

GUIDELINES FOR AUTHORS

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Introduction

These author instructions contain general information, requirements, guidelines, applicable tools, and necessary forms to assist the user in writing, formatting, and submitting a paper for conference publication. Specifically, these instructions provide:

- ◆ Guidelines for writing the paper
- ◆ Specifications and requirements for formatting and styling the paper
- ◆ Tools for assistance in preparing the paper
- ◆ Information on submitting the paper
- ◆ Copyright assignment

Author Template

Please use the template provided: FASCINATE_Conference_Paper_Template.doc

Copyright Assignment

Authors of submitted papers agree to grant Falmouth University non-exclusive rights for the following purposes:

- ◆ An exclusive licence for the first formal publication of the work (in print, digital, or some other form).
- ◆ Subsequent republication of the work
- ◆ Reproduction in course packs
- ◆ Reformatted publication (e.g., works transferred from print to microform and digital forms).
- ◆ Distribution through document delivery services
- ◆ Public performance and display of literary, musical, dramatic, and choreographic works, motion pictures, and other audiovisual works.

Creating PDFs

Falmouth University requests that authors submit their final, accepted papers in PDF format. In submitting a PDF of your paper, you will have the satisfaction of complete control over your output, and can use whatever programs you prefer to create your paper. Guidelines for converting are as follows.

- ◆ Ensure all fonts are embedded
- ◆ The resolution for grey and colour images should be set to 150 dpi. Compression should be checked and set to automatic. Image quality can be set to medium.
- ◆ The resolution for monochrome (black and white) images should be set to 300 dpi. Compression should be checked and set to CCITT Group 4.

Check the new PDF document against your original document to ensure a successful conversion. The technical integrity of the document must be intact. We recommend viewing the new PDF on a different machine (preferably with different fonts) to find any errors your PDF may have. In addition, the document settings may show different line and page breaks depending on your printer.

Elements of a Paper

The basic elements of a paper are listed below in the order in which they should appear:

- ◆ conference header
- ◆ paper title
- ◆ author names, affiliations, location and email
- ◆ abstract
- ◆ body of paper, including figures and tables, page numbers and footer, headings, enumerations, etc.
- ◆ acknowledgements
- ◆ nomenclature
- ◆ references
- ◆ appendices

> Conference Header

A header identifying the conference should be included on the first page only of each paper. An example is provided in the Fascinate Conference template word.doc.

> Paper Title

The title of the paper should be concise and definitive. The title should be all uppercase, with the exception of units of measure or other speciality terms that are recognised and used in lowercase form.

> Authors Names And Affiliations

It is Falmouth University policy that all those who have participated significantly in the technical aspects of a paper be recognised as co-authors or cited in the acknowledgements. Author name should consist of first name, middle initial, last name. The author affiliation should consist of the following, as applicable, in the order noted:

- ◆ company or university (institution, college, etc.)
- ◆ department name or company division
- ◆ postal address, including city, state/county (spelled out), zip/postal code
- ◆ country name
- ◆ e-mail address

> Abstract

A short abstract should open the paper. The purposes of an abstract are:

- ◆ to give a clear indication of the objective, scope, and results of the paper so that readers may determine whether the full text will be of particular interest to them;
- ◆ to provide key words and phrases for indexing, abstracting, and retrieval purposes.

The abstract should not attempt to condense the whole subject matter into a few words for quick reading. It should be no more than 200 words. Keywords should be included on a separate line at the end of the abstract text.

> Body Of The Paper

Outline: A proper outline is the framework upon which a good paper is written. In the process of making the outline, ideas are classified and thoughts are ordered into a logical sequence such that by the time the information is ready to be transformed into complete sentences, a good overall mental picture has been formed. In outline form, the sequence of the various items and the progression of thought can easily be adjusted and readjusted until the desired order is obtained; therefore, much writing and rewriting is saved.

Organisation: The text should be organised into logical parts or sections. The purpose of the paper, or the author's aim, should be stated at the beginning so that the reader will have a clear concept of the paper's objective. This should be followed by a description of the problem, the means of solution, and any other information necessary to properly qualify the results presented and the conclusions. Finally, the results should be presented in an orderly form, followed by the author's conclusions.

Style: The chief purpose of the work is to convey information to others, many of whom may be less familiar with the general subject than the author. Care should be taken, therefore, to use simple terms and expressions and to make statements as concise as possible. If highly technical terms or phraseology are necessary, they should be adequately explained and defined. The use of the first person and reference to individuals should be made in such a manner as to avoid personal bias. Company names should be mentioned only in the

acknowledgements.

