

Guidelines for Preparation of Manuscripts

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ABSTRACT

Authors of papers have to type these in a form suitable for direct photographic reproduction by the publisher. In order to ensure uniform style throughout the volume, all the papers have to be prepared strictly according to the instructions set below, which essentially follow the ITTC format.

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

Keywords: *at least 3 suitable keywords for indexing purposes*

1. INTRODUCTION

Please note that this section and all subsequent sections and subsections are numbered. All main headings and sub-headings should be typed in bold as shown below.

2. INTRODUCTORY INFORMATION FOR AUTHORS

2.1 Word Processor

It is highly recommended to generate the paper on a personal computer or workstation using the Microsoft Word program (version XP or later). Other computers and word processing programs may be used, although in this case, additional work by the proceedings editor is required on the source file, in order to convert it to the present format.

2.2 Digital copy

Authors should upload their papers through the STAB&S 2021 Conference web site (<http://www.stability-and-safety-2021.org/>) Please select “Submit Contribution” and then, at

the field “Conference Track/Type of Submission”, select “Full Paper”.

The maximum paper length, after formatting to the STAB&S 2021 specification, is 10 pages. Whilst slightly longer papers can still be accommodated, authors are advised to do their best in order to respect this page limit.

2.3 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 organization that they are representing.

3. PAGE FORMAT

It is required that the papers be prepared on A4 page format (210 mm × 297 mm). All dimensions concerning the page layout are given in millimetres. The Microsoft Word program allows the user to specify the configuration using these metric dimensions.

3.1 Top and Bottom Margins

General. The bottom margin for all pages is 20 mm. This is the distance between the *bottom of the last line of text* and the *bottom edge of the sheet of paper*. The top margin for all pages is 32 mm. The top margin is measured from the *top edge of the paper* to the *top of the first line of text*.

3.2 Columns and Side Margins

The manuscript is required to be prepared in two-column format. The column width is to be 81 mm and the spacing between the columns is to be 8 mm. The left side margin is to be 20 mm. The corresponding right hand margin is 20 mm.

4. MANUSCRIPT FORMAT CONVENTIONS

Font. The text font must be 12 point “Times New Roman” type (the most common type fonts available on laser printers). Greek letters appearing in equations or text (such as α , β , γ) should also be 12 point and set in the standard “Symbol” type font. The vertical line spacing should be 14 points (equating a line height of 4.95 mm).

Justification. The text (but not the headings) should also be justified so that it fills up the space in the columns exactly. Hyphenation (a standard feature on most word processors) should be used to break the text so that it nearly fills each line. The appearance of the volume will be compromised if the text has not been hyphenated, since justification can lead to some lines with large spaces between the words.

Paragraphs. All paragraphs are to be indented 6 mm. Paragraphs should not be separated from any blank line. The proper distance between paragraphs (14 pt) is to be assigned through the properties of the paragraph itself.

All features described in the three paragraphs above are automatically implemented in typing text using the “Paragraph-1” style included in the present format file.

4.1 Headings

Headings and subheadings should appear throughout the paper to divide the subject matter into logical parts and to emphasize the major elements and considerations. Each section may have subheadings, as detailed below. Parts or sections should be numbered with one digit (X.) for the main headings, two digits (X.X) for the first subheadings. Further subheadings should not be numbered.

Headings should not appear at the bottom of a column, if there is no text following them in the same column. If the normal flow of text causes this to occur, the editor may try to prevent it by formatting one or more neighbouring paragraphs with “Paragraph-1+” so that the heading appears at the top of the next column.

Major Headings. Major headings should appear in bold capital letters and aligned flush with the left-hand margin of the column. Space corresponding to two blank lines should be left above the major heading and to one blank line below it. All these features are automatically implemented if the “Major-Heading” style is used, which is included in the present format file. The only exception to the standard format for major headings is represented by the first major heading located at the top of the left column in the first page (“INTRODUCTION” in the present sample file), for which the “Major-Heading-Top” style is used, to avoid leaving at the column top the space corresponding to the two blank lines.

Subheadings. Subheadings should appear in bold letters with the initial letter of each word capitalized and aligned flush with the left-hand margin of the column. Space corresponding to two blank lines should be left above the major heading and to one blank line below it. All these

features (apart from typing capitalised initial letters for each word) are automatically implemented if the “Subheading” style is used, which is included in the present format file. The only exception to the standard format for subheadings is represented by a subheading that may happen to be located at the top of the right column in the first page. In this case the “Subheading-Top” style can be used, to avoid leaving at the column top the space corresponding to the two blank lines.

