

## CHECKLIST FOR ENGLISH MANUSCRIPTS

### 1. REQUIREMENT FOR MANUSCRIPTS

- The text is single-spaced and the double column format is applied.
- The top and bottom margins are 25mm and 20mm, respectively. The left and right margins are 22mm each.
- Times or Times New Roman typeface is used.
- The used type size is 12pt or 11pt.
- The International System of Units (SI) is applied.
- The length of the manuscripts is within 6 pages. (More than two-thirds of the last page is filled with texts, figures or tables.)
- The manuscripts have no large blank space.

### 2. TITLE, AUTHORS' NAMES, ABSTRACT, AND KEYWORDS

- “- *Technical paper* - ” or “- *Technical report* - ” is placed in Italic typeface with right justification.
- The title is typed in all capital letters, and centered on the first page beginning on the third line of the manuscript. The typeface is Arial or Helvetica in size of 14pt.
- The authors’ names are centered on the first page with two blank lines below the title. The last name of each author is typed in capitals.
- “**ABSTRACT** ” should be typed in Arial or Helvetica typeface in all capital letters with two blank lines from authors’ names. The typeface size is 12pt and to be centered.
- The abstract is not more than 7 lines.
- Keywords are within 2 lines and below the abstract.
- Two blank lines are allowed between the keywords and body text.

### 3. TEXT FORMAT

- Major and second level headings are typed in Arial or Helvetica typeface.
- All headings are numbered and begin at the left-hand margin.
- The major headings are typed in all capital letters. Only the first letter of each word in the second level heading is capitalized.
- The headings of **ACKNOWLEDGEMENT** and **REFERENCES** are centered and not numbered.
- One blank line is set above and below the major headings.
- Only one blank line is set above the second level headings.
- A new paragraph is started with 5-space indent.
- Equations are included in the text and numbered such as (1), (2), and (3). The number of equations appears in right-hand margin.

### 4. FIGURES, TABLES, AND PHOTOGRAPHS

- Captions of figures and photographs appear below them and captions of tables are typed above.
- Captions are typed in Arial or Helvetica typeface.

## 5. PRODUCTION OF PDF FILES

- The file size is less than 750KB.
- The PDF file has the same images as the printout of the original document, especially in terms of the location and size of figures, tables, and photographs.
- The number of pages in the PDF file is within 6 pages.
- No text is placed in the header or footer of the pages.
- Page security in the PDF file is off.
- [page only] is selected in [open] of [document info].
- The PDF file for submission is not compressed.