Appendix 6

Guidelines for Preparation of Technical Committee and Working Group Reports

1. OVERVIEW

The instruction for the preparation of the text and formatting of the final Report and Draft Recommendations generally follow the instructions prepared for the 20th ITTC.

The reports will be reproduced without reduction and will appear at almost exactly the same size as they are transmitted to the Secretariat. The ITTC logo and the page numbers will be added at the time of printing. The volume will be paginated from the front to the back so that a table of contents can be added. This means that referencing to page numbers within each Committee report will not be possible.

2. MATERIALS

2.1 Word Processing

The report is to be generated on a modern personal computer or workstation using a recent version of a popular word processing program. The preferred computing systems include IBM or IBM compatible PC's or Apple Macintosh systems. Word Perfect or Microsoft Word are the preferred word processor (either is available for the above two computer systems). The use of other popular computers and word processing programs is not discouraged, *as long as* the combination can *exactly* reproduce the desired format.

a. Printing

The report should be printed on a high quality (300 dot-per-inch resolution or better) laser printer which uses ordinary, black toner as the means for creating characters on the page. The use of dot matrix, thermal transfer or ink jet systems (the latter two of which are popular technologies for reproducing colour) create inferior text characters and are *unacceptable* for the final report printing.

2.2 Paper

The report should be printed on high quality, bright white, smooth copy paper. The use of off-white or textured stationary is to be avoided. Only one side of the sheet of paper is to be used for printing. Page numbers (beginning from 1) and a simple alphabetic abbreviation for the report title (for example, R&F for the report of the Resistance and Flow Committee) should be written *lightly* in blue pencil on the *back* of each page near the top.

2.3 Confirmation

These instructions are written using the desired format. It is anticipated that each preparer will probably use a different combination of computer, word processing program and laser printer. The schedule for publishing volume I is very tight. In order to avoid last minute problems with formats, it is requested that each preparer attempt to reproduce page 2 of this set of instruction on his particular configuration of hardware and software. The Secretariat must be informed at the earliest opportunity if the preparer of any Committee or Working Group is unable to make his configuration reproduce page 2.

3. PAGE GEOMETRY

It is required that the reports be printed on A4 paper (210 mm x 297 mm).

All dimensions concerning the page geometry are given in millimetres. The popular word processors mentioned above allow the user to specify the configuration using these metric dimensions.

3.1 Top and Bottom Margins

General. The bottom margin for all pages is 25 mm for A4 paper. This is the distance between the *bottom* of the last line of text and the bottom edge of the sheet of paper. The top margins are different, depending on whether the page is the first page of the report or a subsequent page. These differences are described below. The top margin is measured from the top edge of the paper to the *top* of the first line of text.

First Page. The top margin of the first page is 100 mm and is therefore different from the remaining pages. This extra large margin is needed to format the title for the Committee Recommendations and Report and to leave space for other information. The title will be printed in by the Secretariat and should *not* be part of the camera-ready copy provided to the Secretariat. The table of contents (if prepared) is a separate document. The first page referred to here is the first page of the actual report.

Subsequent pages. The top margin on the second through the last page is 30 mm below the top edge of the paper.

3.2 Columns and Side Margins

The manuscript is to be prepared in two-column format. The column width is to be 81 mm and the spacing between the columns is to be 8 mm.

The left side margin is to be 20 mm. The corresponding right hand margin for A4 paper is 20 mm.

4. TEXT

Font. The text font must be 12 point "Times", "Times Roman" or "Times New Roman" type (the most common type fonts available on laser printers). Greek letters appearing in equations or text (such as α, β, γ) should also be 12 point and set in the standard "Symbol" type font.

The vertical line spacing should be 12 points (equalling a line height of 4.25 mm). There should be two spaces between the period (or other ending punctuation) of one sentence ad the capital letter which starts the next sentence.

Justification. The text (but not the headings) should also be justified so that it fills up the space in the columns exactly. Hyphenation (a standard feature on most word processors) should be used to break the text so that it nearly fills each line. The appearance of the volume will be compromised if the text has not been hyphenated, since justification can lead to some lines with large, ugly spaces between the words.

Paragraphs. Paragraphs are to be separated from one another by a blank line. All paragraphs are to be *tab* indented 6 mm. The use of a number of spaces to indent is discouraged since there are difference in the size of spaces printed by various laser printers.