Sub-Subheadings. Sub-subheadings should be indented 6 mm and appear in underlined letters, with the initial letter of each word capitalised. The sub-subheading should be followed by a period, two spaces and the text. One line of space should be left above the sub-subheading. All these features (apart from typing capitalised initial letters for each word) are automatically implemented if the “Subheading” style is used, which is included in the present format file.

4.2 Footnotes

Footnotes are references with superscript numerals and are to be numbered consecutively from 1 to the end of the paper¹. Footnotes should appear at the bottom of the column in which they are referenced or, if necessary, at the bottom of the next column on the same page. A solid line is used in this format to separate the footnotes from the rest of the text². Whenever possible, the use of footnotes should be avoided.

4.3 Tabulations/Enumerations

Where several considerations, conditions, requirements, or other qualifying items are involved in a presentation, it is often advantageous to put them in tabular or enumerative form, rather than to run them into the text. This arrangement, in addition to emphasizing the items, creates a graphic impression that aids the

reader in accessing the information and in forming an overall picture. It is customary to identify the individual items as (1), (2), (3), etc., or (a), (b), (c), etc., or simply using bullets (•). The above arrangements can be obtained in this format using the “Numbered-1”, “Lettered-1” and “Pointed-1” styles, respectively. Although inclusion of such elements makes the text livelier, care should be taken not to use this scheme too frequently, as it can make the reading choppy and invalidate their purpose and usefulness.

5. MATHEMATICS

Equations should be numbered consecutively beginning with (1) to the end of the report, including any appendices. The number should be enclosed in parentheses (as shown above) and set flush right in the column on the same line as the first line of the equation. This is the number that should be used when referring to equations within the text.

5.1 Printing

Equations should be typed using the standard equation editor available on Microsoft Word program. Vector quantities should appear in bold lower case letters and tensor quantities in bold upper case letters. For instance, the Bernoulli’s equation is

$$\frac{\partial \phi}{\partial t} + \frac{1}{2} |\nabla \phi|^2 + \frac{P}{\rho} + gy = C(t) \quad (1)$$

The continuity and Navier-Stokes equations are

$$\nabla \cdot \mathbf{u} = 0 \quad (2)$$

¹ Footnotes should appear in “Times New Roman” font in the smaller 10 point type.

² The line above the footnotes is optional, but it does help to keep the footnotes separate from the main body of text.

$$\frac{\partial \mathbf{u}}{\partial t} + \mathbf{u} \cdot \nabla \mathbf{u} = -\frac{1}{\rho} \nabla p - \mathbf{g} + \nu \nabla^2 \mathbf{u} \quad (3)$$

In all mathematical expressions and analyses, any symbols (and the units in which they are used) not previously defined in the nomenclature should be explained. An extra line of space is to be left above and below a displayed equation or formula. To achieve this, in the present format the equations have been included in tables, so that blank table rows can be exploited. However, this is just a suggestion, and different techniques can be used.

6. GRAPHIC MATERIAL

6.1 General Guidelines

All Figures (graphs, line drawings, photographs, etc.) should be numbered consecutively and have a caption consistent of the figure number and a brief title (the “Figure-Cap” style can be used to automatically number the figures, as shown by the example). This will also allow automatic referencing of the figure within text. Many different file formats are accepted (or created) by Microsoft Word, to be inserted and formatted along with text.

All illustrations should be clearly referenced in the text; these should be placed in the main body of the text.

Figures should be produced electronically in .jpg or .tif formats. Save another copy of each individual graphic in separate files (Fig1, Fig2, etc.) in addition to the complete manuscript file. The resolution should be at least 300dpi, and preferably above 500dpi. Thin line computer prints of curves, etc. must be thickened. Figures may be in colour (in consideration for the CD version in Acrobat) or in black and white. Please note that the hardcopy version of the proceedings will be printed in black only. If you use colour graphics please check the graphic in

black and white to see if shading or hatching is needed.

6.2 Placement

Depending on size, the artwork, graphs, charts, line drawings, sketches and diagrams, etc. should be positioned either within one column or spanning both columns (in this case, a frame should be used to include the figure or table and the caption, similar to that used for the paper title). If the figure spans two columns, the caption should be properly centred (the “Figure-Cap-C” style may be used in this case). Captions for figures are placed below the figures while table captions (“Table-Cap” and “Table-Cap-C” may be used for the case of Justified and Centred Captions, respectively) are placed above the tables. Space corresponding to a blank line should be provided above and below figures and their captions.

