Chapter X

AUTHOR GUIDELINES FOR LETTER MANUSCRIPTS

AUTHOR(S) NAME(S)
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University
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COUNTRY
E-mail Homepage

The abstract is to be in fully-justified text with first line indented 0.63cm, at the top as it is here, below the author information. Do not use the word "Abstract" as the title. The abstract is to be in 10.5-point, single-spaced type, and may be up to 3 in. (7.62cm) long. Leave two blank lines after the abstract, then begin the main text. All manuscripts must be in English. The abstract should have about 500 words, and the full manuscript should be of about 20 to 30pages, including figures, table and references.

X.1. INTRODUCTION

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscripts. Please follow them and if you have any questions, direct them to the editor in charge at: Email: nadia@eng.uerj.br Phone +55 21 2587-7442 or Fax +55 21 2587-7374.

X.2. FORMATTING YOUR PAPER

All printed material, including text, illustrations, and charts, must be kept within a print area of 17.78 cm wide by 21.59 cm high. Do not write or print anything outside the print area. All *text* must be in a one-column format. Text must be fully justified. For page setup, uses mirror margins wherein the superior margin is 2.86 cm, the inferior margin is 3.49 cm, the internal and external margin is 3.81 cm. Set the footer as 1.84 cm and the header as 2,48 cm. Set the page layout using a different first page and different odd and even pages. In the even pages, set the headers using the author names and for the odd pages, set it using the paper main title. Both headers should be centered with a line below crossing from left to right margin of the page.

X.3 MAIN TITLE

The main title (on the first page) should begin 7 cm from the top edge of the page, centered, and in Times 18-point, boldface type and small capitals. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave one blank line after the title. The first page must include "Chapter X" in bold face, italic and flush-left at the very top of the top line.

X.4 AUTHOR NAME(S) AND AFFILIATION(S)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-bold face type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names. Affiliations are centered below each author name, not bold. Include e-mail and homepage addresses if possible. Follow the author information by two blank lines before main text.

X.5 SECOND AND FOLLOWING PAGES

The second and following pages should begin at the top of the printing area. On all pages, the bottom margin should be 1.5 cm from the bottom edge of the page for 8.5x11-inch paper.

X.6. TYPE-STYLE AND FONTS

Wherever Times is specified, Times Roman, or New Times Roman may be used. If neither is available on your word processor, please use the font closest in appearance to Times that you have access to. Please avoid using bitmapped fonts if possible. True-Type-1 fonts are preferred.

X.7. MAIN TEXT

Type your main text in 10,5-point Times with line spacing of 1.1 pt. Do not use double-spacing. All paragraphs should be indented 0.63 cm. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs.

Figure and table captions should be 10-point Times, with the figure reference in boldface. Callouts should also be 10.5-point times, non-boldface. Initially capitalize only the first word of each figure caption and table title. Figures, tables, definitions, examples, theorems, etc… must be numbered sequentially. For example: "**Figure X.1:** Function graph", "**Table X.2:** Input data". Figure and table captions are to be below the figures and tables. Figures can be colored.

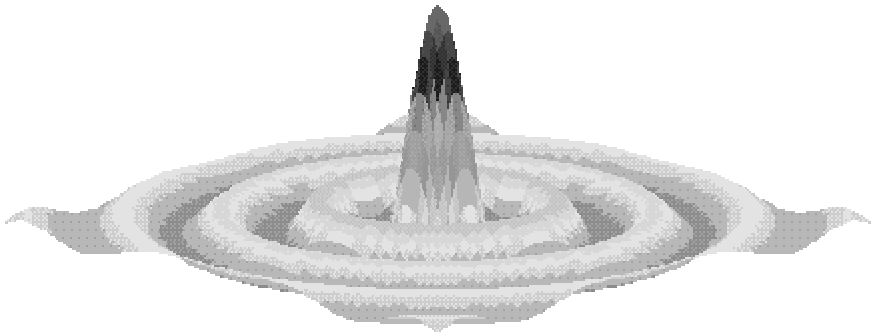

Figure X.1: Function graph

X.8. FIRST-ORDER HEADINGS

For example, "X.1. INTRODUCTION", should be Times 14-point boldface small capitals and centered, with 22 pt. before and 11 pt. after. As for the main title, capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs. Use a period (".") after the heading number, not a colon. The heading number should be preceded by "X", which will be substituted by the chapter number.

X.8.1. Second-order headings

As in this heading, they should be Times 12-point boldface, initially capitalized, flush left, with 22 pt. before and 11pt. after.

Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10.5-point Times, boldface, initially capitalized, flush left, preceded by 12 pt., followed by a period and your text on the same line.

X.9. FOOTNOTES

Use footnotes sparingly (or not at all!) and place them at the bottom of the page on the page[X.1.] on which they are referenced sequentially as in the example. Use Times 8-point type, single-spaced. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

X.10. SUMMARY

Each manuscript should have a summary. Summaries should have an overview of whatever was discussed in the main text. You can include the conclusions you draw from you work in this section.

X.1. The use of footnotes should be minimized. Preferably, try to embed the text of the footnote into the main text.

X.11. REFERENCES

List and number all bibliographical references in 10.5-point Times, single-spaced and fully-justified as in the example below, 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.

[1] A.B. Smith, C.D. Jones, and E.F. Roberts, "ArticleTitle", *Journal*, Publisher, Location, Date, pp. 1-10.
[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.

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