

USEFUL AUTHOR INFORMATION FOR PREPARATION OF PAPER WORK

THIS DOCUMENT IS NOT A TEMPLATE. THIS IS FOR AUTHORS HELP.

I. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound $\text{Ni}_{0.5}\text{Mn}_{0.5}$ whereas “Ni–Mn” indicates an alloy of some composition $\text{Ni}_x\text{Mn}_{1-x}$.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is [9]. A general style guide, *Information for Authors*, is available at the web site.

II. EDITORIAL POLICY

Submission of a manuscript is not required for participation in a conference. 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 Do not publish “preliminary” data or results.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. The **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of**

Management and Technological Engineering” Journal strongly discourages courtesy authorship. It is the obligation of the authors to cite relevant prior work.

The **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering” Journal** does publish papers that have been recommended for publication on the basis of peer review. As a matter of convenience and service to the technical community, these topical papers are collected and published in appropriate number of issues of the **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering” Journal**.

At least two reviews are required for every paper submitted. For conference-related papers, the decision to accept or reject a paper is made by the conference editors and publications committee; the recommendations of the referees are advisory only. Undecipherable English is a valid reason for rejection. Authors of rejected papers may revise and resubmit them to the **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering” Journal** as regular papers, where upon they will be reviewed by two new referees.

III. PUBLICATION PRINCIPLES

The contents of **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering” Journal** are peer-reviewed and archival. The **“ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering” Journal** publishes scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

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. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.
- 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. For example, a specimen's chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.
- 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 “**ANNALS OF THE ORADEA UNIVERSITY. Fascicle of Management and Technological Engineering**” **Journal**.

SUMMARY and CHECK LIST

- 1) Please download template paper to your computer.

Then “save as” with a different name (Ex: *mytemplate.doc*). Now, copy-paste your paper “paragraph by paragraph” to *mytemplate.doc*

NOTE: If the “font size or type” of your paper is different, you may have problems while pasting it to *mytemplate.doc*.

To solve this font problem:

1st Step: Copy- paste the paragraph from *your paper* to *notepad*.

2nd Step: Copy- paste the paragraph from *notepad* to *mytemplate.doc*

- 2) Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column.

IMPORTANT:

Before submitting your paper via <http://www.imtuoradea.ro/auo.fmte/>

please check the following instructions on your final paper.

3) **Paper Size:** A4

4) **Page margins** are **30** mm top, **20** mm down; left and right. Header and Footer: **12** mm.

5) Each **column width** is **81,5** mm and the separation between the columns is **7** mm.

6) **Paper Title:** Times New Roman, **24** pt., Centered, Title Case (Capitalize Each Word), **NOT BOLD**

7) **Authors' Names:** Times New Roman, **11** pt., Centered, Title Case (Capitalize Each Word), **BOLD**

IMPORTANT: Do NOT write your institution address below your name. See “**Affiliation**”

8) **Abstract:** Times New Roman **BOLD**, *Italic*, **10** pt.

- i. **Text** should be written Times New Roman **9** pts.
- ii. The abstract should be self-contained. Do not cite references in the abstract.
- iii. The abstract should not exceed 150 words.
- iv. Paragraph - Line Spacing- Single

9) **Keywords:** Times New Roman **BOLD**, *Italic*, **10** pt.

- i. **Text** should be written Times New Roman **9** pts
- ii. Add about four keywords or phrases in alphabetical order, separated by commas.
- iii. Paragraph - Line Spacing- Single

10) Except abstract, keywords, figure & table captions, for the whole text:

- i. Paragraph - Line Spacing- Multiple 1.05.
- ii. Alignment: Justified
- iii. Special: First Line:3,6 mm
- iv. Font: Times New Roman, **10** pt.



