**NUMIFORM 8.5” x 11” MANUSCRIPT TEMPLATE FOR   
MICROSOFT WORD**

J. Doe1, M. Smith2\*, and R. Jones3 (spell the names as they would be cited)

1Name of First Author’s Company, Street Address, City, State, Postal Code, Country

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**Keywords:** Keyword 1, Keyword 2, etc. (At least three keywords are required. Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter. Chemical symbols are permitted. When selecting the keywords, think of them as terms that will help someone locate your chapter at the top of the search engine list using, for example, Google. Very broad terms, e.g., ‘Case study’ by itself, should be avoided.)

**Abstract**

Begin the paper with an abstract that summarizes the content in 150 to 250 words. Don’t include reference citations or undefined abbreviations in the abstract because abstracts are often read independently of the actual paper and without access to the reference list. Leave 2 lines blank between abstract and introduction.

**1. Introduction**

Begin typing remainder of paper. Note: information about the publication and page numbers will be added when the paper is prepared for publication.

Fonts: Arial 12, text fully justified, line spacing single, no “add space before, or after, paragraphs”. Leave one-line blank between paragraphs and sections (except between Abstract and Introduction, leave two there). Leave a blank line before and after a bulleted list. In “Paragraph” -> “Line and Page Breaks” leave “widow/orphan control” deactivated.

Your paper should be exactly 4 pages (including references).

Submit your manuscript as a PDF document prepared according to the instructions provided here. Your manuscript will not be re-formatted for publication, so please check all margins, font sizes, and image resolutions to ensure readability.

Manuscripts should include the paper title, author names and affiliations, keywords, and abstract at the beginning. (All these elements must be included.)

**2. Language (*this is an example of a poor heading placement – no text below it*)**

Either British, Australian, or American English can be used but be consistent within your paper.

Check for consistent spelling of names, terms, and abbreviations, including in tables and figure captions.

**3. Permissions**

If excerpts from copyrighted works (including websites) such as illustrations, tables, animations, or text quotations are included in your manuscript, please obtain permission from the copyright holder (usually the original publisher) for both the print and online format.

Please comply with the instructions stipulated in the permission(s) concerning acknowledgments or credit lines within your manuscript (e.g., reference to the copyright holder in captions) and keep the written confirmation of the permission in your possession with the copy of your manuscript.

**4. Terminology, Units, and Abbreviations**

Technical terms and abbreviations should be defined the first time they appear in the text.

Use internationally accepted signs and symbols for units (SI units).

Greek letters and other special characters should be added as special characters in the same font as the rest of the text.

Numerals should follow the British/American method of decimal points to indicate decimals and commas to separate thousands.

**5. Headings and Heading Numbering**

Heading levels should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Heading levels should be checked carefully in the page proofs to be sure the hierarchy in the formatted paper matches the manuscript.

5.1. Heading level 2

This is an example of heading level 2. (Bold, center-justified is heading level 1.) Do not leave a blank line between heading level 2 and the text that follows. Use numerals to identify each level 2 heading. The numeral should be followed by a period. Start numbers again if another level 1 heading intervenes.

*5.1.a Heading level 3*

This is an example of heading level 3. Do not leave a blank line between heading level 3 and the text that follows. Use a numeral, followed by period, followed by a letter.

Headings should not appear at the end of a page with no text below them. It is better to move the heading to the next page.

**6. Footnotes**

Authors should use a reference list for works cited. Do not use footnotes instead of a reference list. When notes are needed within the text, use footnotes instead of endnotes.

Footnotes should not consist of a reference citation. Footnotes should not contain figures, tables and/or the bibliographic details of a reference.

**7. Equations and Program Code**

Using the manuscript template, use the Math function of Word 2007 or 2010, MathType, or Microsoft Equation Editor with Word 2003 to create your equations, and insert the graphic into your text file as an object.

**8. Tables**

Give each table a caption. Add a reference citation to the table source at the end of the caption, if necessary. The caption should appear above the table. Leave a blank line between caption and table.

Number tables consecutively and ensure that all tables are cited in the text in sequential order.

Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and do not use Excel to create tables as this can cause problems when converting your tables into the typesetting program and other formats.

Tips for tables:

* Simple, one-column lists should not be treated as tables. Use the displayed list function instead.
* Save the tables in the same file as text, references, and figure captions.
* Do not manually insert table rules in the manuscript because they cannot be retained.

