



MANUSCRIPT PREPARATION

- General Guidelines

Manuscripts submitted for consideration to **ACTA TECHNICA CORVINIENSIS - Bulletin of Engineering** must conform to the following requirements that will facilitate preparation of the article for publication. These instructions are written in a form that satisfies all of the formatting requirements for the author manuscript. Please use them as a template in preparing your manuscript. Authors must take special care to follow these instructions concerning margins. The basic instructions and manuscript requirements are simple:

- ✓ Manuscript shall be formatted for an A4 size page.
- ✓ The all margins (top, bottom, left, and right) shall be 25 mm.
- ✓ The text shall have both the left and right margins justified.
- ✓ Single-spaced text, tables, and references, written with 11-12-point Georgia or Times Roman typeface.
- ✓ No Line numbering on any pages and no page numbers.
- ✓ Manuscript length must not exceed 15 pages (including text and references).
- ✓ Number of figures and tables combined must not exceed 20.
- ✓ Manuscripts that exceed these guidelines will be subject to reductions in length.

The original of the technical paper will be sent through e-mail as attached document (*.doc, Windows 95 or higher). Manuscripts should be submitted to e-mail: redactie@fih.upt.ro, with mention "for **ACTA TECHNICA CORVINIENSIS - Bull. of Eng.**".

STRUCTURE

The manuscript should be organized in the following order: Title of the paper, Authors' names and affiliation, Abstract, Key Words, Introduction, Body of the paper (in sequential headings), Conclusion, Acknowledgements (where applicable), References, and Appendices (where applicable).

THE TITLE

The title is centered on the page and is CAPITALIZED AND SET IN BOLDFACE (font size 14 pt). It should adequately describe the content of the paper. An abbreviated title of less than 60 characters (including spaces) should also be suggested. Maximum length of title: 20 words.

AUTHOR'S NAME AND AFFILIATION

The author's name(s) follows the title and is also centered on the page (font size 11 pt). A blank line is required between the title and the author's name(s). Last names should be spelled out in full and succeeded by author's initials. The author's affiliation (in font size 11 pt) is provided below. Phone and fax numbers do not appear.

ABSTRACT

State the paper's purpose, methods or procedures presentation, new results, and conclusions are presented. A nonmathematical abstract, not exceeding 200 words, is required for all papers. It should be an abbreviated, accurate presentation of the contents of the paper. It should contain sufficient information to enable readers to decide whether they should obtain and read the entire paper. Do not cite references in the abstract.

KEY WORDS

The author should provide a list of three to five key words that clearly describe the subject matter of the paper.

TEXT LAYOUT

The manuscript must be typed single spacing. Use extra line spacing between equations, illustrations, figures and tables. The body of the text should be prepared using Georgia or Times New Roman. The font size used for preparation of the manuscript must be 11 or 12 points. The first paragraph following a heading should not be indented. The

following paragraphs must be indented 10 mm. Note that there is no line spacing between paragraphs unless a subheading is used. Symbols for physical quantities in the text should be written in italics. Conclude the text with a summary or conclusion section. Spell out all initials, acronyms, or abbreviations (not units of measure) at first use. Put the initials or abbreviation in parentheses after the spelled-out version. The manuscript must be writing in the third person (“the author concludes...”).

FIGURES AND TABLES

Figures (diagrams and photographs) should be numbered consecutively using Arabic numbers. They should be placed in the text soon after the point where they are referenced. Figures should be centered in a column and should have a figure caption placed underneath. Captions should be centered in the column, in the format “Figure 1” and are in upper and lower case letters. When referring to a figure in the body of the text, the abbreviation “Figure” is used. Illustrations must be submitted in digital format, with a good resolution. Table captions appear centered above the table in upper and lower case letters. When referring to a table in the text, “Table” with the proper number is used. Captions should be centered in the column, in the format “Table 1” and are in upper and lower case letters. Tables are numbered consecutively and independently of any figures. All figures and tables must be incorporated into the text.

EQUATIONS AND MATHEMATICAL EXPRESSIONS

Place equations on separate lines, centered, and numbered in parentheses at the right margin. Equation numbers should appear in parentheses and be numbered consecutively. All equation numbers must appear on the right-hand side of the equation and should be referred to within the text.

CONCLUSION

A conclusion section must be included and should indicate clearly the advantages, limitations and possible applications of the paper. Discuss about future work.

ACKNOWLEDGEMENTS

An acknowledgement section may be presented after the conclusion, if desired. Individuals or units other than authors who were of direct help in the

work could be acknowledged by a brief statement following the text. The acknowledgment should give essential credits, but its length should be kept to a minimum; word count should be <100 words.

REFERENCES

References should be listed together at the end of the paper in alphabetical order by author’s surname. List of references indent 10 mm from the second line of each references. Personal communications and unpublished data are not acceptable references.

Journal Papers: Surname 1, Initials; Surname 2, Initials and Surname 3, Initials: Title, Journal Name, volume (number), pages, year.

Books: Surname 1, Initials and Surname 2, Initials: Title, Edition (if existent), Place of publication, Publisher, year.

Proceedings Papers: Surname 1, Initials; Surname 2, Initials and Surname 3, Initials: Paper title, Proceedings title, pages, year.



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