

# Guideline of Preparation of Papers for SSU Research Journal of Engineering and Technology

\* First A. Author, \*\* Second B. Author, Jr., and \*\*\* Third C. Author

**Abstract**—These instructions give you guidelines for preparing papers for SSU Research Journal of Engineering and Technology. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper will be formatted further at SSUET. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

**Index Terms**—About four key words or phrases in alphabetical order, separated by commas.

## I. INTRODUCTION

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Please check with your editor on whether to submit your manuscript by hard copy or electronically for review. If hard copy, submit photocopies such that only one column appears per page. This will give your referees plenty of room to write comments. Send the number of copies specified by your editor

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When you submit your final version, after your paper has been accepted, print it in two-column format, including figures and tables. Send three prints of the paper; two will go to SSUET and one will be retained by the Editor.

Also send a sheet of paper with complete contact information for all authors. Include full mailing addresses, telephone numbers, fax numbers, and e-mail addresses. This information will be used to send each author a complimentary copy of the journal in which the paper appears. In addition, designate one author as the “corresponding author.” This is the author to whom proofs of the paper will be sent. Proofs are sent to the corresponding author only.

### C. Figures

All tables and figures will be processed as images. These should be submitted in TIFF, PostScript, EPS, or PDF (minimum 300 dpi resolution) format. We cannot accept JPEG, GIF, or any other file formats for production of figures.

### D. Copyright Form

An SSU Research Journal of Engineering and Technology copyright form should accompany with your final submission. Authors are responsible for obtaining any security clearances.

## III. MATH

Create equations using MathType or Equation Editor 3.0. If using Word 2007, do NOT use the more easily accessible Microsoft Math Editor. When equations built with Microsoft’s Editor are back-saved to the .doc format, they are converted to low-resolution graphics and will not be usable for composition. To use MathType or the old Equation Editor 3.0, you will need to select Object on the Text section of the Insert tab and then select MathType/Equation Editor in the drop-down menu.

## IV. UNITS

Use either SI (MKS) or CGS as primary units. SI units are strongly encouraged.

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## V. HELPFUL HINTS

### A. Figures and Tables

Figures and tables should be positioned at the top and bottom of each column. Large figures and tables may span both columns. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.** Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals. **Do not use color unless it is necessary for the proper interpretation of your figures.**

### B. References

In the text, number the citations consecutively in square brackets [1]. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names; do not use “*et al.*” unless there are six authors or more. Use a space after authors’ initials. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been submitted for publication should be cited as “submitted for publication” [5]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as “to be published” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

### C. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

### D. Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). Use parentheses to avoid ambiguities in denominators. Punctuate equations when they are part of a sentence, as in

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \quad (1)$$
$$\cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda .$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ... .”

## VI. EDITORIAL POLICY

Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. SSU JOURNAL strongly discourages courtesy authorship. It is the obligation of the authors to cite relevant prior work.

Every submitted paper should be reviewed by at least two reviewers. The decision to accept or reject a paper is made by the editor; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection. Authors of rejected papers may revise and resubmit as regular papers, whereupon they will be reviewed by two new referees.

## VII. PUBLICATION PRINCIPLES

The contents of SSU JOURNAL are peer-reviewed and archival.

Authors should consider the following points:

- 1) Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
- 2) The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work.
- 3) Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.
- 4) Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information.
- 5) Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication in SSU JOURNAL.

## VIII. CONCLUSION

Do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

## APPENDIX

Appendices, if needed, appear before the acknowledgment.

## ACKNOWLEDGMENT

Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .”

## REFERENCES

List and number all bibliographical references in 8-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books. The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first . . .”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors’ names; do not use “et al.”. Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

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