

CHT-20: GUIDE FOR AUTHORS

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ABSTRACT This Guide has been prepared for authors of papers submitted to CHT-20, the eighth ICHMT International Symposium on Advances in Computational Heat Transfer. It has been written in accordance with these requirements, and so may be used as a template for your papers. It is very long and very detailed; authors are requested to read these guidelines carefully and follow them precisely, in order to achieve uniformity in the presentation of the Proceedings. This Guide also contains a Transfer of Copyright Agreement, which must be signed by the senior author and returned to the Symposium Chairs at the time of submission of full papers and final abstracts.

MANUSCRIPT SUBMISSION

Manuscripts are to be submitted in two stages:

- “*Initial Abstract*” by November 29, 2019.
- *Full Paper plus Final Abstract* by January 31, 2020.

Accompanying the full paper, authors must also submit, in a separate file, a *final abstract*”, which is the same as the Abstract from the full paper. This is for inclusion in the Book of Abstracts. It need not be the same as the *initial abstract*. The final abstract should also be formatted in the style of this Guide.

Initial abstracts must be submitted as text via Abstract Submission Form through website <http://www.ichmt.org/cht-20>. Full Papers and final abstracts that will be submitted later must be in PDF format.

ABSTRACT

The *initial abstract* should be no more than 3000 symbols or 250 words. It should summarise the background to the work, the assumptions made, the methods adopted and the results achieved, all in sufficient detail to enable an evaluation to be made of the suitability and relevance of the full paper.

EXTENDED ABSTRACT

The Extended Abstracts should follow the same format as that given for full papers, but should be of a maximum of 4 pages.

FULL PAPERS

Although submission is to be electronic, papers must be prepared ready for printing on A4 (210 × 297 mm) paper. The text should be single-column, single-spaced. If superscripts or subscripts make this a problem, wider line spacing may be necessary, but only for the relevant lines. Leave one blank line between paragraphs. Begin paragraphs flush at the left margin without indentation. The typing area of all pages should be 170 x 257 mm, *i.e.*, with 20 mm margins top (except for the first page), bottom, left and right. Each page should be completely filled with typing and/or diagrams (except perhaps the last page). **The total length of a paper, including all figures, tables and references if any, should be no more than about 20-25 pages, typical of the length limitation of journals** (but may, of course, be less).

Use Times or Times New Roman, 12-point font throughout, except for the header on the first page (Proceedings of CHT-20 etc., as shown above), which should be 10-point Arial. The text should be left and right justified.

NOMENCLATURE

The editors of all the major heat transfer journals have adopted a common list of symbols. All authors should use these symbols for papers submitted for this symposium. To save space, symbols which are already defined in this list should *not* be included in the nomenclature for an individual paper. Only symbols peculiar to an individual paper should be included in a nomenclature list which should be placed immediately following the Abstract. The common list of symbols can be found in the *Journal of Heat Transfer*, Vol. 121, No. 4, pp. 769-773, November 1999.

STATEMENT ON NUMERICAL ACCURACY

Authors must demonstrate that they have adequately established the accuracy of their computed results. They must observe the requirements of the ASME Policy Statement on Numerical Accuracy published in *Journal of Heat Transfer*, Vol. 116, No. 4, pp. 797-798, November 1994.

THE LAYOUT OF THE PAPER SHOULD FOLLOW THE STYLE OF THIS DOCUMENT.

Header Place the header and the dummy paper number (CHT-20-xxx) at the top of the first page, as shown at the top of this document. The final paper number will be inserted by the organisers.

Title The title should appear 54 mm below the top edge of the page and centred. It should be brief, clear and descriptive. Use all bold capital letters (except if formulae or symbols appear in the title). Authors' names and affiliations should not be in bold. Leave one blank line between the title and the Authors' names. Leave four blank lines between the Authors' affiliation and the Abstract.

Abstract A brief abstract (200 – 300 words) should appear beneath the affiliation of the author(s). It should give an account of the most relevant contributions of the paper and indicate briefly the goal, methods, results, and conclusions. Avoid abbreviations, diagrams, and references in the Abstract. It must be understandable without reference to the text. Type the word **ABSTRACT** in bold capitals, beginning

at the left hand margin; follow it by two letter spaces; then begin typing the abstract itself in lower case and single space in block style. Leave two blank lines between the abstract and the first major heading.

Do not add page numbers to the document.

HEADINGS

If your paper is divided into **sections** and **subsections**, please use the format adopted here, in which first-level headings are in bold capitals, centred on the line, as above. Leave one line space above and below first level headings.

Second Level Headings Second level headings should be placed at the beginning of a paragraph and be in bold title case (initial letters in upper case, except for prepositions and conjunctions), left aligned; follow it by two letter spaces; then begin typing the text on the same line and continue the text without indenting. Leave one line space above the heading.

Third-level headings. Third-level headings should be placed at the beginning of a paragraph. Capitalise only the first letter (and any proper nouns), use italics and underline the heading; follow it by a period and two letter spaces; then begin typing the text on the same line and continue the text without indenting. Leave one line space above the heading.

Equations, units, symbols, etc. Equations should be typed neatly in position with appropriate space above and below to distinguish them from the text. Equations should be either centred or placed flush left, and assigned a number which should appear in parentheses flush to the right margin.

