

Author's Instructions for Typing a Paper in a Two-Column Format

MANUSCRIPT PAYMENT REQUIREMENTS

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MANUSCRIPT REQUIREMENTS

This document provides information and instructions for preparing your paper. Follow the specifications in this document to determine the layout of your pages. If you follow the instructions included here, the typeface, style and basic layout of your paper should look like this document.

Please submit all manuscripts in English. The final copy of your paper should include a general outline of topics covered and a bibliography.

Each author warrants his or her submission is original and that the research results have not been published nor will be submitted for publication elsewhere while under consideration by the Journal. Manuscripts must be submitted on-line at <http://jeff.edmgr.com>. Manuscripts must be proofread to adhere to U.S. grammar and syntax standards, if standards are not met manuscripts will be returned to authors.

To submit a paper the Author must also complete the following forms:

- Copyright transfer form signed by all authors (offline or online submission)
- Manuscript which includes figure, table, references, etc.
- Structured abstract with headings Introduction, Methods, Results, and Conclusion-275 word limit (Complete online using the JEFF manuscript submission software <http://jeff.edmgr.com>)

FORMAT

Papers should be in TWO-COLUMN format on 8 ½ by 11 in. paper, using portrait orientation. Paragraphs should be block style (no indents) and single-spaced, using *justified* paragraph alignment. Do NOT start new sections on a new page if space is available on the previous page. Editorial Manager accepts files in the following formats: Word, WordPerfect, RTF, TIFF, GIF, JPEG, Postscript, Excel, Publisher and PowerPoint. **NO PDF files.**

SPACING, MARGINS, & NUMBERING

Double space between paragraphs, before headings. Leave 1" margins on all four sides of the paper. Column width should be 3" with 0.5" between columns. Number your paper (including the 1st page) on the bottom center footer section of each page.

FONT

The preferred font for the main text is Times or Times New Roman, 10 point size. See *Table 1* for complete instructions for fonts and styles.

TITLES, HEADINGS & SUBHEADINGS

The title of your presentation should be centered on page 1 of the paper (1" from the top of the page). Please type in 18 point font size. The preferred font style is *Georgia*.

HEADINGS

Headings should be typed in bold capital letters and aligned flush with the left-hand margin of the column.

Subheadings Should be Underlined

Subheadings should be underlined, typed with the initial letter of each word capitalized, and placed flush with the left-hand margin of the column.

AUTHORS

Author(s) names, affiliation, and full contact information must be submitted using JEFF’s Editorial Manager at <http://jeff.edmgr.com>. Authors’ names should be submitted in the order desired for publication. Please **do not** include author names anywhere in the text of the manuscript.

ABSTRACT & KEYWORDS

Please include the abstract within the text of your manuscript. It should be placed before the *Introduction* section. You will also be asked to submit the same abstract as well as keywords during the submission process at <http://jeff.edmgr.com>.

EQUATIONS

Number equations consecutively from Eq. (1) to the end of the paper. As shown in Eq. (1), enclose equation numbers in parentheses and place them flush right on the column. Leave one line of space above and below displayed equations. When referring to an equation in the text, type “Eq. (1).” Symbols and abbreviations in your equations should be defined before the equation appears or immediately following. Make sure you use the “Symbol Font” for all your symbols or embed your equation within the text, using an equation editor. Use size 10 font.

$$2jk \partial u / \partial z \equiv \partial^2 u / \partial x^2 + k^2(n^2 - \beta^2)u \quad (1)$$

FIGURES, GRAPHS, TABLES, PHOTOGRAPHS & ILLUSTRATIONS

All figures, graphs, tables, photographs, equations, and illustrations should generally fit to one column. However, if they cannot be reduced to one column, place them across two columns at the top or bottom of the page. NOTE: Figures, tables, etc. should fit on one page within 1” margins. Insert them into the body of your paper in order of reference. All captions (except tables) must be placed right below the figure being described using 8 point font. Multicolored figures, graphs, tables, photographs, and illustrations are acceptable and encouraged.



FIGURE 1. Type captions for figures directly *below* the space allowed for the materials, leaving two blank lines between the figure and the first line of the caption. Please type captions for figures and tables in 8 point font size.

Type table captions *above* the table, leaving one blank line between the last caption line and first line of the table. Use Roman numerals for numbering of tables.

TABLE I. Point sizes and type styles.

Points	Place of Text	Type Styles
8	Table Number	ROMAN NUMERALS
8	Table Text	Sentence Case
8	Figure and Table Headings	UPPERCASE
8	ALL Captions	
8	Footnotes	
8	Reference List	
10	Headings	CAPS, BOLD
10	Main Text & Equations	
10	Subheadings	<u>Title Case</u>
18	Title	Title Case

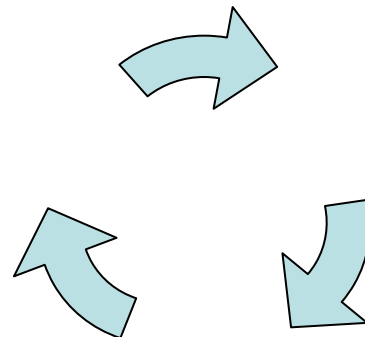


FIGURE 2. Number figures, tables, etc. consecutively, based on the order they are used in the paper. Be sure numbered visuals match numbers in the captions.

References to figures and tables made in the body of your paper should be *italicized*. If you have figures, graphs, tables, or photographs that you choose to put at the end of your paper, please add them in the order you would like them to appear. You may choose to do this in your manuscript or when you are uploading your paper into the JEFF Editorial Manager software.

ACKNOWLEDGMENT

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PROOFREADING

Please have your paper proofread by a person skilled in technical US English grammar and syntax. INDA will not be responsible for typographical errors or omissions.

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References to other articles and/or books/patents should be listed in your bibliography at the end of the document. Complete bibliographic information must be listed for all cited references. Number the references sequentially by order of appearance, not alphabetically. Use box numbers with square brackets [] within text. For multiple authors, up to three, list each authors name. If more than three authors, list the name of the first author followed by “et al.”

SAMPLE REFERENCE LIST

- [1] Author’s Last name, First initial, Middle initial,
“Title”, Journal or book (*italics*), Vol, No #., date,
pp.
- [2] Author’s Last name, First initial, Middle initial,
“Title”, Journal or book (*italics*), Vol, No #., date,
pp.