

INSTRUCTIONS FOR PREPARING MANUSCRIPTS

(Please note that these Instructions are typed just like the manuscripts should be)

TITLE OF THE PAPER

by

***First author's Name W. FAMILY (LAST) NAME, Co-author(s) Name(s)
W. FAMILY (LAST) NAME(s)***

The paper must have an abstract of 200-300 words, supplying general information about the objectives of the paper, experimental technique, methods applied, significant results and conclusions. Do not use abbreviations.

Key words: *Max 8 characteristic words explaining the subject of the paper (avoid, for example "of", "and" ...)*

1. Introduction

This paper contains instructions for preparing manuscripts for the journal.

2. Instructions

The text, MAXIMUM 16 PAGES including figures and tables, should be prepared on A4 format (210 × 297 mm) with margins of 25 mm. Review papers MAXIMUM 25 PAGES.

Times New Roman font, 11 pt, line spacing (Exactly) 16 pt, should be used and authors should obey the following recommendations:

- title of the paper should denote the brief contents and it should be easy to identify in bibliography: ALL CAPITAL LETTERS, bold, centered, with spacing one line after
- author(s): full name(s), middle initial(s), full FAMILY (LAST) NAME(S), bold italic, centered, with spacing one line after
- abstract: italic, justified, with indent 20 mm from left and right margin, with spacing half line after
- key words: italic, justified, with indent 20 mm from left and right margin, with spacing one line after; the words "Key words:" regular
- section titles: bold, left, numerated in Arabic numbers, with spacing one line before and one line after
- subsection titles (bold italic) and sub subsection titles (italic): numerated in heading numbering style in accordance to the section (*e. g.* 2.1. for subsection and 2.1.1. for sub subsection), with spacing one line before and one line after. If there is no subsub then for subsection titles use italic. If you need for subsub subsection You can apply it same as used in 2.1.1.1. of this instructions.

2.1. Additional instructions

Numerated figures and tables, in the order of appearance, should be inserted in the text behind paragraph in which they have been mentioned. Only black and white drawings and sharp photographs are acceptable. The figures should be no wider than 140 mm in width and maximum 190 mm in high. In

special case You can use landscape position of picture with high of minimum 100 mm and maximum 130 mm and width of 200 mm. Letters in the figures should be 2 mm high and the thinnest line thickness (for grid dimensions, arrows) should not be less than 0.2 mm.

Figures must be submitted also in separated files in a .TIF format. Figures will be reproduced in scale 1:1.

- figure captions: below figures; bold centered (if one line) or justified left (if more than one line); one line should be left blank below figure captions;
- table captions: above tables; bold, left justified with the table; one line should be left blank above and below tables;
- tables and figures must be referred in the text, *e. g.* fig. 1, tab. 3.

All equations, formulas, and expressions should be numbered in parentheses *e. g.* (1), with right alignment, in the order of appearance in the text, and must be centered with one line left above and below. Also, equations, formulas, and expressions should be referenced within the text with eq. or formula or expression, with corresponding number in parentheses, as eq. (5).

In the text need not to indicating heading numbering of section titles because this numbers will not be printed.

2.1.1. Specific instructions

Symbols for variables, marks, labels, *etc.* must be identical in the text, equations, figures, tables, and nomenclature. Variables must be in *italic* style.

Dimensions of variables in the text, if you need to use, put in brackets *e. g.* thermal conductivity $[Wm^{-1}K^{-1}]$ not $[W/m/K]$ or $[W/mK]$, but, for example, the velocity as $v = 70 \text{ km/h}$ not $[kmh^{-1}]$.

The vectors need to be written regular with arrows above, matrix mark with regular capital letters of alphabet and tensors bold.

Do not use “letter e1” instead of “number 1”, letter “x” instead of “symbol \times ”, letter “O” instead of zero “0”, symbol “-” instead of minus (–, Alt0150). For symbol degree “°” (*e. g.* °C, $\alpha = 45^\circ$) do not use letter “o” or zero “0”. Mark “%” should be written close to number, without blank space.

The complex equations do not write in sentences but write in separate rows. Such equations are not necessary to be numbered.

For multiplication, if it is necessary, use “·”, *e. g.* “m·s”, “mol·K”, or Pa·s, not “m×s”, “mol×K”, or Pa×s, but for multiplication of dimensions and vectors use “ \times ” *e. g.* “15 \times 30 \times 20 cm” or “ $\vec{a} \cdot \vec{b}$ ”. Scalars multiples of vectors mark with “ \cdot ” like as multiples with 10^n . The complex exponent on basis “e” in equations need to be written using “exp” *e. g.* $k_d = A \exp(-E/RT)$. The span of value “from to”, need to be written like 250-300 °C.