6.3 Example

Figure 1, below, is an example of how a figure used in a single column should be arranged on the page.

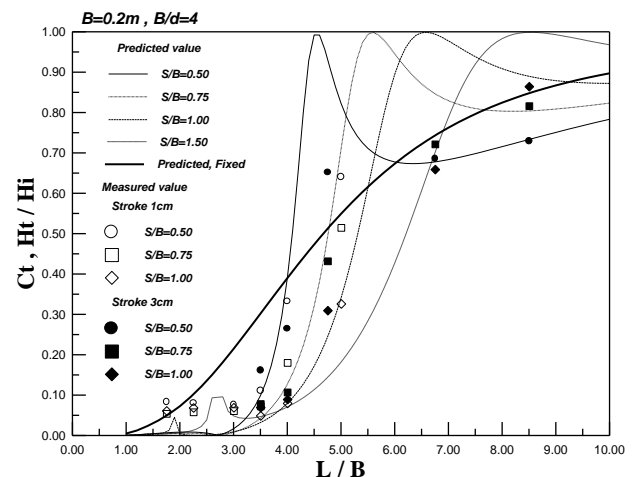


Figure 1 Transmission coefficient vs. L/B with separation distance variation. B = 0.2 m, B/d = 4.

6.4 Lettering

For good legibility, lettering (call-outs) in figures must be 2 mm high or higher on the material as it is placed on final report.

Lettering may be in any appropriate font, although common sans serif fonts (such as Helvetica) often look best on charts and graphs.

7. CONCLUSIONS

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

8. ACKNOWLEDGMENTS

Brief acknowledgments may be added.

9. REFERENCES

9.1 Text Citation

Within the text, references should be cited by giving the last name of the author(s) and the year of publication of the reference. The year should always be enclosed by parentheses, while enclosing the name of the author(s) within the same parentheses depends on the context. Some examples using the sample references listed below are illustrated hereafter:

... It was shown by Kwon & Pletcher (1981) that numerical integration of the Navier-Stokes equations can be successfully performed for low Reynolds numbers. ...

... Heat transfer in a duct is improved substantially by using small, rectangular protuberances (Sparrow, 1980b). ...

... Convection of this type is treated in several sources (Lee & Horne, 1982, Sparrow, 1980a, and Tung, 1982) ...

9.2 List of References

References for cited material should be listed at the end of the report. They should be arranged in alphabetic order according to the last name of the (first) author. Each reference should include the last name of each author followed by the authors' initials, and typed with the first line aligned flush left; the second and the subsequent lines are indented 6 mm ("Reference" style can be used).

9.3 Journal References

These references (as well as papers in conference proceedings, or any other collection of works by numerous authors) should include:

- the year of publication,
- the full title of the cited article,
- the full name of the publication in which it appeared,
- the volume number, edition number and page numbers.

9.4 Books

References to books (including textbooks, monographs, theses and technical reports) should include:

- the year of publication,
- the full title of the cited article,
- the publisher,
- the inclusive page numbers of the work being cited.

In all cases, titles of books, periodicals and conference proceedings should be underlined. A sample list of references in which these forms are illustrated is shown hereafter.

9.5 Sample References

Kwon, O.K. and Pletcher, R.H., 1981, "Prediction of the Incompressible Flow over a Rearward-Facing Step", Technical Report HTL-26, CFD-4, Iowa University, Ames, IA.

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- Lee, Y., Korpela, S.A., and Horne, R. N., 1982, "Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus", Proceedings of 7th International Heat Transfer Conference, U. Grigul et al., Hemisphere Publishing Corp., Washington, DC, Vol. 2, pp. 221-226.
- Sparrow, E.M., 1980a, "Fluid-to-Fluid Conjugate Heat Transfer for a Vertical Pipe-Internal Forced Convection and External Natural Convection", ASME Journal of Heat Transfer, Vol. 102, pp. 402-407.
- Sparrow E.M, 1980b, "Forced-Convection Heat Transfer in a Duct having Spanwise-Periodic Rectangular Protuberances", Numerical Heat Transfer, Vol. 3, pp. 149-167.
- Tung, C.Y., 1982, "Evaporative Heat Transfer in the Contact Line of a Mixture", Ph.D. Thesis, Rensselaer Polytechnic Institute, Troy, NY.