Paper Title

**ABSTRACT**

The abstract shall contain up to 200 words in a single paragraph. It shall provide the reader with brief information on the background, purpose and objective of the research, methodology, achieved results and conclusions. No figure numbers, table numbers, references or mathematical expressions should be included. Do not use symbols or special characters. Uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

**KEYWORDS**

keyword 1; keyword 2; keyword 3; …; keyword 6.

1. INTRODUCTION

The text shall be grammatically correct, free of spelling mistakes, and divided into clearly defined and numbered sections (introduction, methodology, results, discussion and conclusion). The Abstract, Acknowledgement and References are not included in section numbering.

Keep the layout of the text as simple as possible. Do not use cross-reference fields and footnotes.

To avoid unnecessary errors, you are strongly advised to use the ‘spell-check’ and ‘grammar-check’ functions.

The text shall be written in a single column with 2.5 cm margins and single line spacing, in Times New Roman font:

* size 16 pt for paper title – bold letters, capitalize only major words (nouns, verbs, adjectives, adverbs, pronouns, and all words of four letters or more);
* size 11 pt for body text;
* size 12 pt for the first level numbered section titles – all capitals and bold letters;
* size 11 pt for the second level numbered section titles – bold letters, capitalize only the first word and proper nouns, which include the names of brands, products, and services;
* size 9 pt for figure and table captions and table text.

All body text paragraphs shall be indented. Use a blank row to separate titles and body text, rather than before and after line spacing.

The manuscript (including figures, tables and references) shall be limited to 15 pages. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages. The pages must be numbered.

Use italics for emphasis; do not use underline or bold. Use a dash for bulleted lists. Use the dot as a multiplication sign except in the Cartesian/vector/tensor product or in presenting geometric dimensions.

A note for those authors who are not native English speakers: years are not followed by a period; thousands, millions, etc. are separated by a comma (2,340,532); milliards are designated as bn (billion); decimal numbers are written with a period (1.45).

2. PAPER STRUCTURE

*Title.* The title shall be concise and informative and describe, in as few words as possible, the content of the paper. It shall be understandable for subsequent processing of the paper in indexes and abstracts, where the title is the basis for the classification into scientific areas and fields. Avoid abbreviations and equations. Avoid using phrases such as “Investigation of …”; “Study of …”; Analysis of …”; …

*Abstract*. The abstract is a concise preview of the entire paper and shall contain up to 200 words in a single paragraph. It shall provide the reader with brief information on the background, purpose and objective of the research, methodology, achieved results and conclusions.

*Keywords*. Provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, ‘and’, ‘of’). Keywords shall not contain abbreviations unless they are abbreviations that are firmly established in the field. Keywords shall provide the reader with an at-a-glance identification of the research purpose and subject and will be used for indexing purposes.

*Introduction*. The introduction shall contain clearly described research objectives and provide an adequate background. It should provide the reader with the possibility of understanding and evaluating the author’s ideas, procedures, and results. Through a concise overview of general research, the author shall introduce the reader to the studied subject.

*Methodology*. Provide sufficient details so that the work can be reproduced by an independent researcher. Already published methods should be summarized and indicated by a reference.

*Results*. The research results should be clear and concise, supported by tables, figures, and other illustrations relevant to the field of research.

*Discussion*. Through discussion, the author elaborates and comments on the values of the obtained results and their significance. The discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

*Conclusion*. In the conclusion, the author presents briefly and clearly the scientific claims regarding the studied subject and makes recommendations for possible further research.

*Acknowledgement*. This is a place to thank someone for their help, be it financial, technical, or any other form of official support. It is not intended for expressing gratitude to reviewers or editorial staff.

*References*. Every reference cited in the text shall be present in the reference list. Make your references current and relevant. Unpublished results and personal correspondence are not recommended in the reference list, but may be mentioned in the text. Citing a reference as ‘in press’ implies that the item has been accepted for publication.

3. FORMATTING REQUIREMENTS

3.1 Headings

Use as few words as possible. Headings must be short and concise.

Numbered section (1st level) headings shall be written in all capital and bold letters, size 12 pt, numbered with Arabic numerals and placed in a separate line at the left-hand margin.

Numbered subsection (2nd level) headings shall be written in bold letters, size 11 pt, numbered with Arabic numerals and placed in a separate line at the left-hand margin. Capitalize only the first word and proper nouns, which include the names of brands, products, and services.

There must always be at least two sentences between headings of different levels.

3.2 Figures

Figures shall be placed centered, next to the relevant text in the manuscript. They must be accompanied by a caption and numbered. The figure caption shall be placed below the figure. Keep it short and concise.

Figure 1 – Example of figure caption

Color figures must be understandable and clear if reproduced in black-and-white (grayscale). Internet contributions should be avoided because of poor print quality.

Preferred formats are .tiff and .jpeg with a minimum resolution of 300 dpi.

Do not put borders around the outside of figures.

Reference to a figure in the text shall be written in italics, size 9, using the following formats: *Figure 1*, *Figures 2 and 3*, *Figures 4–6*, *Figure 7a*, *Figures 8a and 8b*, *Figures 9a–9c*.

3.3 Tables

Tables shall be placed next to the relevant text in the manuscript and aligned left. They must be accompanied by a caption and numbered. The table caption shall be placed above the table. Keep it short and concise.

Table 1 – Example of table caption

Use font size 9 pt in tables. Apply a single line for all borders (inside and outside). Please avoid using shading in table cells.

Any table notes shall be placed below the table body in italics, size 9.

Tables shall be submitted as editable text, not as images. Do not split tables into separate parts.

Reference to a table in the text shall be written in italics, size 9, using the following formats: *Table 1*, *Tables 2 and 3*, *Tables 4–6*.