All papers should be concise regardless of length. Long quotations should be avoided by referring to sources. Illustrations and tables, where they help clarify the meaning or are necessary to demonstrate results properly, are desirable, but they should be kept to a practicable minimum. Detailed drawings, lengthy test data and calculations, and photographs that may be interesting, but which are not integral to the understanding of the subject, should be omitted. Equations should be kept to a reasonable minimum, and built-up fractions within sentences should be avoided whenever possible to enhance readability. Papers that fail to conform to these requirements may be returned for revision and/or condensation.

Originality: Only original contributions to the engineering literature are accepted for publication. In most cases, this means that the work should incorporate substantial information not previously published. Under certain circumstances, reviews, collations, or analyses of information previously published may be acceptable.

Accuracy: It is of the greatest importance that all technical, scientific, and mathematical information contained in the paper be checked with the utmost care. A slight error may result in a serious error on the part of anyone who may later use that information.

Use of SI Units: Authors are encouraged to include SI units of measurement in all papers. When U.S. customary units are given preference, the SI equivalent should be provided in parentheses or in a supplementary table. And vice versa, when preference is given to SI units, the U.S. customary units should be provided in parentheses or in a supplementary table.

Headings: Headings and subheadings should appear throughout the paper to divide the subject matter into logical parts and to emphasise the major elements and considerations. These headings assist the reader in following the trend of thought and in forming a mental picture of the points of chief importance. Parts or sections may be numbered, if desired, but paragraphs should not be numbered.

Tabulations and Enumerations: Where several considerations, conditions, requirements, or other qualifying items are involved in a presentation, it is often advantageous to put them in tabular or enumerative form, one after the other, rather than to run them into the text. This arrangement, in addition to emphasising the items, creates a graphic impression that aids the reader in accessing the information and in forming an overall picture. It is customary to identify the individual items as (1), (2), (3), etc., or as (a), (b), (c), etc. Although inclusion of such elements makes the text livelier, care should be taken not to use this scheme too frequently, as it can make the reading choppy and invalidate their purpose and usefulness.

Figures: All figures (graphs, line drawings, photographs, etc.) should be numbered consecutively and have a caption consisting of the figure number and a brief title or description of the figure. This number should be used when referring to the figure in text. Figures should be referenced within the text as "Fig. 1." When the reference to a figure begins a sentence, the abbreviation "Fig." should be spelled out, e.g., "Figure 1." Figures may be inserted as part of the text, or included on a separate page immediately following or as close as possible to its first reference — with the exception of those figures included at the end of the paper as an appendix.

Since Falmouth University does not undertake the drafting or redrafting of illustrations, all graphs, line drawings, photographs, etc., must be submitted in a final, ready-to-publish form. This artwork should be clear and sharp and of best available quality. The quality of the artwork in your paper will only be as good as the original supplied.

Tables: All tables should be numbered consecutively and have a caption consisting of the table number and a brief title. This number should be used when referring to the table in text. Tables may be inserted as part of the text, or included on a separate page immediately following or as close as possible to its first reference — with

the exception of those tables included at the end of the paper as an appendix.

Mathematics: Equations should be numbered consecutively beginning with (1) to the end of the paper, including any appendices. The number should be enclosed in parentheses (as shown above) and set flush right in the column on the same line as the equation. It is this number that should be used when referring to equations within the text. Equations should be referenced within the text as "Eq. (x)." When the reference to an equation begins a sentence, it should be spelled out, e.g., "Equation (x)."

Formulas: and equations should be created to clearly distinguish capital letters from lowercase letters. Care should be taken to avoid confusion between the lowercase "l" (el) and the numeral one, or between zero and the lowercase "o." All subscripts, superscripts, Greek letters, and other symbols should be clearly indicated.

In all mathematical expressions and analyses, any symbols (and the units in which they are measured) not previously defined in nomenclature should be explained. If the paper is highly mathematical in nature, it may be advisable to develop equations and formulas in appendices rather than in the body of the paper.

Acknowledgements: Acknowledgements may be made to individuals or institutions not mentioned elsewhere in the paper, who have made an important contribution. This also applies to work completed for a government agency, which requires the inclusion of specific contract numbers or other terms.

Nomenclature: Nomenclature should follow customary usage. The nomenclature list should be in alphabetical order (capital letters first, followed by lowercase letters), followed by any Greek symbols, with subscripts and superscripts last, identified with headings.

Ethical Standards

> Ethical Obligations of Authors

An author's central obligation is to present a concise and accurate account of the research, work, or project completed, together with an objective discussion of its significance.

A submitted manuscript shall contain detail and reference to public sources of information sufficient to permit the author's peers to repeat the work or otherwise verify its accuracy.