Except at the beginning of the sentence use abbreviation fig. for figure, tab. for table, and eq. for equation.

Words and abbreviations from Latin language, names of enterprises, journals, character of conference or symposium publications (*proceedings, transactions, book of abstracts, etc.*), numbers of journal volume, must be in *italic* style.

2.1.1.1. *Examples for centered formulas.* Examples of centered formulas are given below:

$$\int_{(s)} f(z,r,\varphi) dS = \frac{1}{2} \int_0^{2\pi} R(\varphi) \int_0^{R(\varphi)} f(z,r,\varphi) dr d\varphi \quad (1)$$

$$S = \int_0^{2\pi} \frac{[R(\varphi)]^2}{2} d\varphi, \quad (2)$$

2.1.1.2. *Formulas in the text.* In equations, formulas or expressions in the text use character “/” for fraction mark and $(\dots)^{1/n}$ instead of $\sqrt[n]{(\dots)}$. The superscripts and subscripts near by the mark should be written like these: Σ_0^∞ , \lim_a , etc.

2.1.1.3. *Comment for use marks and symbols with regular setting.* All mathematical operators (, d , O, grad, ...), mark of characteristic numbers (Re, Pr, ...), constants (, e, g, R, ...), logarithms (ln, log), trigonometrically functions (sin, cos, ...), mark for sum Σ , mark for integral \int , mark “f” and other marks for function e. g. $f(x,y,z)$, zero and all numbers except in text on italic style (see Abstract), chemical symbols except mol ratios like Ca/S should be written regular. In the subscript of variables for the letters which denote words do not use *italic* style, like as d_p (diameter of particle).

Nomenclature

The variables in nomenclature have to be written in alphabetical order and must have dimension in brackets e. g. $[Jm^2s^{-1}]$.

The Greek letters must be separated, and as well as sub- and superscripts.

The mark of variables used and explained only once in the text, do not include into the nomenclature.

In nomenclature for mark of characteristic numbers give also equation for that number e. g.

Re – Reynolds number ($=UD/\nu$), [-]

References

References should be numbered in brackets in the order of appearance in the text, e. g. [1], [3, 4], [7-11], etc. The full references should be listed at the end of the paper (left alignment, hanging indentation) in numerical order of citation in the text.

For more then three authors give only the name of the first author with *et al.*

Original titles of the papers cited must be translated in English, followed by (in language).

Data in references should be given in the following form:

For *Journals*

[1] Nazeer, W. A., Picket, L. M., Tree, D. R., *In-situ* Species, Temperature and Velocity Measurements in a Pulverized Coal Flame, *Combustion Sciences and Technology*, 143 (1999), 2, pp. 63-77

For *Books*

[2] Gumz, W., *Gas Producers and Blast Furnaces*, John Wiley and Sons Inc., New York, USA, 1950

For *Chapters*

[3] Sinak, Y., Models and Projections of Energy Use in the Soviet Union, in: *International Energy Economics* (Ed. T. Steiner), Champan and Hall, London, 1998, pp. 1-53

For *Proceedings* (Transactions, Book of abstracts, Proceedings on CD, etc.)

[4] Gabriëlsson, J., Extract-Air Window: a Key to Better Heat Economy in Buildings, *Proceedings* (names of the editor(s), if exist, in parentheses, name of the publication if it is not the same as the name of the Meeting), 10th World Energy Conference, Istanbul, Turkey, 1997, Vol. 1, pp. 21-28

For *Thesis*

[5] Rowe, V. M., Some Secondary Flow Problems in Fluid Dynamics, Ph. D. thesis, Cambridge University, Cambridge, UK, 1966

For *Reports*

[6] Tsuji, Y., Shen, N. Y., Numerical Simulation of Gas-Solid Flows: I – Particle-to-Wall Collision, Report No. 62, Osaka University, Osaka, Japan, 1989

For *literature or data on web sites*

[7] Council of Industrial Boiler Owners, <http://www.cibo.org/>

Remarks:

Nearby the capital of the country do not write the name of the country.

For the states in USA, Canada and other countries use abbreviations (*e. g.* Penn. for Pennsylvania, Ont., for Ontario).

Affiliation(s)

- affiliation(s) of author(s) – Institution, Town, Country: left justification
- corresponding author, if the paper have co-author(s) and if the paper have one author – Institution, Town, Country, postal address, E-mail address: left justification

**The paper not prepared according to this instruction rules
will be returned to the authors for proper preparation.**