Subscripts and superscripts should clearly be typed as such, and the manuscript should be reviewed carefully to ensure there is no ambiguity in presentation. Numbers and letters which are intended to be subscripts or superscripts should not align with the rest of the text.

Do not use punctuation at the ends of equations. Align equal signs when equations stack with no intervening words. All numerical values should be reported in SI units. Decimals should always be shown by periods and not by commas or centred dots.

Figures. Care should be taken to ensure that figures are contained within the typing area. As a general rule, lettering in the figures should be comparable in size to that in the text. Figures should be placed within the text, at the top or bottom of the page containing or following the first mention of the figure.

Photographs should be supplied as JPG files. Colour photographs or figures will be acceptable for the USB Proceedings but may not be accepted in the printed publication.

Figures should be numbered consecutively, *e.g.* Fig. 1 or Figure 2, with a single letter space between the word “Figure” and the Arabic numeral. Use either “Fig.” or “Figure” but be consistent throughout the text. Centred one line below the illustration, type Fig.” or “Figure” (in upper and lower case) and its number followed by a period and two-letter space. Then type the legend single spaced, with an initial capital for the first word and for proper nouns only. Each illustration should have at least a two-line space above the illustration, a one-line space between the illustration and the legend, and at least a two-line space between the legend and the start of the text, as shown in Figure 1.

Tables Tables should be placed within the text, at the top or bottom of the page containing or following the first mention of the table. Table captions should appear **above** the respective table. Each table should have at least a two-line space both above the table and between the table and the following text.

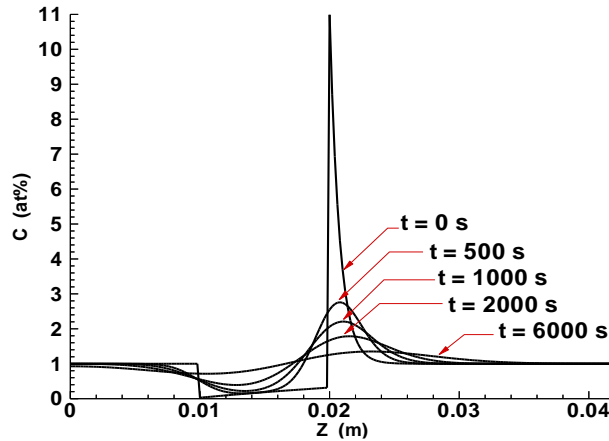


Figure 1. Solute decay with time.

When tables are mentioned in the text, they should be referred to as Table 1, Table 5, *i.e.*, with a single letter space between the word “Table” and the Arabic numeral.

The word “Table” should be capitalised and centred with the table number above the table. On the next line, the table caption should be typed single spaced and centred, with the first letter of all main words in capitals. Use horizontal rules above and below to separate title from column heads, ranks within column heads, column heads from table body, and table body from table footnotes or source. See, for example, Table 1.

Authors should ensure that a table is not split over two pages. Tables should occupy only as much space as is required.

Footnotes. Since footnotes tend to interrupt the natural flow of ideas in manuscript, they should be limited in number and used to indicate (a) acknowledgement of funding or sponsorship, or (b) copyright information or credit line if the material has been published previously. Footnotes should be identified by symbols: * † ‡ etc. The footnote* should be separated from the text by a one-line space and a 5 cm overbar. Start each footnote on a separate line at the left margin, typing the superscript symbol at the margin and immediately beginning the text of the footnote. Use the same font (12-point) as in the body of the text.

Table 1
Comparison between Theory and Experiment

Date of test	Theoretical value (cm)		Experimental value (cm)	
	Left	Right	Left	Right
January 1	17.45	3.81	16.98	3.99
March 3	21.43	6.45	22.56	6.91

* This is the format of a footnote.

REFERENCES

References should be cited in the text using the Harvard System, *i.e.*, Author [year of publication]. For example:

Ritchie [1983] has shown that ... *or* It is well known [*e.g.*, Ritchie 1983] that ...

In the listing at the end of your paper, use alphabetical order of first author and the following formats:

For journal papers:

Ritchie, G.S. [1983], Nonlinear Dynamic Characteristics of a Finite Journal Bearing, *Trans. ASME, J. Lub. Tech.*, Vol. 1, No. 3, pp 375-376.

For books:

Kincaid, D. and Cheney, W. [1991], *Numerical Analysis*, Brooks/Cole Publ. Co., Pacific Grove, California.

For conference papers:

Silver, K., 1991. Electronic Mail: the New Way to Communicate. *In: D.I. Raitt, ed., 9th International Online Information Meeting, 3-5 December 1990 London*. Oxford: Learned Information, 323-330.

For theses:

Erdas, G. [1983], Free Vibration Analysis of Beams and Plates Using Finite Element Method, *M.Sc. Thesis*, METU Mech. Eng. Dept., Ankara.

KEYWORDS

During abstract submission, please supply up to six or eight keywords which apply to your paper. This will assist in the preparation of an index for the Proceedings.

NON-ENGLISH SPEAKING AUTHORS

Authors from non-English speaking countries are requested to find persons who are competent in English and familiar with the scientific language who can edit their manuscripts before submission. It is the responsibility of authors to ensure that the presentation of their papers reaches the same high level as that of the work they describe.

CONCLUSION

Initial abstracts must be submitted by November 29, 2019. Full papers and their associated final abstracts must be submitted by January 31, 2020.