

## GUIDELINES FOR WRITING PAPER

### SUMMARY and CHECK LIST

1) Please download template paper to your computer.

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

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

To solve this font problem:

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

**2<sup>nd</sup> Step:** Copy- paste the paragraph from *notepad* to *mytemplate AETS.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.aetsjournal.com/submit.php>, please check the following instructions on your final paper.

3) **Paper Size:** Letter

4) **Page margins** are **1,78** cm top and down; **1,65** cm left and right.

5) Each **column width** is **8,89** cm and the separation between the columns is **0,51** cm.

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)

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

8) **Abstract**— : Times New Roman **BOLD**, **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 Do not cite references in the abstract.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. Paragraph - Line Spacing- Single

9) **Keywords**— : Times New Roman **BOLD**, **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: 0.36 cm

iv. Font: Times New Roman, **10** pt.

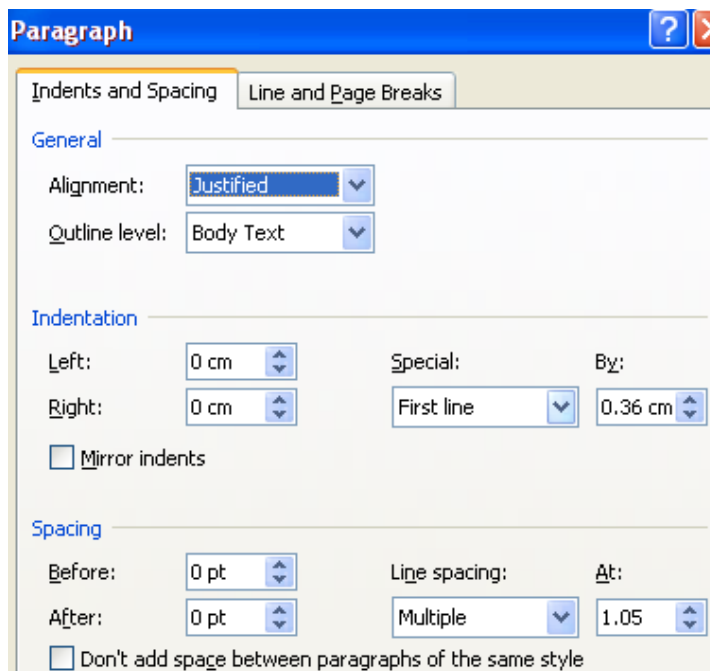


Fig. 1 Values for text

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

**1<sup>st</sup> Step:** Capitalize each word. Example: Steps in Modeling and Simulation

**2<sup>nd</sup> Step:** Choose and Right click - Font- Effects - Small caps

X.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:

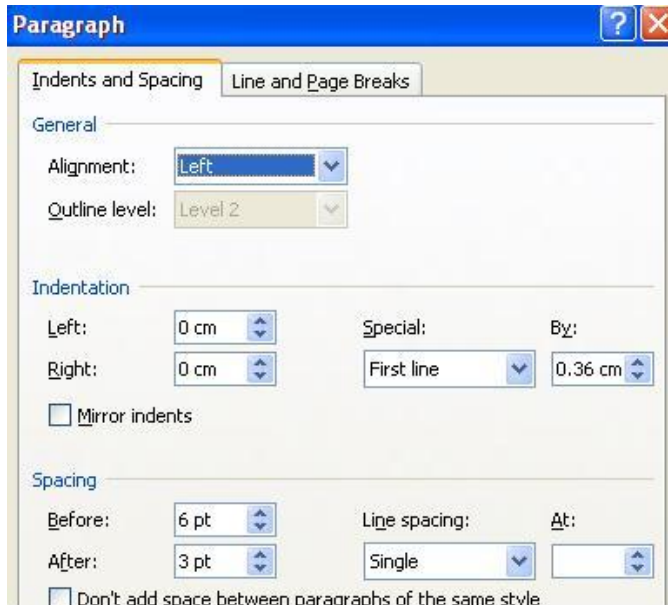


Fig. 2 Values for Heading 2

**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:

Sponsor and financial support acknowledgments can be written here.  
Name Surname is with the National Institute of Standards and Technology, Boulder, CO 80305 USA (corresponding author to provide phone: 505-555-5555; fax: 505-555-5555; e-mail: author@ boulder.nist.gov).

**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 2.1 represents... **CORRECT:** Fig. 2 represents...

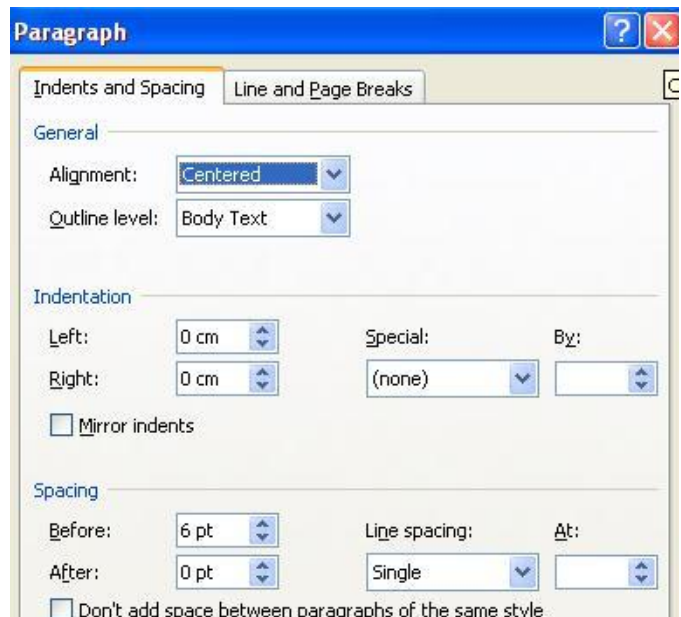


Fig. 3 Values for figures

**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 ... .”

$$R_u = K_w LW\sigma_c \quad (1)$$

(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>