

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

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Instructions for Manuscript Preparation

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GENERAL

Detailed instructions are provided here for preparing electronic manuscripts. If you are using Microsoft Word, be sure you are reading this document in its original page layout. Papers should be formatted into two columns and limited to 8 pages for Contributed Papers and up to 16 pages for Keynote Lectures, including figures and tables. Please limit your paper by writing concisely, *not* by reducing the figures to a size at which their labels will be difficult to read. You will be required to send a PDF file of the paper for the review process; the final version of the paper (modified after all reviewers' suggestions are included) should be uploaded as a revision of the article using the same manuscript submission form available at the conference website (www.heat2011.pw.edu.pl), both in Microsoft Word and PDF format along with a copy to your Scientific Committee member you are closely working with.

TYPING AND ORGANIZATION

The draft copy you send for review purpose will be similar to the final paper. However, in the draft copy, you can keep all figures and tables after the text. To ensure that final version of your paper is reproduced properly, you should strictly observe the following instructions. The authors must provide the first (for the review process) and final manuscripts in electronic forms.

Typing

This document with all instructions on it in A4 size paper is provided to prepare the paper in uniform format. Please make a copy of this document and start typing your draft paper on this document by erasing the current information. Please note that the page setup for the first and remaining pages is different in the sense that the full page should be used for the second and subsequent pages.

Whole text and all captions should be in **10 font Times New Roman or Times Roman**, except noted differently. You **must** submit your draft paper for the review process in the format specified here (i.e., the same format as for the final version of the paper) except all figures can be at the end of the text.

Indent first line of each paragraph 1/4" or 6 mm, do not use interlines, and do not leave any extra space between paragraphs similar to the one shown below.

Both columns on the last page should be of the same height and width.

Paper Title and Authors

Type a brief, clear and descriptive title with all major words capitalized (except symbols), **14 font Times New Roman**, and centered on the width of the typing area as indicated in this template.

After skipping two blank lines (0.5" or 13 mm), type the name(s) of the author(s) in **Bold Upper and Lower Case**, **10 font Times New Roman**, and centered (separate each name by a comma), with the affiliation, address, and e-mail address for the author in a separate line (10 font Times New Roman) but not in bold. If there are two or three authors, the details (the affiliation and a brief address and e-mail address) should be typed in separate lines starting with asterisks or other footnote marks for each author. Skip one line between the author(s) names and the starting line of affiliation(s).

Abstract

After leaving four blank lines, start typing the abstract on the left-hand column. The abstract should include brief background, problem formulation, the method, the results and conclusions, all concise, complete and understandable without reference to the text. No abbreviations, diagrams or references should be used in the abstract. The recommended length of the abstract is 250 words.

Body

The body of the paper should include the major sections of the paper such as INTRODUCTION, METHOD OF ANALYSIS, EXPERIMENTAL TECHNIQUES, and other appropriate headings, RESULTS, DISCUSSION, CONCLUSIONS, NOMENCLATURE, REFERENCES, and APPENDIXES, if any.

The text may be divided into sections and sub-sections. Type the FIRST LEVEL SUBHEADS in bold Capital letters flushed to the left margin. Leave two lines of space above the subhead and one line of space below, and start the text in the next line.

Second-level subheads should also be flushed to the left margin, and typed in Bold Upper and Lower Case. Leave one line space above and below the subhead, and start the text in the next line.

All subheads have to be at the same page with subsections they are referring to (they cannot be separated from the text by the page end).

Third-level subheads.

They should be typed as shown here after indenting. Leave one line space above the subhead. Capitalize only the first letter of the subhead and make the subhead *italic* and **bold** followed by a period and two letter spaces; then begin typing the text in the same line and continue the text without indenting again.

After the first level subhead, if second and third level subheads are typed without any text in between, leave only one line space between them.

EQUATIONS, NOMENCLATURE AND UNITS

1. Equations should be typed using the Equation Editor of MS Word. Allow one line of space above and below. Center the equations in the column with the equation number flushed to the right margin as shown below. Number the equations consecutively from (1).

$$\alpha SA_p = \sigma \varepsilon T_m^4 A_s \quad (1)$$

Write "Eq. (1)" when referring to an equation in the text, except at beginning of a sentence, where it should be written as "Equation (1)" without the abbreviation.

2. Each paper must have a separate nomenclature section that lists in detail and unambiguously all symbols used in the text and their definitions. *Do not* use the same symbol for two or more different meanings or definitions; 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 dimensionless after their definitions. All Latin symbols (dimensional and dimensionless) should be listed in an alphabetical order. All Greek symbols follow the Latin symbols. Subscripts and superscripts follow Greek symbols, and should be identified by a second-level heading.