**9. Figures and Illustrations**

9.1. Numbering

Number the figures and ensure that all figures are cited in the text in sequential order.

9.2. Captions

Give each figure a concise caption, describing accurately what the figure depicts. If the figure occupies the full width of the page, leave a blank line between figure and preceding text, between figure and caption, and between caption and following text. The figure caption should be center-justified with respect to the figure (or the page) and in *italics*, e.g.:

*Figure 1. Stress-strain curve of aluminum alloy after heat-treatment*

Identify in the figure caption all elements found in the figure and use squares, circles, etc. as coordinate points in graphs instead of color lines.

If a figure is reproduced from a previous publication, include the source as the last item in the caption.

Image resolution recommendations:

* Scanned graphics in TIFF format should have a minimum resolution of 1200 dpi.
* Photos or drawings with fine shading should be saved as TIFF with a minimum resolution of 300 dpi.
* A combination of halftone and line art (e.g., photos containing line drawings or extensive lettering, color diagrams, etc.) should be saved as TIFF with a minimum resolution of 600 dpi.

Tips for images:

* Color figures will appear in color online but will be printed in black and white. In that case, do not refer to color in the captions and make sure that the main information will still be visible if converted to black and white.
* Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width.
* To add lettering, it is best to use Helvetica or Arial (sans serif fonts) and avoid effects such as shading, outline letters, etc. Keep lettering consistently sized throughout your final-sized artwork. Variance of type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.

**10. References**

10.1. In-text citations

All text references should be consecutively numbered, using square brackets with the period after the reference; for example [1, 2].

10.2. Reference list

All papers must include a reference list that has all works that are cited in the chapter and that have been published (including on the Internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Do not use footnotes as a substitute for a reference list.

References should have zero first line indent, and 0.5 inches indent for all subsequent lines, as below. Do not leave blank lines between references.

If you are pressed for space, you may reduce the font size of the references to 10 or 10.5.

**Reference samples:**

**JOURNAL**

**Journal article (no issue number)**

Lee EH, Mallet RL, Yang WH (1977) Stress and deformation analysis of the metal extrusion process. Comp. Method Appl. Mech. & Eng. 10:339–353

**Journal article (with issue number)**

O’Mara J, Meredig B, Michel K (2016) Materials data infrastructure: a case study of the citrination platform to examine data import, storage, and access. JOM 68(8):2031–2034

**Journal article with doi (paginated)**

Aggarwal R, Demkowicz M, Marzouk YM (2015) Information-driven experimental design in materials science. Inf Sci Mater Discov Des 225:13–44. doi:10.1007/978-3-319-23871-5

**Article in electronic journal by DOI (no paginated version)**

Zecevic, M, Beyerlein, IJ, Knezevic, M (2016) Coupling elasto-plastic self-consistent crystal plasticity and implicit finite elements: Applications to compression, cyclic tension-compression, and bending to large strains. Int. J. Plast. doi:10.1016/j.ijplas.2016.07.016.

**BOOK**

**Book chapter**

Sørhuus, A, Ose S (2017) Pot gas treatment at high gas temperatures. In: Ratvik, AP (ed) Light metals 2017. The Minerals, Metals & Materials Society, Pittsburgh; Springer, New York, p 495-500

**Book, authored**

Pehlke, RD (1973) Unit processes of extractive metallurgy. Elsevier, New York

**Book, edited**

Murr, LE (ed) (1985) Industrial materials science and engineering. Marcel Dekker, New York

**OTHER SOURCES**

**Paper presented at a conference**

Sun, QQ et al. (2012) Continuous casting simulation of 2304 duplex stainless steel via horizontal directional solidification technique. Paper presented at the 141st TMS Annual Meeting, Orlando, Florida, 11–15 March 2012

**Patent (name and date of patent are optional)**

Hall, CM (1889) Process of reducing aluminium by electrolysis. US. Patent 400,766. 2 April 1889

**Dissertation**  
Chen XR (2012) Thermal simulating of the continuous casting solidification process for S32205 duplex stainless steel. Ph.D. thesis, Shanghai University

**Online document**

Doe J (1999) Benzene. In: The dictionary of substances and their effects. Royal Society of Chemistry. http://www.rsc.org/images/dosesample\_tcm18-23690.pdf. Accessed 6 July 2017

Please do not exceed 4 pages for your entire paper (including references).