

# INSTRUCTIONS TO AUTHORS FOR PREPARATION OF MANUSCRIPT

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## Types of contribution

Manuscripts are published either as a Research Paper, a Short Communication or Review Paper.

1. **A RESEARCH PAPER** is a contribution describing original research, including theoretical exposition, extensive data and in-depth critical evaluation, and is peer reviewed.

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3. **REVIEW PAPERS** are encouraged, but the Editor-in-Chief must be consulted beforehand, in order to decide if the topic is relevant. Only critical review papers will be considered. Review papers are peer reviewed.

### **Manuscript preparation format**

The manuscripts should be written in proper English as a Microsoft WORD document, in WORD 98 or later.

The WORD document is set up to be of A4 paper size with top and bottom margins of 2.54 cm each and left and right margins of 2.54 cm each.

The text should be typed in **Times New Roman** font and to a **single column format**.

SI units or units permissible under the SI should be used throughout.

The **title** of the paper should be typed two lines below the above text in 12 pt, boldface, capital letters followed by a blank line and the name(s) of author(s) in 10 pt, with initials and first letter of last name or family name only in capital, followed by the postal address of the corresponding author and e-mail address in 10 pt on a fresh line respectively.

Any author(s) belonging to a different organization should be listed below with a blank line above their name(s). The title, names of the author(s) and organization(s) should be centred.

Authors are requested to ensure that abstracts for all types of contribution give concise factual information about the objectives of the work, the methods used, the results obtained and the conclusions reached. A suitable length is about 200 words should preface the manuscript and typed in 10 pt, italic, with a blank line below the title **ABSTRACT** typed in bold and with separation of one blank line from the last organizational address.

Authors must list immediately below the abstract up to 6 key words (not phrases) that identify the main points in their paper. The keywords are typed in 10 pt should start on the same line as the title **KEYWORDS** typed in bold & italic and with separation of one blank line from the last abstract line.

**ABBREVIATIONS AND NOTATIONS.** Nomenclature must be listed at the end of the paper and must conform to the system of standard SI units. Acronyms and abbreviations must be spelled out in full at their first occurrence in the text.

The body of the text should be typed in 10 pt and prepared in sections with headings as in “INTRODUCTION”, “MATERIALS AND METHODS”, “RESULTS AND DISCUSSION”, and “CONCLUSIONS”. The section heading should be preceded by a blank line. The text of each section should start on the line following the heading.

All mathematical symbols used in the text should be in italic, but not the names of mathematical functions (sin, exp, etc.)

Equations should be centered, with the equation number given at the end of the line.

Tables should have their title in 9 pt, italic above the table. The contents of the table should be typed in 9 pt.

Figures should be presented with the caption in 9 pt, italic, given immediately below the figure.

References should be listed in 10 pt at the end of the paper, with the heading REFERENCES in 10 pt bold. At least 10 references should be listed. Numbered references should be used to cite relevant published work. Numeral reference is recommended and referred to parenthetically in the text, like [1], [2-5], [6, 8-9], etc. The abbreviation et al. may be used in the text. However, the names of all authors must be given in the list of references. Personal communications and other unpublished works must be included in the reference list, giving full contact details. References in languages other than English must be referred to by an English translation (with the original language indicated in parentheses). Citing and listing of web references. As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication etc.), should also be given. Web references are listed in the reference list. References should be numbered consecutively and listed (with the numbers in square brackets) at the end of the main body text. References to published literature must be cited in the text as follows:

**Journal:**

[1] Li, G. and Gregory, J. (1991) Flocculation and sedimentation of high-turbidity waters. *Water Research*. 25(9): 1137-1143.

**Conference Proceeding:**

[2] Jaafar, A.A, Abu Talib, A.R., Mokhtar, A.S., Abd.Rahim, I., Arora, P.R and Megat Ahmad, M.M.H (2005) Combined experimental and numerical investigation on a film cooling flow over a flat surface. *Proceedings of National Conference on Advances in Mechanical Engineering*, June 18- 20. Kuala Lumpur, Malaysia.

**Book:**

[3] Davis, M.L. and Cornwell, D.A. (1998) *Introduction to Environmental Engineering*, 3rd Edition, McGraw-Hill, Singapore.

**Chapter / Article in book:**

[4] Baumann, J.W. (1981) Application of enzymes in fruit juice technology. In G.G. Birch, N. Blakebrough, and K.J. Parker (Eds.), *Enzymes and Food Processing* (pp.129-147), Applied Science Publication, London.

**Report:**

[5] Mohd Saiah, H.R (2006). Heat transfer measurements on flat plate surface film cooling. Bachelor of Engineering (Aerospace) Project Report, Department of Aerospace Engineering, Universiti Putra Malaysia, Malaysia.

**Thesis:**

[6] Abu Talib, A.R (2003) Detailed investigation of the low-temperature analogy of an aircraft engine standard fire-test. D.Phil Thesis, Department of Engineering Science, University of Oxford, United Kingdom.

**Web Source:**

[7] Mills, R. (1973) Self-diffusion in normal and heavy water in the range 1-45 deg C, <http://nmrrelaxation.com/handbook/general/water.htm>, NMR-Relaxation.com, 835 Sextant Ave., Roseville, 55113 MN, USA. (accessed: 17 Dec 2002).

**Patent:**

[8] Gillespie, D. R. H., Wang, Z., and Ireland, P. T. (1995) Heating element, PCT/GB96/02017, United Kingdom.

**Personal Communication:**

[9] Norman, M. (2003) Business Development Manager, Hallcrest Ltd., 8-9 Stepnell Reach, 541 Blanford Road, Poole, Dorset BH16 5BW, United Kingdom, (Personal Communication).

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