

Instructions for the Preparation and Format of a Camera-Ready Manuscript

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Abstract: All manuscripts must be produced clearly on good quality plain white A4-size (297mm×210mm) sheets, and accurately within the dimensions as shown on these pages. Total page of each manuscript should not exceed 6 pages. Manuscripts should be submitted in camera-ready style for publication. The authors are asked to read these instructions carefully for quicker acceptance of your manuscript. The printer should be a laser/jet, but dot-printers are unacceptable.

Key words: *Instruction, Preparation, Format, Camera-ready manuscripts, A4 size, No photographic reduction, High quality printout*

1. FORMAT OF A CAMERA-READY MANUSCRIPT

1.1. Layout of Manuscript (Margins)

Text must be printed within the dimensions shown on these pages; total width of 170mm for main text on every page but 150mm for abstract and key words, and a maximum length of 222mm on the first page and 230mm on following pages. Margins of text are recommended as follows, but not rigid. Top margin is 36mm on the first page, but 28mm on following pages, and bottom margin 38mm on every page. Right and left margins are 20mm for main body, but 30mm for abstract and key words. Leveling of lines of both columns on the last page is preferable.

1.2. Head (Title, Authors, Affiliations, Abstracts and Key Words)

Title of article, author(s), affiliation(s), 200-300 word abstract (no abstract for short communications), and 5-10 key words are printed in one column as shown on this page. Title should be in 14pt bold roman (using capitals for the first character of each word, excepting articles, conjunctions, prepositions etc., excepting the symbols of chemical elements etc.), names of authors in 12pt roman (using small capitals for their family names, excepting the first characters; see the above examples), affiliations in 10pt italics with asterisk marks (no asterisk mark in the case of the same affiliation for all authors), abstract in 9pt roman, and key words in 9pt italics. Line spacing of 3.4mm (9.5pt) is recommended in printing abstract and key words. Hyphens should be used to divide words at the end of lines to reduce spaces between words.

1.3. Main Body of Text

Main body of text must be printed just under key words with 8mm line space, and in two columns with 6mm margin between them, as shown on this page. A new section must not be started directly at the bottom of page.

Main text should be written using 10pt roman, and the use of 3.8mm (10.9pt) line spacing is recommended. Hyphens should be used to divide words at the end of lines to reduce spaces between words. Line spacing should be the same with lines including symbols, formulae, etc. Line spacing between paragraphs should also be the same.

1.3.1. Instruction for format of chapter

A title of chapter using 10pt bold capitals, excepting the symbols of chemical elements etc. is followed by its numbering as “1.”, “2.” and so on. One line space is required above and below the title of chapter.

1.3.2. Instruction for format of section

A title of section using 10pt bold capitals for the first character of each word, excepting articles, conjunctions, prepositions etc., is followed by its numbering as “1.3.”, “2.1.” and so on. One line space is required above the title of section, but no line space below it.

1.3.3. Instruction for format of sub-section

A title of sub-section using 10pt bold capital for the first character, excepting the symbols of chemical elements etc., is followed by its numbering as “1.2.1.”, “2.3.2.” and so on. No line space is required above and below the title of sub-section.

Table 1. Summary of margins to be used in manuscript.

Items	Margin
Top margin	25mm
Bottom margin	27mm
Left and right margins of main text	20mm
Left and right margins of Title, Abstract and Key words	30mm

Table 2. Summary of font, size and line space to be used.

Items	Font	Size (pt)	Line space (mm)
Title & subtitle	bold roman	14	7.0
Name of author	roman	12	
Affiliation and mailing address	italics	10	4.0
Abstract	roman	9	3.4
Key words	italics	9	3.4
Main body text	roman	10	3.8
References	roman	9	3.4

2. OTHER INSTRUCTIONS IN MAIN BODY OF TEXT

SI unit systems are to be used in all texts, tables, and figures. However the following units are allowed to use:

“min” and “h” instead of “s”,
 “deg”, “°” instead of “rad”,
 “°C” instead of “K”.

Please do not mix “deg” and “°C” in the same manuscript. Please also do not use “Å”, “eV” etc.

Space may be inserted between unit and figures. However this should be consistent throughout the text. Please do not mix “273 K” and “90deg” for example.

