

STYLE GUIDELINES FOR PAPERS

1 General

The conference proceedings on CD ROM will be created from the Word doc. submitted by the author. It is essential that papers be typed neatly according to the guidelines given under this section.

2 Style Guidelines

2.1 General

- i) The paper should be written in English. To facilitate searches for users of the CD-ROM it is recommended that the American spelling of words should be used throughout the paper (vs. the English spelling).
- ii) The length of written paper should be restricted to 6 to 8 pages of A4 size including figures, tables, graphics etc.
- iii) Papers should be in Microsoft Word 2000 format. PDF format will not be accepted.
- iv) Papers should be typed in Arial Font of 11 size and lines should be single-spaced
- v) The text should be aligned to both left and right margins (justify) and do not use columns
- vi) **Symbols** should not be hand drawn / written in equations, tables, graphs / line diagrams / text
- vii) **Abbreviations** that may be unfamiliar to the reader should be spelled out, followed by the abbreviation the first time it appears in the paper. All but the most common acronyms should be handled this way.
- viii) **Units of Measurement:** The actual unit of measurement shall be given first and it should be followed by its metric equivalent in parentheses. If the actual measurement is in metric units, no conversion is required.
- ix) NACE recommends use of the corrosion-related units of measurement shown in Table 1. Table 2 gives common conversion factors.

2.2 General format of the paper

Title of Paper

The title of the paper should be in Font size 14 bold and in sentence case

Author Information

Name, designation and organization of the paper presenter should be given first followed by co-authors

The name of authors should be in Font size 12 bold and other details should be in Font size 10 normal.

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To condense the amount of space used for author information, email addresses can only be listed for the primary/presenting author with whom all correspondence shall be made. The email id should be in Font size 10 normal italics.

Abstract

A 150- to 200-word abstract should concisely state the significant contributions of the paper.

Key Words – A list of relevant key words should be included after the abstract to facilitate searches.

Introduction

An outline of the problem or subject and a brief explanation of the solution or review

Experimental Procedure (where a test program was involved)

Details of test equipment and procedures including their specific/ unusual features, development of experimental equipment should be discussed, with illustration, if possible; evaluation of equipment and its application.

Results (where required)

Results should be presented, in the clearest form in text, graphs, or tables. The text should be used to give essential information on illustrations. All terms used in text, tables, and graphs should be defined

Conclusions

Conclusions as well as their utility should be directly and briefly stated. All conclusions should be supported with data in the text

Acknowledgments

Special help received from individuals or organizations should be cited.

References

All references should be listed numerically in the order cited.

2.2.1 Specific Details

Page Margins

First page top margin should be 2 ½", the side margins should be ¾", the bottom margin should be 1".

Subsequent pages top margin should be ½", the side margins should be ¾", and the bottom margin should be 1"

Headings

First-level headings for major sections (ABSTRACT, INTRODUCTION, etc.) of the paper should be flush at the left margin and typed in capital letters Font size 12 bold Do not number or underline this heading.

Second-level headings--These subheadings should be flush at the left margin with initial letter in capital and Font size 11 bold. Do not number or underline this heading.

Third-level headings--These subheadings should be indented five spaces, underlined, followed by a period with the text of the paragraph immediately following.

Footnotes

Footnotes, used to give supplementary information that would otherwise interrupt the logical flow of the text, should be noted in the text with a superscript number in parentheses (to differentiate them from reference numbers) and numbered consecutively throughout the paper.

Equations

Equations should be separated from the text by two lines of space above and below and numbered consecutively throughout the paper with the number in parentheses at the right

Tables / Graphs / Photographs / Line Diagrams

All tables / graph / photographs / line diagrams should be in the same file and placed as close as possible to the relevant text

Single-spaced captions should be placed centrally above the Tables and below the graph / photographs / line diagrams. The captions should be typed in Font 10 bold and should have approximately the same width as the tables / graph / photographs / line diagrams / figure.

Tables / graph / photographs / line diagrams should be written in full and not as Tab. 1, Fig 1 etc. They should be numbered using Arabic numerals and shall be mentioned in the text in numerical order.

Tables / graphs / line diagrams / figures should be in JPEG or Tagged Image File (TIF) format. Copy / Paste technique should not be used as far as possible

Photographs must be of high-quality, sharp contrast and 300 DPI.

Unacceptable Graphic Materials

Photographs larger than 4" X 6"

Computer printouts (except high-resolution, computerized graphics)

Graphic materials from other copyrighted sources, unless the author has obtained a written permission by from copyright holder; and source and copyright holder have been properly acknowledged in a footnote.

Photocopies of photographs

Second-generation photographs (a photo of a photo)

Pencil drawings.

References

References should be numbered consecutively throughout the text with superscript numbers. The corresponding list of references should be at the end of the text following the acknowledgments. The reference list should have the name of author/s (surname, first name, middle name) followed by the title of the reference paper, and other relevant details. The name of the book, name/s of authors / editors and publisher, year of publication of the book should be given in case of books referred to.

Use of Trade Names

Generic names shall be used in place of trade names.

Specification numbers, or chemical compositions should be used in place of material trade names.

Trade names should not appear in the title, abstract, tables, figures, or captions. In accordance with NACE guidelines / practices, a trade name may be used only ONCE in the text of the paper and must be identified with a footnote.

Definition of a trade name: "the name given by a manufacturer or merchant to a product, process, or service to distinguish it as made or sold by the concern which may or may not be used or protected as a trademark". Trade name also refers to any name under which the concern does business (i.e. company name, university, association, organization etc.)." This definition includes company names in addition to product, process or software names, URL (web) addresses, and does not exclude names that are not necessarily copyrighted or have a trademark.