Fig. 1. Values for text

11) Heading 1: Times New Roman, 10 pt, Centered

1st Step: Capitalize each word. Example: Steps in Modeling and Simulation

2nd Step: Choose and Right click - Font- Effects - Small caps

IV. STEPS IN MODELING AND SIMULATION

12) Heading 2: Times New Roman Italic, 10 pt, Capitalize each word. **Example:**

A. Definition of Parallel Manipulator

Choose Paragraph: Values should be as in Fig. 1:



Fig. 2. Values for Heading 2

COMMON MISTAKES: 1.1 Definition of Parallel Manipulator, 2.3 Definition of Parallel Manipulator etc...

13) Heading 3: Times New Roman, 10 pt, Capitalize each word. Values should be as in Fig. 1. **Example:**

1. Mobility Equation

14) Introduction Part: First letter should be Times New Roman **28** pts. Whole word should be written in “Upper Case”.

15) Affiliation: Times New Roman, **8** pt. Affiliation part should be written at the bottom of the first page on the left as:

16) Figures: Large figures may span both columns. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. (Ex: Fig. 3. (a) Mapping nonlinear data...)

- i. Figures should be centered.
- ii. All figures should be captioned. Captions should be written “Times New Roman, 9 pt., centered”
- iii. Please do not include captions as part of the figures.
- iv. Do not put captions in “text boxes” linked to the figures.
- v. Do not put borders around the outside of your figures.
- vi. Use the abbreviation “Fig.” even at the beginning of a sentence.

WRONG: Figure 2. represents... **CORRECT:** Fig. 2. represents...

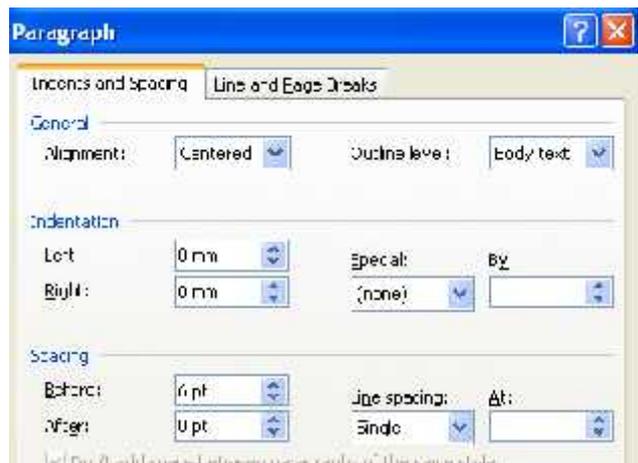


Fig. 3. Values for figures

17) Tables: Large tables may span both columns.

- i. Tables should be centered.
- ii. All tables should be captioned. Captions should be written “Times New Roman, 8 pt., centered”
- iii. Please do not include captions as part of the tables.
- iv. Word “TABLE”: **Upper case**, Number: **Tables are numbered with Roman numerals**
- v. Caption: Capitalize each word: Units for Magnetic Properties **THEN** Font-Effects-Small Caps

Result:

TABLE I
UNITS FOR MAGNETIC PROPERTIES

COMMON MISTAKES: Table 1, Table 2.1 etc..

18) Equations:

- i. Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1).
- ii. Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

$$R_u = K_w L W \sigma_c \quad (1)$$

(Align equation to the right)

19) References:

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

COMMON MISTAKES: load carrying capacity of the weld (Mellor, 99).

20) Acknowledgment:

COMMON MISTAKES: Acknowledgement

Correct form: ACKNOWLEDGMENT (No “e” after “g”)

Avoid expressions such as “One of us (S.B.A.) would like to thank”

21) Do not change the font sizes or line spacing to squeeze more text. There is no page limitation.

22) Use italics for emphasis; do not underline.

23) Text should be written in the third person to avoid sounding like an autobiographical account penned by a narcissistic author.

Prefer: “It is possible to ..” than to say “One could ...”.

24) Avoid using *above* (“the above method,” “mentioned above,” etc.) or *below* (in the figure below). Be specific.

25) The following link includes some of the troublesome words, terms, and expressions most frequently found in Experiment Station journal paper and bulletin manuscripts:
<http://www.ag.iastate.edu/aginfo/checklist.php>