



## MANUSCRIPT PREPARATION GUIDELINES

### 1. GENERAL INFORMATION

For publication in the proceedings of the International Cryogenic Engineering Conference 23 and International Cryogenic Materials Conference 2010, submission of the manuscript in format WORD 2003 file must be done via online conference system on [www.icec-icmc.wroc.pl/conftool](http://www.icec-icmc.wroc.pl/conftool). Deadline for full paper submission is the **20<sup>th</sup> of July 2010**. Authors should prepare their papers according to the instructions given below. By submitting the full text, the author certifies that the full paper has not been submitted for publication elsewhere in substantially the same form and assigns copyright to the publisher of the ICEC23-ICMC2010 Conference Proceedings.

### 2. INSTRUCTIONS FOR PREPARATION OF FULL PAPERS

#### 2.1. Introduction

Authors are requested to prepare their papers exactly in accordance with the instructions given below. This will ensure that papers received for publication from different authors are consistent in style, format and quality. The same instructions apply to the initial version of the paper which is due at the conference for peer review and to the final version which will be published in the proceedings. Please remember that papers not conforming to these instructions will be rejected. No proofs will be sent.

**Contributed submissions** (regardless of whether they are oral or poster presentations) will be allocated **6 (six) pages**.

**Plenary contributions** will be allocated up to **8 (eight) pages**.

#### 2.2. Preparation

See an example in **ICEC23-ICMC2010 Template.doc**.

The typing area is 180 mm wide by 270 mm height. Do not type outside this area and **do not** leave extra margins within them. The text should be edited in fully justified 12-point Times New Roman. If Times New Roman is not available, a font similar to Times New Roman

should be used. The camera-ready page will be reduced by approximately 30% to the final form of proceedings.

### **2.3. Format / Layout**

Papers should be arranged in the following order:

#### 2.3.1. Paper Openings

##### 1. Title

Leave three lines of space from the top, then type the paper title in initial capital letters only, without indentation. Make the title bold.

##### 2. Author's Name

Leave one line of space after the title, and then type the author's full name with initial capitals only. Author's initials are typed after their names.

##### 3. Author's Address

Leave one line of space, and then type the author's address in upper and lower case. Run on the address to make the minimum number of lines. Please include the full postal address. If authors have different addresses, please use an asterisk, or similar symbol, to indicate which authors are at which address. Please start each address on a new line.

##### 4. Abstract

A concise abstract is required of not more than 100 words. Leave two lines of space after the author's address. Keep left and right side margins of 20 mm within the typing area and type the text of abstract with justification. Leave three lines of space below the abstract before beginning the text.

#### 2.3.2. Text

##### 1. Headings

Headings are not numbered. Type first-level headings all in capital letters, not indented. Put two blank lines above each heading, and one blank line of space below. Start the text after each heading without an indent.

Second-level headings are typed in upper and lower case letters, not indented. Underline these headings. Leave one blank line above each second-level heading, but no blank line below. Text begins without an indent.

##### 2. Line Length

The text should be justified.

##### 3. Paragraphs

Indent (8.5 mm) the text at the beginning of each new paragraph but not after a text heading. Do not leave a blank line between paragraphs.

#### 2.3.3. Equations

For mathematical equations, leave one blank line above and below each equation or set of equations. The displayed equations should be aligned with the left-hand margin.

If equations are numbered, set the equation number in parentheses (brackets) at the right-hand margin.

#### 2.3.4. Illustrations (photographs and figures)

Colour printing is not available. All illustrations should be placed in the body of the text, as soon after citation as possible. They should be clear and suitable for 30% reduction. Photographs should be supplied as glossy, black and white prints. Figures should be drawn to either 85 mm or 180 mm width, including lettering. The height of the lettering on diagrams should not be less than 1.5 mm in height; 2 mm is ideal. Very fine details or fine contrasts of tone may not be reproduced well when printed.

##### 1. Figure Captions

Place captions centred below the figures. Type Figure 1, etc..., leave two spaces, and then type the caption like an ordinary sentence. The size of the caption should be not smaller than 10 point. After the caption, leave one blank line before starting the text.

#### 2.3.5. Tables

Tables can be typed separately if necessary, and then pasted in like figures. If tables cannot be conveniently typed within the width of the pages, there are two other possibilities:

1. Type the table sideways on the page ("landscape").

2. Type the table on a separate sheet, reduce it photographically to fit (be careful about the size of the letters), then paste in the reduced table like a figure. Three horizontal rules (lines) should be made on each table: one at the head of the table, one at the foot and the third after the column headings. Do not add vertical lines to tables unless essential. Place captions centred above the tables. Type Table 1, leave two spaces, and then type the caption like an ordinary sentence. The size of the text should be not smaller than 10 point. After the caption, leave one blank line before starting the table. After the table, leave one blank line before starting the text.

#### 2.3.6. References

1. In the text References are indicated in the text by Arabic numbers, in sequence, placed in square brackets, e.g., Smith [1] and Brown [2,3], or simply [5].

##### 2. Reference List

References are listed at the end of the paper in numerical order with 10-point font. Use the automatic number setting with left justification (as given below). The guidelines for preparation of the reference list are as follows:

- a. The items of the reference list must be put in the following order: names of authors, paper title, journal or book title, year of publication, volume number, and numbers of first and last page. Do not use square or round brackets for numbering in the reference list.

- b. Author's initials are typed after their names.

c. Journal title should be abbreviated according to Chemical Abstracts or Physical Abstracts style.

d. Underline journal titles and book titles (do not enclose the latter in quotation marks).

e. Set the year of publication in parentheses

f. Underline the volume number

Examples:

1. Smith, A. and Brown, A.J., Paper Title, Cryogenics (1984) 24 275-284

2. Jones, A., Paper Title, International Cryogenic Engineering Conference – 12 Butterworths, Guildford, UK (1988) 231-238

3. Van Sciver S. W., Helium Cryogenics, Plenum Press, New York, USA (1986) 231-238

#### 2.3.7. Page Numbers

The actual page numbers will be inserted onto the page by the publisher.

#### **2.4. Units, abbreviations and symbols**

Use SI units only (use of the pressure unit bar = 10<sup>5</sup> Pa is tolerated). Define any abbreviations or symbols used.