An author shall cite and give appropriate attribution to those publications influential in determining the nature of the reported work sufficient to guide the reader quickly to earlier work essential to an understanding of the present work. Information obtained by an author privately, from conversation, correspondence, or discussion with third parties, shall not be used or reported in the author's work without explicit permission from the persons from whom the information was obtained. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, shall be treated in the same confidential manner.

The submitted manuscript shall not contain plagiarised material or falsified research data. Falmouth University defines plagiarism as the use or presentation of the ideas or words of another person from an existing source without appropriate acknowledgement to that source. Falmouth University views any similar misappropriation of intellectual property, which may include data or interpretation, as plagiarism.

Fragmentation of research papers shall be avoided. An engineer or scientist who has done extensive work on a system or group of related systems shall organise publication so that each paper gives a complete account of a particular aspect of the general study.

In submitting a manuscript for publication, an author should inform the editor of related manuscripts that the author has under editorial consideration or in press. Copies of these manuscripts should be supplied to the editor, and the relationships of such manuscripts to the one submitted should be indicated.

It is unethical for an author to submit for review more than one paper describing essentially the same research or project to more than one journal of primary publication.

Scholarly criticism of a published paper may be justified; however, in no case is personal criticism considered appropriate.

To protect the integrity of authorship, only persons who have significantly contributed to the research or project and manuscript preparation shall be listed as co-authors. The corresponding author attests to the fact that any others named as co-authors have seen the final version of the manuscript and have agreed to its submission for publication. Deceased persons who meet the criterion for co-authorship shall be included, with a footnote reporting date of death. No fictitious name shall be given as an author or co-author. An author who submits a manuscript for publication accepts responsibility for having properly included all, and only, qualified co-authors.

It is inappropriate to submit manuscripts with an obvious commercial intent.

It is inappropriate for an author either to write or co-author a discussion of his or her own manuscript; except in the case of a rebuttal or closure to criticism or discussion offered by others.

An author should make no changes to a paper after it has been accepted. If there is a compelling reason for any changes, the author must inform the editor. Only the editor has the authority to approve such changes.

The authors should reveal to the editor any potential conflict of interest, e.g., a consulting or financial interest in a company that might be affected by publication of the results contained in a manuscript. The authors should ensure that no contractual relations or proprietary considerations exist that would affect the publication of information in a submitted manuscript.

> Ethical Obligations of Reviewers

Because qualified manuscript review is essential to the publication process, all engineers and scientists have an obligation to do their fair share of reviews.

If a reviewer feels inadequately qualified or lacks the time to fairly judge the work reported, the reviewer shall return the manuscript promptly to the appropriate conference organiser.

A reviewer shall objectively judge the quality of a manuscript on its own merit and shall respect the intellectual independence of the author(s). Personal criticism is never appropriate.

A reviewer shall avoid conflicts of interest and/or the appearance thereof. If a manuscript submitted for review presents a potential conflict of interest or the reviewer has a personal bias, the reviewer shall return the manuscript promptly without review, and so advise the appropriate conference organiser.

A reviewer should not evaluate a manuscript authored or co-authored by a person with whom the reviewer has a personal or professional connection if the relationship would bias judgement of the manuscript.

A reviewer should treat a manuscript sent for review as a confidential document. It should neither be shown to nor discussed with others except, in special cases, to persons from whom specific advice may be sought. In that event, the identities of such persons should be disclosed to the appropriate conference organiser.

Reviewers shall explain and support their judgements adequately so that editors and authors may understand the basis of their comments. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. Negative judgements, in particular, should receive a clear, complete, and cogent explanation from the reviewer.

A reviewer shall call any substantial similarity between the manuscript under consideration and any published manuscript or any manuscript submitted concurrently to another publication to the attention of the appropriate conference organiser.

Unpublished information, arguments, or interpretations contained in a submitted manuscript are confidential and shall not be used in the research of a reviewer, or otherwise disseminated except with the consent of the author and with appropriate attribution.

If a reviewer has convincing evidence that a manuscript contains plagiarised material or falsified research data, or evidence of simultaneous submission, the reviewer shall notify the appropriate conference organiser, who will determine the final disposition of the matter.

> Ethical Obligations of Conference organisers

The primary responsibility of a conference organiser is to ensure an efficient, fair, and timely review process of papers submitted for publication, and to establish and maintain high standards of technical and professional quality. Criteria of quality are: originality of approach; clarity and conciseness; concept and/or application; profundity; and relevance to the mechanical engineering profession.

