEEDINGS

- [6] Osifchin, N. & Vau, G., Power considerations for the modernization of telecommunications in Central and Eastern European and Former Soviet Union (CEE/FSU) countries. *Proceedings of the Fourth Annual Portable Design Conference*, pp. 137–142, 1997.

PAPER PRESENTED AT A CONFERENCE, BUT UNPUBLISHED

- [7] Nimr, H.A., Defuzzification of the outputs of fuzzy controllers. Presented at *5th International Conference on Fuzzy Systems*, Cairo, Egypt, 1996.

PERSONAL COMMUNICATION

- [8] Person, A.B. Personal communication, 27 January 1998, Head of Mech. Engineering, Another University, London, UK.

ONLINE SOURCES

- [9] Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods; U.S. Environmental Protection Agency, Office of Solid Wastes, SW-846 Online. www.epa.gov/epaoswer/hazwastes/test/main.htm. Accessed on: 23 Jun. 2015.
- [10] United States Environmental Protection Agency (USEPA). Office of Solid Waste and Emergency Response Web Site, Washington DC, www.epa.gov/swerosps/bf. Accessed on: 13 Feb. 2014.
- [11] CEDRE, www.cedre.ifremer.fr

FOOTNOTES

Footnotes to the text should NOT be used.

CONSISTENCY OF STYLES

Please be consistent in the use of punctuation, figures, capital letters and abbreviations, and even more importantly in nomenclature and symbols.

LANGUAGE

It is important that the grammar and spelling of your paper is as correct as possible. If English is not your first language, please have an English speaking colleague check your paper for you.

PLEASE CHECK THE WHOLE PAPER THOROUGHLY AFTER SETTING AND ENSURE THAT ALL FIGURES, CAPTIONS, TABLES, ETC. ARE LEGIBLE, AS THESE OFTEN PRESENT PROBLEMS.

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