4.1 Headings

Headings and subheadings should appear throughout the paper to divide the subject matter into logical parts and to emphasize the major elements and considerations. These headings assist the reader in following the trend of thought and in forming a mental picture of the points of chief importance. Parts or sections should be numbered with one digit for the main headings, 2 digits (X.X) for the first subheadings. Further subheadings should not be numbered. Please use the Cavitation Committee Report of the 20th ITTC Proceedings as a model for the numbering.

Headings should not appear at the bottom of a column if there is no text following below it in the same column. If the normal flow of text causes this to occur, insert line spaces so that the heading appears at the top of the next column.

Major Headings. Major headings should be printed in bold capital letters and aligned flush with the left-hand margin of the column. Two lines of space should be left above the major heading and one line below it.

Subheadings. Subheadings should be printed in Bold letters with the initial letter of each word capitalized and aligned flush with the left-hand margin of the column. two liens of space should

be left above the subheading and one line of space should be left below it.

Sub-Subheadings. Sub-subheadings should be tab indented 6 mm and printed in underlined letter with the initial letter of each word capitalized. The sub-subheading should be followed by a period, two spaces and the text. One line of space should be left above the sub-subheading.

4.2 Footnotes

Footnotes are references with superscript numerals and are to be numbered consecutively from 1 to the end of the paper[3]. Footnotes should appear at the bottom of the column in which they are referenced or, if necessary, at the bottom of the next column on the same page. At least one line of space should be left above the footnote to separate it from the rest of the text[4].

4.3 Tabulations / Enumerations

Where several considerations, conditions, requirements, or other qualifying items are involved in a presentation, it is often advantageous to put them in tabular or enumerative form, rather than to run them into the text. This arrangement, in addition to emphasizing the items, creates a graphic impression that aids the reader in accessing the information and in forming an overall picture. It is customary to identify the individual items as (1),, (2), (3), etc., or (a), (b), (c), etc., or simply using bullets (•). Although inclusion of such elements makes the text livelier, care should be taken not to use this scheme too frequently, as it can make the reading choppy and invalidate their purpose and usefulness.

5 MATHEMATICS

Equations should be numbered consecutively beginning with (1) to the end of the report, including any appendices. The number should be enclosed in parentheses (as shown above) and set flush right in the column on the same line as the first line of the equation. This is the number that should be used when referring to equations within the text.

5.1 Printing

Equations should be printed using the equation setting facilities of the particular word processor or using any of the popular equation-setting software utilities. Vector quantities should be printed in bold lower case letters and tensor quantities in bold upper case letters. For instance, the Euler integral equation is

$$\frac{\partial \varphi}{\partial t} + \frac{1}{2}|\nabla\varphi|^2 + \frac{P}{\rho} + gy = C(t) \qquad (1)$$

The Navier-Stokes equations are

$$\Delta \cdot \mathbf{u} = 0, \qquad (2)$$

$$\frac{\partial \mathbf{u}}{\partial t} + \mathbf{u} \cdot y\nabla\mathbf{u} = \frac{q}{\rho}\nabla\rho - ge_2 + v\Delta\mathbf{u} \qquad (3)$$

In all mathematical expressions and analyses, any symbols (and the units in which they are used) not previously defined in the nomenclature should be explained. An extra line of space is to be left above and below a displayed equation or formula.

6 GRAPHIC MATERIAL

All Figures (graphs, line drawings, photographs, etc.) should be numbered consecutively and have a caption consistent of the figure number and a brief title. This number should be used when referring to the figure in text.

Photographs should be clear and sharp with a glossy finish, with scales included as needed; Photostat prints and halftones from printed reproductions do not reproduce satisfactorily. Xerox copies are not acceptable.

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[3]Footnotes should appear in "Times" or "Times Roman" font in the smaller 10 point type.

[4]The line above the footnotes is optional, but it does help to keep the footnotes separate from the main body of text.

6.1 Placement

Depending on size, the artwork, graphs, charts, line drawings, sketches and diagrams, etc. should be positioned either within one column or spanning both columns. If the figure spans two columns, the caption should be properly centred. Two lines of space should be provided above and below figures and their captions.

6.2 Example

Figure 1, below, is an example of how a figure used in a single column should be arranged on the page.