A conference organiser should give unbiased consideration to all papers offered for publication, judging each on its merits without regard to race, religion, ethnic origin, gender, seniority, citizenship, professional association, institutional affiliation, professional association, or political philosophy of the author(s). An organiser may, however, take into account relationships of a manuscript immediately under consideration to others previously or concurrently offered by the same author(s).

The sole responsibility for acceptance or rejection of a paper rests with the appropriate conference organiser. Responsible and prudent exercise of this duty normally requires that the organiser seek advice from reviewers, who are chosen for their expertise and good judgement, to referee the quality and reliability of papers. However, papers may be rejected without review if considered inappropriate for the conference.

The organisers shall disclose no information about a paper under consideration to anyone other than those from whom professional advice regarding the publication is sought.

An organiser should consider papers submitted for publication with all reasonable speed. Authors should be periodically informed of the status of the review process.

An organiser who authors or co-authors a paper submitted for consideration in the conference proceedings with which that organiser is affiliated, shall not review that work.

organisers should avoid situations of real or perceived conflicts of interest. Such conflicts include, but are not limited to, handling papers from present and former students, from colleagues with whom the editor has recently collaborated, and from those in the same institution.

A conference organiser should respect the intellectual independence of authors.

Unpublished information, arguments, or interpretations contained in a submitted papers are confidential and shall not be used in the research of any conference organiser or otherwise disseminated except with the consent of the author (s) and with appropriate attribution.

If an organiser is presented with convincing evidence that the substance, conclusions, references or other material included in a published paper are erroneous, the organiser, after notifying the author(s) and allowing them to respond in writing, shall facilitate publication of an errata with the Falmouth University publishing staff. If possible, this shall also include publication of appropriate comments and/or papers identifying those errors.

Conference organisers should be alert to possible cases of plagiarism, duplication of previous published work, falsified data, misappropriation of intellectual property, duplicate submission of papers, inappropriate attribution, or incorrect co-author listing. The organiser may deal directly with such ethical lapses, or, if deemed necessary, may forward them to the Falmouth University..

Paper Length

Papers for the Fascinate Conference are short/forum papers and should be of recommended length 3-4 A4 pages (fully formatted, two-column, 210x297mm). Papers with a larger amount of illustrations can be up to 6 pages.

Paper Format

In an effort to assist the author in preparing and formatting the paper, these instructions present the specifications for formatting the elements of the paper. All papers must follow these guidelines. All artwork, tables, and graphs must be correctly inserted into the final paper.

- ◆ PDF only
- ◆ Includes all elements of the paper in one document

> General

- ◆ Title, header, author info, paragraph headings: sans serif typeface (e.g., Helvetica, Arial, Geneva, Univers)
- ◆ Text: 9 pt. Times New Roman medium (or equivalent typeface), justified, with single line spacing
- ◆ Text Format: 2 columns, 210mm. x 297mm; each column = approx. 80mm.
- ◆ Margins: 20mm. (top: to paper header, bottom: from copyright footer, sides)

> Paper Title

- ◆ Uppercase
- ◆ 18 pt. boldface sans serif typeface
- ◆ Centered on full width of page

> Authors

- ◆ Author name = first name, middle initial, and last name
- ◆ Name: 12 pt. sans serif typeface, upper and lower case letters (title case)
- ◆ Affiliation: 10 pt. medium sans serif typeface, upper and lower case letters (title case), single line spacing, centered under the name
- ◆ City, State/County, Country: 10 pt. medium sans serif typeface, upper and lower case letters (title case), single line spacing, centered under the affiliation
- ◆ Multiple authors: use discretion and available space to position

> Paragraph Headings

- ◆ Uppercase
- ◆ 11 pt. boldface sans serif typeface
- ◆ Spacing: use spacing appropriately to define paper structure and reflect hierarchy of content

> Footnotes

- ◆ Numbered consecutively using superscript numbers
- ◆ Positioned flush left at the bottom of the column/page in which the first reference appears
- ◆ Footnote text should be 8 pt.
- ◆ Spacing: 1 extra line between text and the footnote

> Equations

- ◆ Display equations should be set apart from the body of the text and centered. Use two or three line spaces to separate equations from text.

- ◆ Numbered consecutively, using Arabic numerals enclosed in parentheses and positioned flush right along the final baseline of the equation.
- ◆ No ellipses (dots) from the equation to the equation number, or any punctuation at the end of the equation itself.

