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**INSTRUCTIONS FOR AUTHORS AND SAMPLE PAPER**
**(12 PT BOLD, CAPITAL LETTERS, CENTERED, TWO LINES MAX.)**
**¶** (12 pt)

**Andreas HOHENKENDL1,\*, Frederico MANCINI2** **(10 pt bold)**

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1) Title (Prof., PhD, etc.), position, department, institute, city, country

2) Title (Prof., PhD, etc.), position, department, institute, city, country

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***Abstract:*** *Abstract of 200-250 words (10 pt, italic)* ⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒ *The abstract should give the essence of the paper, presenting in a very short way the paper development.* *Use the instruction file as a template* (*web page:* **icmas.eu )**⇒ ⇒ ⇒⇒⇒⇒⇒⇒⇒⇒⇒⇒.

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***Key words:*** *List 5-8 keywords. (10 pt, italic).* ⇒⇒⇒⇒⇒ ⇒⇒⇒⇒ ⇒⇒ ⇒⇒⇒⇒ ⇒⇒⇒ ⇒⇒⇒ ⇒.

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**1. INTRODUCTION (10 PT, CAPITALS, BOLD)** [[1]](#footnote-1)

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(10 pt, regular) The paper has to be written in **English**.Its contents should be structured in the following way: nomenclature, problem description, application field, research stages, methods used, results, further research, conclusions, and references.

 The paper has to offer the answers to the following questions: description of the problem, what is done by other people, what the authors’ concept is, what is new, what is the authors' original contribution.

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**2. INFORMATION**

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**2.1. Page layout (10 pt, bold)**

* Use A4 format (210 × 297 mm)
* Margins: Top, Bottom, Left and Right − 2 cm.

 Header − 1.27 cm; Footer – 1.27 cm.

* 2 columns, column distance 0.7 cm.
* Papers have to be written in WINWORD format.
* Paragraph alignment – *justified*, line spacing – *single*.
* - Font style: *Times New Roman*.
* Font size for:

 paper title: 12 pt *bold*, *capital letters*;

 author's name(s): 10 pt *bold*;

 key words: 10 pt, *italic*;

 chapter titles: 10 pt *bold*, *capital letters*;

subtitles: 10 pt *bold*, *left aligned*, *upper and lower case*;

 text: 10 pt.; *regular*,

* Tab stop position: 0.5 cm.
* The paper must have **min. 6 pages** and an **even number of pages (6, 8, …)**. Use the whole space!
* No heading at the bottom of a column without minimum 2 rows of subsequent text (else, push the headings up to the top of the next column).
* Equalize the columns at the end of page.

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 a b

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**Fig. 1.** Title of figure, center aligned: *a* – geormetric parameters; *b* – FEM model.

¶ (10 pt)

USE THIS **TEMPLATE** FOR YOUR PAPER!!!

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**3. FIGURES**

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Figures have to be made in high, which is suitable for reproduction and print. Place figures **in line with text** (not floating), center aligned, at the top or bottom of a column, as close as possible to their first reference in the paper. Figures larger than the column width can be placed on the whole page width but only at the beginning or end of page. Quote figures in text, for example, Fig. 1.

- Text inside figures and notations has to be 9 pt.

- Figure number − 9 pt, bold, centered aligned, followed by

- Figure title − 9 pt, regular. Leave one row (8 pt.) before or after figures.

¶ (10 pt)

**3.1. Language, Stile, Spelling**

* Use common English technical terms.
* Use short, concise and intelligible phrases.
* Use Spelling.
* The editors require authors to consult an English translator or professor for the final version.

### Table 1

• **THE PAPERS WHICH ARE NOT PREPARED EXACTLY** **ACCORDING TO THE INSTRUCTIONS WILL NOT BE ACCEPTED AND NOT PUBLISHED.**

**• IT IS VERY IMPORTANT TO IMPROVE THE PAPER ACCORDINGLY TO THE OBSERVATIONS ARROSE AFTER PAPER REVIEWING AND TRANSMITTED TO AUTHORS TOGETHER WITH THE NOTIFICATION OF ACCEPTANCE!**

**• IT IS THE AUTHOR OBLIGATION TO PAY THE PUBLICATION FEE FOR EACH PAPER AS A CONDITION FOR PAPER PUBLISHING.**

#### Title of table - center aligned, 9 point, bold

¶ (4 pt)

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| --- | --- | --- | --- |
| Column 1 | **Column 2** | **Column 3** |  **Column 4** |
| Row 1  |  4.83 |  5.85 |  7.10 |
| Row 2 |  4.87 |  5.27 |  5.73 |

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**3.2. Soft copy**

Use the surname of first author to identify your soft-copy followed by the numbers 01 or 02 in case of two papers with the same first author, e.g. **surname\_01.doc**.

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**3.3. E-mail**

Send the paper file(s) by E-mail on the address:

¶ (10 pt)

**orgcom@icmas.eu**

¶ (10 pt)

**4. TABLES**

¶ (6 pt)

Tables should be placed at the top or bottom of a column, as close as possible to their first reference. Table number – 9 pt, *italic*, *right aligned*; table title – 9 pt, *bold*, *centered aligned*, text inside tables – 9 pt. Leave one row (8 pt.) before and after tables. Quote tables in tex, for example, Table 1.

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**5. EQUATIONS**

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Equations will be centered and numbered consecutively (right aligned). Use the equation editor only (Word 2003). Use 10 pt. size (sizes: 10, 5, 4, 14, 9). Greek characters are regular (not italic). All numbers have to be also regular. All other variables have to be italic. See also the example:

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 . (1)

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**6. POSTAL ADDRESS**

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If necessary, you can write to the journal Proceedings in Manufacturing Systems address:

¶ (10 pt)

**Editorial Board of Proc. in M.S.**

**University “Politehnica” of Bucharest**

## IMST Faculty, MSP Department

**Splaiul Independenţei 313, Sector 6**

**060042, Bucharest, Romania**

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Otherwise, all information is required to be sent or received by **E-mail**.

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**7. CONCLUSIONS**

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We are sure that if you read the instructions carefully and prepare the paper exactly according to the instructions, you will have the satisfaction of a good published paper. We are looking forward to receive your scientific contributions to our journal.

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**REFERENCES**

¶ (6 pt)

References have to include at least **5 items**, their numbers in brackets, subsequent lines indented (see examples). All references will be directly cited in the body of the paper text. When a publication is mentioned in the text, enclose its number in brackets (for example [1] , [3, 5], or [11−18] ).

Text size – 9 pt.

Give the title in original language (if it is different than in English) and then the translation in English in regular font between round brackets (see [4]).

Reference to a book:

[1] J.B. Brown, C. Johnson, *Name of Book in Italics*, Publisher, Place of publication, Year.

Reference to a conference paper:

[2] W. Frank Jr., E.B. Adams, *Title of conference paper*, Conference name, Editor name (Ed.), Conference location, Month and year, Publisher, City, pp. first−last.

Reference to a journal publication:

[3] J. van der Saar, B.A.J. Konrad, L.A. Constantini, *Name of paper*, Name of Journal, Vol., No., Year of the edition, pp. first−last.

Reference to a chapter in an edited book:

[4] Y. Cheng, K. Lee, *Name of book in original* (Translated title in English), Editor’s name (Ed.), Publisher, Place of publication, Year, pp. first−last.

Reference to a web page:

[5] R.G. Langford, L.B. Addison, *Name of Paper*, available at: http://www.exact-address-of-site (only site address with Courier New, 8 pt.), accessed: YYYY-MM-DD.

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Tel.: …;

Fax: ….

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