

Appendix C: Index

Table of Contents

Part A. Technical Settings

General

Main Text

Equation

Figure

Table

Part B. Content Settings

First Page

Hierarchy of subject titles

Acknowledgements

References

- Journal Papers
- Books
- Proceeding Papers
- Dissertations
- Magazines
- etc.
- Citing References in Text

Part A: Technical Settings

General

Paper	A4, White, Vertical shape
Margins	Top 5 cm, Bottom 4 cm, Left/Right 2.8 cm, Heading margin 1.5 cm

Main Text

Text	Times New Roman, 11pt
Alignment	Both side alignment
Paragraph	Indent: Left/Right 0 character, First line 0.5 cm
Spacing	No spacing between paragraphs

Equation

Version	on Microsoft Word 2007 and later version
Form	Insert as an 'Object': Insert > Object > Microsoft Equations 3.0 Image file(.jpg) is not acceptable
Font	Times New Roman, 11pt for plane, 7pt for sub/super-scripts
Style	Basic: Mathematics (Automatic <i>Italic</i>)
Alignment	Equation adjustment: Centered Equation numbers: Right (e.g., (1), (2), ...)
Examples	Eq. (1) Eqs. (1) and (2) Eqs. (1)-(2)

Figure

Form	Image file (.jpg)
Location	Insert into the proper location in the manuscript (Location can be slightly changed)
Method	Insert into a table
Caption	Times New Roman, 10pt (above the table)
Original image file	List all the figures with original source at the end of the manuscript

Table

Limit	Tables should be within the paper margin
Setting	Layout > Cell margins – Top/Bottom/Left/Right: 0 cm
Alignment	Horizontal/Vertical alignment: Center
Caption	Locate above the table (Times New Roman, 10pt)
Borders	1/2pt plane single line for all borders

Part B: Content Settings

First page

Headings	No contents, No lines
Title	Arial, 16pt, up to 2 lines, Centered
Names of authors	Arial, 12pt, Centered / Use punctuation mark: (A, B, C, D and C)
- In order of	First name + Middle (initial) + Last name ^{*1a(Superscripts)}
- ^{Superscripts} indicate	Corresponding author(*), affiliations(^{1,2,3...}), footnote details(^{a,b,c...})
Affiliation	Times New Roman, 9.5pt, Italic, Centered
Dates	Leave as blank
Abstract	Times New Roman, 10.5pt
Keywords	Times New Roman, 10.5pt
- Small letter	Use capital letter only for proper noun
- List	Separated by colon(;))
Footnote	Titles (Professor, Assistant Professor, Ph.D., Student, etc.), E-mail: email address of corresponding author
- Optional	Other authors' information

Hierarchy of subject titles (See Appendix A)

Section level 1	
1. Title	Arial, 11pt, Bold , No indent
Section level 2	
<i>1.1 Title</i>	Arial, 11pt, <i>Italic</i> , Indent 0.5cm
Section level 3	
<i>1.1.1 Title</i>	Arial, 11pt, <i>Italic</i> , Indent 0.5cm
Section level 4	
<u>Title</u>	Arial, 11pt, <i>Italic</i> , <u>Underline</u> , Indent 0.5cm
Section Level 1 repeated	
2. Title	Arial, 11pt, Bold , No indent

Acknowledgements

Text	Same to the normal text paragraphs
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References

Basic	Times New Roman, 10pt
Indent	Indent from second line and below: 1 line
Order	Alphabetical order

Journal Papers

Format	Author(s)-Last name, first name, middle initial (Year of publication), "Title of paper (Capital letter for the first letter)", <i>Name of Journal (Italic)</i> , Volume number in bold (Issue number in non-bold), page-page.
Example 1 (1 Author)	Cheng, Y.F. (2012), "A comparison of large.....", <i>Journal of Wind Engineering</i> , 91 (4), 1301-1328.
Example 2 (2 Authors)	Cheng, Y.F. and Xu, B.M. (2012), "A comparison of large.....", <i>Journal of Wind Engineering</i> , 91 (4), 1301-1328.
Example 3 (More than 3 authors)	Cheng, Y.F., Xu, B.M. and Carter, G.D. (2012), "A comparison of large.....", <i>Journal of Wind Engineering</i> , 91 (4), 1301-1328.
Example 4 (Papers of the same author)	Cheng, Y.F. and Xu, B.M. (2012a), "A comparison of large.....", <i>Journal of Wind Engineering</i> , 91 (4), 1301-1328. Cheng, Y.F. and Xu, B.M. (2012b), "A comparison of large.....", <i>Journal of Wind Engineering</i> , 91 (4), 1301-1328.

Books

Order	Authors (Year), <i>Name of Book (Every word starts in capital letter)</i> , Name of publishing company, City, State, Country.
Example 1	Harris, D.C. (2007), <i>Quantitative Chemical Analysis</i> , W.H. Freeman and Company, New York, NY, USA.
Example 1b (+Edition)	Harris, D.C. (2007), <i>Quantitative Chemical Analysis</i> , (7th Edition), W.H. Freeman and Company, New York, NY, USA.
Example 1c (+Edition)	Montgomery, D.C. (2001), <i>Design and Analysis of Experiments</i> , 5th Edition, John Wiley and Sons, NJ.

Proceeding Papers

Order	Authors (Year), "Title", <i>Name of Proceeding or Name of occasion</i> , Held City, Held Month.
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Dissertations

Order	Authors (Year), "Title", Ph.D. Dissertation, Name of University, City.
Example 1	Sajjad, M. (2005), "Evaluation of bacterial strategies.....", Ph.D. Dissertation, Michigan State University, Michigan.

Magazines

Order	Authors (Year), <i>Title</i> , Name of Magazine, Published Month.
Example 1	Carey, A.A. and Hayzen, A.J (2001), <i>The Dielectric Constant and Oil Analysis</i> , Practicing Oil Analysis Magazine, September.

Research Reports

Order	
Example	

Design Codes

Order	
Example	

Website Links

Insert	
Example	

Citing References in Text

	(Last name of author(s) Year) / Last name of author(s) (Year)
Example 1 (1 Author)	(Huang 2011) / Huang (2011)
Example 2 (2 Authors)	(Huang and Xu 2012) / Huang and Xu (2012)
Example 3 (More than 3 Authors)	(Huang <i>et al.</i> 2012) / Huang <i>et al.</i> (2012)
Example 4 (Same authors)	(Huang and Xu 2010, 2011) / Huang and Xu (2010, 2011)
Example 5 (Same authors + same year)	(Huang and Xu 2010a,b) / Huang and Xu (2010a,b)