

FORMATTING GUIDELINES FOR AUTHORS

PREPARATION OF PAPERS/ NOTES

- a. Papers should be clear and concise.
- b. Both readers with specialist knowledge of the subject and those with only a general knowledge should be able to understand a paper.
- c. The narrative style should be objective, informal and impersonal and authors are encouraged to standardise their terminology throughout.
- d. Sources of information should be referenced, and extended extracts from previously published works should be avoided.
- e. It is recommended that an impartial opinion of a paper be sought (including suggestions for improvement) before it is submitted for consideration. All papers are refereed prior to publication.

LENGTH OF PAPER

Each paper must be complete and final when submitted. Papers submitted should contain a maximum of 6000 words and up to 10 figure/tables. Notes submitted should contain a maximum of 2000 words and up to 2 figures/tables.

Font: Times New Roman, 12 pts, regular.

Margins: 1 inch on each side

Column: One

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SUBMISSION OF MANUSCRIPTS

Authors are requested to submit manuscripts by email or on PC compatible CD. The text, captions and tables should be in Microsoft Word format. Figures should be separate from the text and in any of the following formats: - .jpg, .tif, .eps
Line drawings and photos should be scanned in at **300 dpi**. Reproduction will only be in Black & White.

Documents should be submitted to: techcom@tmi.tolani.edu or transtech.tmi@gmail.com

MANUSCRIPT FORMAT

Manuscripts must conform to the format (inclusions and order) detailed below.

Title

The title of the paper should be informative but concise. It should clearly indicate to the reader the subject matter under discussion.

Author's Name and Designatory letters etc.

The initials, surname, degrees, qualifications, honours and affiliations of the author(s) are required. These should be followed by the full name of the company(s) or institution(s) of the author(s).

Synopsis

The synopsis should be a concise 100-word summary of the paper summarising methods and conclusions. This is not an introduction. It should be recognised that the reader may not have a detailed knowledge of the subject. First person construction should not be used and references should be omitted.

Main body of text

The main text should be written in the third person (ie, 'this was done' rather than 'I did this'), and set out in logical sections in an orderly manner using three levels of heading, with each point explained as it is introduced. **Please note that sections and paragraphs should not be numbered.**

Introduction

The main body of the text should commence with an introduction, which describes the purpose of the paper and introduces the reader to the main subject matter, giving the reasons for writing the paper or undertaking the study reported. Where appropriate, the introduction may also be used to refer to earlier work undertaken on the subject.

Equations

When equations are used, they should appear consecutively in the text and be numbered. If they are referred to in the actual text, the word 'equation' should be spelt out eg, see equation (1). Equations should preferably be set in MathType adopting factory settings. Units should be in SI with the exception of approved non-SI units of wide engineering, technical, meteorological or oceanographic usage.

Concluding section

The main body of the text should end with a concluding section to bring the main text to a close. This should summarise the results/major findings of the work reported in the paper in a logical manner and should include any recommendations made by the author.

Acknowledgements

Acknowledgements should appear immediately after the conclusions and should briefly cite or acknowledge any specific help from individuals or organisations. Reference made in this section to individual people, companies or other associations would not be considered as advertisement.

References

The references should appear immediately after the acknowledgements or conclusions (whichever is applicable). **All references must be cited in the text in numerical order in superscript format.** Those cited at the end of a sentence should come after the full stop. The full reference should then be added, in **numerical order**, to the References section. The reference style for typical journal and book citations follows the general form given below. However, there are many exceptions and the publication committee should be consulted if there is any confusion.

Bibliography

When an author wishes to list material not cited in the text, such as a list of articles or books for further reading, these should appear in a separate section entitled Bibliography, which should follow the references. Any material used for research etc should also be cited in the bibliography.