

# TYPESETTING MANUSCRIPTS USING MICROSOFT WORD\*

## FIRST AUTHOR<sup>†</sup>

*University Department, University Name, Address,  
City, State ZIP/Zone, Country<sup>‡</sup>  
firstauthor\_id@domain\_name<sup>§</sup>  
http://<webaddress>*

## SECOND AUTHOR

*Group, Laboratory, Address,  
City, State ZIP/Zone, Country  
secondauthor\_id@domain\_name  
http://<webaddress>*

Received (Day Month Year); Revised (Day Month Year)

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*Keywords:* Keyword1; keyword2; keyword3.

## 1. Introduction

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## 2. Major Headings

Major Section headings should be in boldface with the first letter of important words capitalized. Space before the Major heading should be 18pt, and after 6pt.

### 2.1. *Sub-headings*

Sub-Section headings should be in boldface italic and capitalize the first letter of the first word only. Section number to be in boldface Times New Roman. Space before of the Sub-heading should be 12pt, and after heading is 6pt.

\* For the title, try not to use more than 3 lines. Typeset the title in 10 pt Times New Roman, uppercase and boldface.

<sup>†</sup> Names in 8 pt Times New Roman, uppercase. Use the footnote to indicate the present or permanent address of the author.

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### ***2.2. Numbering and spacing***

Sections, sub-sections and sub-subsections are numbered in Arabic. Use double spacing before all section headings, and single spacing after section headings. Flush left all paragraphs that follow after section headings. More than three layers of subsections are not recommended.

### ***2.3. Lists of items***

List may be presented with each item marked by bullets and numbers.

#### ***Bulleted items***

- bullet one
- bullet two
- bullet three.

#### ***Bulleted items***

- First item in the first level
- Second item in the first level
- First item in the second level
- Second item in the second level
  - \* First item in the third level
  - \* Second item in the third level
- Third item in the second level
- Fourth item in the second level
- Third item in the first level
- Fourth item in the first level

#### ***Numbered items***

- (1) item one
- (2) item two
- (3) item three.

The order of subdivisions of items in bullet and numbered lists may be presented as follows:

#### ***Numbered items***

- (1) First item in the first level
- (2) Second item in the first level
  - (i) First item in the second level
  - (ii) Second item in the second level
    - i. First item in the third level
    - ii. Second item in the third level
  - (ii) Third item in the second level
  - (iii) Fourth item in the second level
- (3) Third item in the first level
- (4) Fourth item in the first level

### 3. Equations

All equations should be numbered consecutively, with the number set flush right and enclosed in parentheses, as shown below.

$$A = B + C \quad (1)$$

Equations should be referred to in abbreviated form, e.g. “Eq. (1)”. In multiple-line equations, the number should be given on the last line. Displayed equations are to be centered on the page width. Standard English letters like  $x$  are to appear as  $x$  (italicized) in the text if it is a scale, and as  $\mathbf{x}$  if it is a vector or matrix. All figures must be numbered sequentially, and cross-referenced in the text. Please double check all the cross-references in the entire document.

### 4. Theorem Environments

**Theorem 4.1.** Theorems, lemmas, etc. are set on a separate paragraph, with extra 1 line space above and below. They are to be numbered consecutively within the contribution.

**Lemma 4.2.** Theorems, lemmas, etc. are set on a separate paragraph, with extra 1 line space above and below. They are to be numbered consecutively within the contribution.