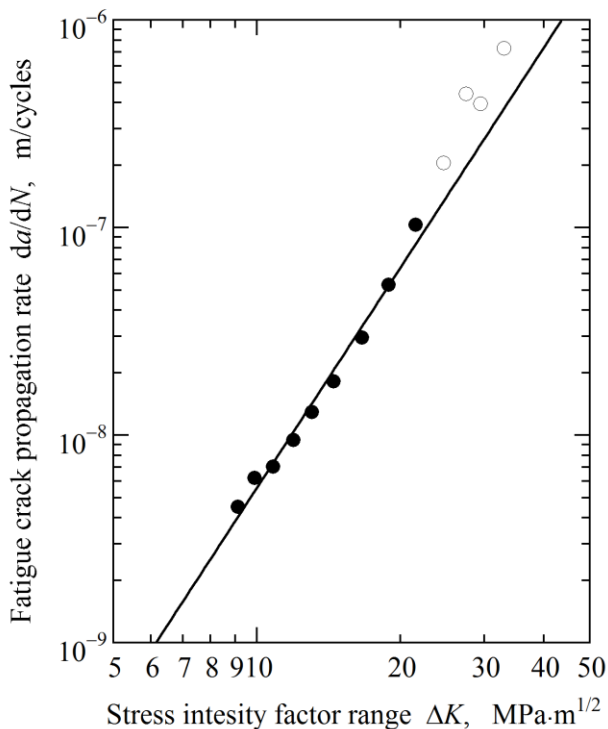


Fig.1. Figures should be reduced photographically so that lettering may be large enough to be read.

Use italic characters for symbols (variable parameters) and formulae, except for “sin”, “cos”, “grad”, “tr”, and so on. Please note that superscripts and subscripts which are not variables should not be in italics like “ C_{11ij} ”, “ S_{ij} ”, “ F^2 ”, “ F_A ”, “ $P_{critical}$ ” etc. Latin words “et al.”, “i.e.” etc. should also not be italics.

When only initials of a noun phrase are used for its abbreviation, spell out the phrase first both in abstract and main body text like “scanning electron microscopy

(SEM)”, “carbon fiber reinforced plastics (CFRP)” and so on.

2.1. Figures and Tables

Sharp and clear figures are only acceptable. Figures, including photographs, and tables should be attached to the text, preferably on the same page as they are first cited. The style of figures should be consistent throughout the manuscript. Photographs must be originals. Leave text around 5mm space above and/or below figures or tables. Captions should be located in the center of each column.

Main body text of less than 10 lines should not be separated by figures and tables. Author(s) should refer to figures as “Figure 1” or “Figures 2 and 3” in the beginning of a sentence, but “Fig. 1” or “Figs. 2 and 3” in the middle.

2.2. Equations

Equations should be placed in the center of column, and should be preceded and followed by line space.

$$\frac{da}{dN} = C(\Delta K)^m \quad (1)$$

Place the equation numbers in parentheses flush with the right-hand margin and level with the last line of the equation. Font sizes of equations should be the same as the main body of the text (10pt). Author(s) should refer to equation(s) as “Equation (1)” or “Equations (1) and (2)” in the beginning of a sentence, but “Eq.(1)” or “Eqs.(1) and (2)” in the middle. Equations should be treated as part of main body text. Thus, when an equation is at the end of a sentence, a “period” should be placed at the end of equations.

2.3. References

References are numbered in the order in which they are cited in the text body. The title “REFERENCES” is in 10pt bold roman. No line space is required below the title “REFERENCES”. All references should be collected at the end of the text, and in 9pt roman. Line spacing of 3.4mm is recommended. Examples are shown in the following references; [1] or [2] for books, [3-5] for journals, and [6] for conference proceedings. Titles of journals or proceedings should be abbreviated in a standard style, and the volume number of a journal must be in bold font. For the case of domestic journals, the formal English title should be shown with or without “(in Japanese)” or “(in

Chinese)". When there is no formal English title, the phonetic spelling is presented with "(in Japanese)" or "(in Chinese)". For books published not in English, the English translation of the title is presented with "(in Japanese)" or "(in Chinese)". Reference numbers in the text should be in square brackets as [9], [11,12], [14-17] and "see ref. [18]", but no brackets in REFERENCES.

3. CONCLUSIONS

- (1) When the conclusions are divided into several items with numbers, the preferred format is as follows:
- (2) Numbers are with parentheses and without indentation.
- (3) When number is not used, normal paragraphs starting with indentation can also be used.

Acknowledgment – Acknowledgment(s) should be written after a dash mark “–”, as in this style (not hyphen “-”).

APPENDIX (If necessary)

A1. FORMAT OF APPENDIX

A1.1 Format

Format of appendix should follow the format of the main body text as shown in section 1.3 and chapter 2.

NOMENCLATURE (If necessary)

- A*: Section area of specimen
P: Applied load
E_m: Young's modulus of matrix
 σ_Y : Yield strength

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