> Graphics

- ◆ Includes photographs, graphs, and/or line drawings
- ◆ Numbered consecutively and captioned
- ◆ Caption = 9 pt. boldface sans serif typeface, uppercase, centered below the graphic
- ◆ Callouts within the graphic should be no smaller than 7 pt.
- ◆ Spacing: use enough space to separate graphic from text and other elements
- ◆ Positioning: within body of paper after first reference or at end of text portion of paper
- ◆ Sizing: graphics should be sized for final publication

> Tables

- ◆ Numbered consecutively and captioned
- ◆ Caption = 9 pt. boldface sans serif typeface, uppercase, centered above the table
- ◆ Callouts within the table should be no smaller than 7 pt
- ◆ Positioning: within body of paper after first reference or at end of text portion of paper
- ◆ Spacing: use enough space to separate table from text and other elements
- ◆ Sizing: tables should be sized for final publication

Review and Acceptance

Receipt of a paper for conference publication, solicited or submitted, does not necessarily constitute a commitment to accept it for publication. All papers submitted for publication consideration will undergo an initial review for applicability to the conference scope by the appropriate conference administrators (e.g., conference organisers of a specific technical area). For most conferences, this initial determination is based on a submitted short abstract. Accepted abstracts will then develop into full draft papers, which will be further subject to peer review. The number of reviewers may vary and will be determined by designated conference organisers. Comments and evaluations made by reviewers are communicated to authors for the improvement of their work; however, the reviewer identities are confidential.

Once accepted, the author is responsible to provide a final paper, prepared as per the requirements and specifications defined herein. All accepted, submitted papers are subject to light copy editing when put into production.

Statements and opinions advanced in published papers are understood to be individual expressions of the authors and not those of Falmouth University.

Submission of a Paper

Papers (in PDF format) for the Fascinate Conference should be emailed to info@fascinateconference.com with the subject header commencing "FASCINATE – PAPER: " followed by the name of the paper.

Copyright Terms & Conditions

The following terms and conditions apply.

REPRESENTATIONS, OBLIGATIONS, ACKNOWLEDGEMENTS, AND INDEMNIFICATION

You represent and acknowledge that:

(A) This Paper represents: either the first publication of material or the first publication of an original compilation of information from a number of sources as specifically noted by footnotes and/or bibliography.

(B) You have the right to enter into this Copyright and to make the assignment of rights to Falmouth University. If the Paper contains excerpts from other copyrighted material (including without limitation any diagrams, photographs, figures or text), you have acquired in writing all necessary rights from third parties to include those materials in the Paper, and have provided appropriate credit for that third-party material in footnotes or in a bibliography.

(C) If you are entering into this agreement on behalf of any co-authors or other copyright holders, you have obtained express authorisations from all those authors and/or copyright holders to make this assignment of rights to Falmouth University.

(D) To the best of the author's knowledge, all statements contained in the Paper purporting to be facts are true or supported by reasonable scientific research, the Paper does not contain any defamatory or libellous material and does not infringe any third party's copyright, patent, trade secret, or other proprietary rights and does not violate the right of privacy or publicity of any third party or otherwise violate any other applicable law; furthermore that to the best of your ability, you are responsible for ensuring the accuracy of your research and the Paper's content.

(E) If the Paper was produced in the course of an author's employment by, or contractual relationship with, a Government body and/or contains classified material, it has been appropriately cleared for public release and such is indicated in the paper.

(F) The Paper is not subject to any prior claim, encumbrance or form and is not under consideration for publication elsewhere.

(G) You have appropriately cited and acknowledged all third parties who have contributed significantly in the Paper's technical aspects.

(H) Falmouth University is not responsible for any misrepresentation, errors or omissions by those signing this copyright form.

(I) All print and electronic copies of the Paper submitted to Falmouth University become Falmouth University's physical property regardless of whether or not Falmouth University publishes the Paper, and that Falmouth University is not obligated to publish your paper (see: the Termination Section below if your paper is not published).

(J) Falmouth University is not responsible for any of your expenses incurred in connection with preparing the Paper or attending meetings to present it, nor will Falmouth University pay you any financial compensation if it publishes your Paper.

(K) Subject to and to the maximum extent permitted by law, you agree to indemnify and hold harmless Falmouth University expense related to a breach of any of the representations and warranties above.

TERMINATION

If Falmouth University decides not to publish your Paper, all of Falmouth University's rights in your Paper, terminates and you are thereafter free to offer the Paper for publication elsewhere.

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This Agreement is governed by, and should be construed in accordance with, the laws of the United Kingdom, applicable to agreements made and performed there, except to the extent that your institution is prohibited by law from entering contracts governed by United Kingdom law, in which limited case this Agreement is governed by, and should be construed in accordance with, the laws of the jurisdiction in which your institution is located. Any claim, dispute, action or proceeding relating to this Agreement may be brought only in the applicable courts of the United Kingdom, and you expressly consent to personal jurisdiction and venue in any of those courts.