3.4 Math equations

Math equations shall be submitted as editable text, not as images. Use the MS Word equation editor to create the equation.

Number equations with numbers in parentheses, e.g., (1). Do not use punctuation after numbered equations.

Symbols are to be presented in italics and defined immediately after the equation. For vectors, lowercase bold letters are allowed. Do not duplicate the symbol description when it is used repeatedly in two or more equations.

Use the dot as a multiplication sign.

Reference to an equation in the text shall be written in italics, size 9, using the following formats: *Equation 1*, *Equations 2 and 3*, *Equations 4–6*.

3.5 Units

The use of SI units and their standard symbols and abbreviations is encouraged.

Put unit symbols in figures, tables, and descriptions of equation symbols into square brackets, i.e., [m/s].

A space should always be inserted between a number and the unit, except for the degree symbol.

Do not mix full spellings and abbreviations of units. Be consistent in using unit symbols throughout your paper.

To avoid confusion with math symbols, do not italicize unit symbols.

3.6 References

Make your references current and relevant. Your literature review should take into consideration the current state of the literature.

References shall be listed in the order in which they appear in the text, at the end of the paper, and numbered with numerals in square brackets.

In sentences (in-text citation), refer to the reference number, e.g., [1], [2, 3, 6, 12], [7–11].

When copying references, please be careful as they may already contain errors.

*Examples of most used forms of references*

Important notes:

* Punctuation and spacing in the reference list are very important, please follow them strictly.
* If the work you need to reference has more than four authors, you should list the first author, followed by ‘et al’.
* Capitalize only the first word in a paper/book/report/thesis/website title, except for proper nouns and element symbols. Capitalize all words in the journal title.
* The use of the DOI is highly encouraged.

Journal Article

Pattern: Surname NameInitial(s), et al. Article title. Journal Title. Year;Vol(No):Page-Page. DOI: doiNo.

[1] Stapleton D, et al. Measuring logistics performance using the Strategic Profit Model. *International Journal of Logistics Management*. 2002;13(1):89-107. DOI: 10.1108/09574090210806388.

or

Pattern: Surname NameInitial(s), Surname NameInitial(s). Article title. Journal Title. Year;Vol(No). WebAddress [Accessed Day Month Year].

[2] Errami M, Garner H. A tale of two citations. *Nature*. 2008;451(7177). http://www.nature.com/nature/journal/v451/n7177/full/451397a.html [Accessed 20th Jan. 2015].

Conference Proceeding

Pattern: Surname NameInitial(s), et al. Article title. Proceedings/Conference Title, Date-Date Month Year, City, State. Year. p. Page-Page. DOI: doiNo. (or WebAddress [Accessed Day Month Year].)

[3] Schroër HJ, et al. Evaluation of inter terminal transport configurations at Rotterdam Maasvlakte using discrete event simulation. *Proceedings of the Winter Simulation Conference 2014, 7-10 Dec. 2014, Savannah, GA, USA*. 2014. p. 1771-1782. DOI: 10.1109/WSC.2014.7020026.

Book: print

Pattern: Surname NameInitial(s), Surname NameInitial(s), Surname NameInitial(s). Book title. City, State: Publisher; Year.

[4] Simons NE, Menzies B, Matthews M. *A short course in soil and rock slope engineering*. London, UK: Thomas Telford Publishing; 2001.

Book: online / electronic

Pattern: Surname NameInitial(s), Surname NameInitial(s), Surname NameInitial(s). Book title. City, State: Publisher; Year. DOI: doiNo. (or WebAddress [Accessed Day Month Year].)

[5] Simons NE, Menzies B, Matthews M. *A short course in soil and rock slope engineering*. London, UK: Thomas Telford Publishing; 2001. http://www.myilibrary.com?ID=93941 [Accessed 18th June 2015].

Chapter in an Edited Book

Pattern: Surname NameInitial(s), Surname NameInitial(s). Chapter title. In: Surname NameInitial(s), Surname NameInitial(s), Surname NameInitial(s). (eds.) Book title. City, State: Publisher; Year. p. Page-Page.

[6] Partridge H, Hallam G. Evidence-based practice and information literacy. In: Lipu S, Williamson K, Lloyd A. (eds.) *Exploring methods in information literacy research*. Wagga Wagga, Australia: Centre for Information Studies; 2007. p. 149-170.

Thesis

Pattern: Surname NameInitial(s). Thesis title. PhD thesis. University/Faculty/College; Year.

[7] Leckenby RJ. *Dynamic characterisation and fluid flow modelling of fractured reservoirs*. PhD thesis. Imperial College London; 2005.

Report

Pattern: Surname NameInitial(s). Report title. Institution. Report number: ReportCode, Year.

[8] Leatherwood S. *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63, 2001.

Annual Report

Pattern: Institution. Annual Report. Year. WebAddress [Accessed Day Month Year].

[9] Chevron Corporation. Annual Report. 2006. http://www.chevron.com/documents/pdf/annualreport/Chevron2006AnnualReport\_full.pdf [Accessed 12th May 2012].

Acts of Parliament

Pattern: Institution. Act Title. City, State: Publisher; Year.

[10] Great Britain. *Climate Change Act 2008: Elizabeth II. Chapter 27*. London, UK: The Stationery Office; 2008.

Non-English Reference / Translated Works

Pattern for a book: Surname NameInitial(s). Book title [Book title in original language]. City, State: Publisher; Year.

[11] García Sánchez JJ. Toponymical atlas of Spain [Atlas toponímico de España]. Madrid, Spain: Arco/Libros; 2007.

Re: A title in the original language is listed in square brackets.

More details on how to write your reference list and bibliography can be found at: [Your reference list and bibliography | Administration and support services | Imperial College London](https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/your-reference-list/)