3. Decimals *must* always be shown by full stops (periods) rather than by commas or centered dots.
4. All data should be reported in SI units only. The SI practice of using space to separate groups of three in four-digit (or larger) numbers should be followed. In adding space between groups of three, digits are counted from the decimal point to the left or right, e.g.: 5 432.1
5. When used with numerals, units should be abbreviated (full stops are *not* used with abbreviations); if units are used in general terms in the text with no specific numerals, they should be spelled out; e.g., "the SI unit for mass is kilograms" (not "the SI unit for mass is kg").
6. Several units written together should be separated by a thin space, not a centered dot, e.g., 8 kW/m² K and 5 kg m/s².

TABLES AND FIGURES

Tables and Figures

1. Each table should have a descriptive table caption placed *above* the table. Each figure should have figure caption *below* the figure. Tables and figures should be placed either within one column width or can utilize full both column widths. Larger tables and figures could also be placed landscape, filling the complete usable area of the page. Tables and figures at the end of the paper (text) are *not* acceptable. Place individual tables and figures on the same column or on the same page in the text, at the top or bottom of the column or page.
2. Each table and figure must be referred to in the text. They cannot be placed without being explicitly mentioned within the text.
3. Allow one line space between the table caption and the table (or between the figure and its caption). Allow two-line space between the table or figure and the adjacent text, *both* before and after the table or figure.
4. In general, tables and figures should not repeat data available elsewhere in the paper.
5. Number them consecutively with single Arabic numerals (e.g., Fig. 1, Fig. 2, Table 1, and Table 2).

Figures

1. High-quality illustrations should be prepared as carefully as the text. All figures should be clear, sharp, and of high quality, prepared with ink if not prepared electronically, and all text *must* be typed on it. The dots/inch resolution of scanned figures/photos must be a minimum of 288 dpi. Poor quality figures from other sources electronically pasted in the text will *not* be acceptable.
2. Figures with data and results should have borderlines on *all four* sides. Place the tick marks on *all four* sides of each graph. Rule the coordinate axes and the data/result lines in heavy line weight, and tick marks in fine line weight. Do not include an outside rectangle to enclose figures.

3. Decimals should always be shown by full stops, rather than by commas or centered dots. Use full stops as decimal separators.
4. Color photographs/pictures will *not* be printed in color in the bound proceedings. Color figures are acceptable for the conference CD.

REFERENCES

References should be cited in the text with the year of publication, with or without parentheses depending upon the text flow, such as: Kays and London (1984), Hewitt et al. (1995), or (Kays and London, 1984), (Kays and London, 1984; Hewitt et al., 1995). They must be arranged alphabetically and the first line should be indented. References should be styled and punctuated according to the following examples: journal article, book, edited book, proceedings, edited book, report, thesis, patent and url on the Internet, written in that order.

Hirasawa, S., Hijikata, K., Mori, Y., and Nakayama, W., 1980, Effect of Surface Tension on Condensate Motion in Laminar Film Condensation (Study of Liquid Film in a Small Trough), *Int. J. Heat Mass Transfer*, Vol. 23, pp. 1471-1478.

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Memory, S. B., and Rose, J. W., 1986, Film Condensation of Ethylene Glycol on a Horizontal Tube at high Vapor Velocity, *Proc. 8th Int. Heat Transfer Conference, Heat Transfer 1986*, Hemisphere, Washington, DC, Vol. 4, pp. 1607-1612.

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Ineos Fluor, www.ineosfluor.com, Runcorn, Cheshire, UK, September 18, 2006.

Always *provide* inclusive (starting and ending) page numbers in all references, and a chapter number and

inclusive page numbers (if applicable) for books. Each reference *must* be cited in the text.

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FINAL MANUSCRIPT DELIVERY

Contributed (conference) Papers should be prepared according to instructions presented above and submitted electronically (a Word file and a PDF file) to your Scientific Committee member (handling your abstract) for review by *March 15th, 2011*.

Keynote Lectures should be prepared accordingly to present instructions and submitted electronically for review to any Co-Chair of the Conference Scientific Committee **February 28, 2011 at the latest**.

Final *Keynote Papers and Contributed Papers after incorporating Reviewers' Comments* are to be sent in electronic form (a Word file and a PDF file) by **March 15, 2011** to your Scientific Committee member who handled your manuscript (*Keynote papers* to the Co-Chair) with a copy to Conference Secretary, Dr. Sławomir Alabrudziński, heat2011@mbox.pw.edu.pl. Late manuscripts may not be included in the Conference Proceedings. Manuscripts that do not comply with these instructions may not appear in the Proceedings.