**Proof.** Proofs should end with

□

### 5. Illustrations and Photographs

Figures must be produced in high quality for online readers. They are to be inserted in the text nearest their first reference. Figure placements can be either top or bottom. Figures and photographs can be in color, but care must be taken on the contrast when it is printed in black and white. Figures are to be sequentially numbered in Arabic numerals. The caption must be placed below the figure. Typeset in 8 pt Times New Roman, single spacing. Use

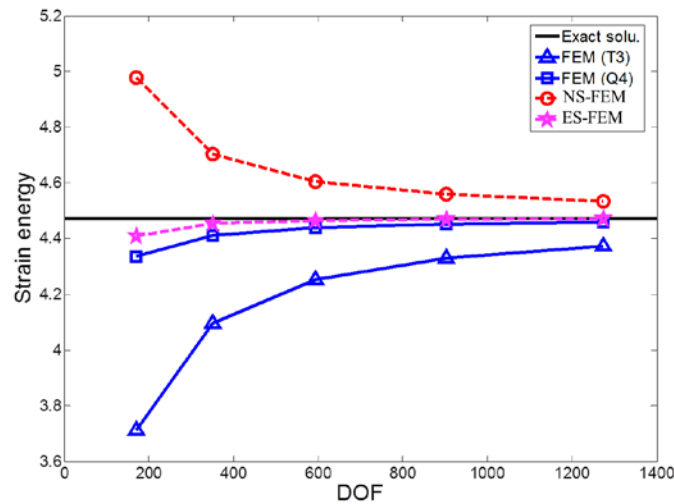


Fig. 1. If the caption is less than one line then it needs to be manually centered. Please make sure that the fonts in the figure are at least compatible to the rest of the font of this caption.

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## 6. Tables

Tables should be inserted in the text as close to the point of reference as possible. All tables must be numbered sequentially and cross-referenced in the text. Spaces should be left above (12pt) and below (6pt) the table, as shown in Table 1 below.

Table 1. Comparison of Computational Methods

Methods	Features	Bound properties
FEM	Stiff model, lower bound	lower bound
S-FEM	Softer model, possibly upper bound	possibly upper bound
S-PIM	Softer model, possibly upper bound	possibly upper bound

Tables should be numbered sequentially in the text in Arabic numerals. Captions are to be centralized above the tables. Typeset tables and captions in 8 pt Times New Roman, single spacing. If tables need to extend over to a second page, the continuation of the table should be preceded by a caption, e.g., “Table 1 (Continued)”. Notes to tables are placed below the final row of the table and should be flushleft. Footnotes in tables should be indicated by superscript lowercase letters and placed beneath the table. Table can also be in color, but care must be taken on the contrast when it is printed in black and white. *Important:* Previously published material must be accompanied by written permission from the author and publisher.

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## 8. Footnotes

Footnotes should be numbered sequentially in superscript lowercase Times New Roman letters.<sup>a</sup>

## Acknowledgments

This section should come before the References. Funding information may also be included here.

## Appendix A. Appendix

Appendices should be used only when absolutely necessary. They should come after the References. If there is more than one appendix, number them alphabetically. Number displayed equations occurring in the Appendix in this way, e.g. (A.1), (A.2), etc.

$$A = B + C - D \quad (\text{A.1})$$

## References

The references section should be labeled “References” and should appear at the end of the paper. Authors should follow a consistent format for the reference entries. For journal names, use the standard abbreviations. A sample format is given in the following page:

### Citations in Text

References are not numbered, and citations to them in the text must identify them by authors' names and year of publication. References should be cited in text in square brackets by giving the last name of the author and the date of publication, e.g. [Liu (2009)]. For papers by two authors, the last names are joined by “and” e.g. [Liu and Gu (2001)]. Papers by three and more authors should be cited by [Li *et al.* (2007)]. If a citation cites two or more papers, they should be separated by a semicolon: [Li *et al.* (2007); Liu and Gu (2001)]. If two or more papers by the same author(s) are cited together, the author(s) should be listed once, with the dates of the papers

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separated by a semicolon: [Liu and Gu (1994; 1995)]. Papers by the same author(s) published in the same year should be distinguished by appending a, b, c, etc., to the date: e.g. [Li *et al.* (2007a; 2007b)]

### **Reference List**

Reference entries should be ordered alphabetically, starting with the last name of the first author, followed by the first author's initial(s), and so on for each additional author.

### **References**

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