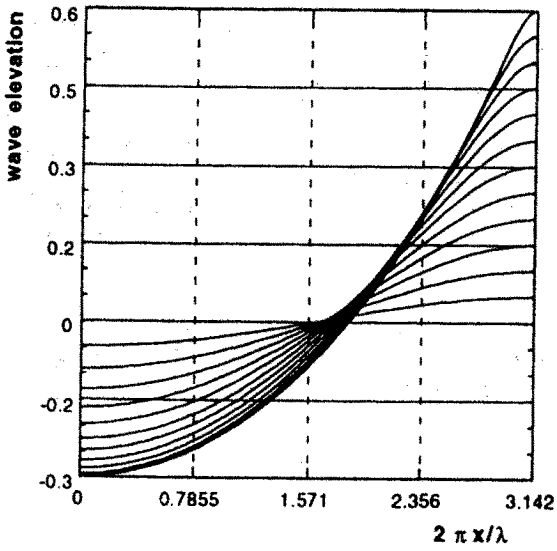

Figure 1. Variation of Wave Profile with Wave Amplitude (Shallow Water Waves).

6.3 Attachment

Glue, rubber cement, or non-glossy tape should be used for attachment of graphic material to the report. The use of high-gloss tape results in poor printing and is *not acceptable.*

The material should be original or laser printed on paper similar to that which the report is printed. Graphs or prints on tracing paper (vellum) or small grid graph paper are *not acceptable.*

If the original graphics are composed of lettering attached to charts, or is otherwise a "composite" of different pieces, it must be reproduced to produce a single sheet of material. Placement within the columns may also require the material to be reduced. If copying or reduction is necessary, the material should be printed using a high-resolution professional photo graphic process yielding high-contrast black-on-white prints.

6.4 Lettering

For good legibility, lettering (call-outs) in figures must be 2 mm high or higher on the material as it is placed on final report. Lettering may be in any appropriate font, although common sans serif fonts (such as Helvetica) often look best on charts and graphs.

7 REFERENCES

7.1 Text Citation

Within the text, references should be cited by giving the last name of the author(s) and the year of publication of the reference. The year should always be enclosed by parentheses; whether or not the name of the author(s) should be enclosed within the same parentheses depends on the context. Some possibilities using the sample references below are illustrated in the following text fragments.:

> ... It was shown by Kwon & Pletcher (-1981) that numerical integration of the Navier-Stokes equations can be successfully performed for low Reynolds numbers. ...
>
> ... Heat transfer in a duct is improved substantially by using small, rectangular protuberances (Sparrow, 1980b). ...
>
> ... Convection of this type is treated in several sources (Lee & Horne, 1982, Sparrow, 1980a, and Tung, 1982). ...

7.2 List of References

References to original sources for cited material should be listed together at the end of the report; *footnotes should not be used for this purpose.*

References should be arranged in alphabetic order according to the last name of the author or the last name of the first author for papers with more than one author. Each reference should include the last name of each author followed by his initials.

References are to have a "hanging indent". That is, the first line (with the first author's name on it) is aligned flush left; the second and subsequent lines are indented 6 mm.

7.3 Journal References

These references (as well as papers in conference proceedings, or any other collection of works by numerous authors) should include:

- The year of publication,
- the full title of the cited article,
- the full name of the publication in which it appeared,
- the volume number (if any).

7.4 Books

References to books (including textbooks, monographs, theses and technical reports) should include:

- the year of publication,
- the full title of the cited article,
- the publisher,
- the inclusive page numbers of the work being cited.

In all cases, titles of books, periodicals and conference proceedings should be underlined.

A sample list of references in which these forms are illustrated follows.

7.5 Sample References

Kwon, O.K., and Pletcher, R.H., 1981, "Prediction of the Incompressible Flow over a Rearward-Facing Step", Technical Report HTL-26, CFD-4, Iowa State University., Ames, IA.

Lee, Y., Korpela, S.A., Horne, R., N., 1982, "Structure of Multi-Cellular Natural Convection in a Tall Vertical Annulus", Proceedings, 7th International Heat Transfer Conference, U. Grigul et al., ed., Hemisphere Publishing Corp., Washington, D. C., Vol. 2, pp 221-226.

Sparrow, E.M., 1980a, "Fluid-to-Fluid Conjugate Heat Transfer for a Vertical Pipe - Internal Forced Convection and External Natural Convection", ASME Journal of Heat Transfer, Vol. 102, pp 402-407.

Sparrow, E.M., 1980b, "Forced-Convection Heat Transfer in a Duct having Spanwise-Periodic Rectangular Protuberances", Numerical Heat Transfer, Vol. 3, pp. 149-167.

Tung, C.Y., 1982, "Evaporative Heat Transfer in the Contact Line of a Mixture", Ph.D. Thesis, Rensselaer Polytechnic Institute, Troy, N.Y.