

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

Second International Conference on Microchannels & Minichannels

June 17-19, 2004, Rochester, New York, USA

GENERAL

Detailed instructions are provided here for preparing camera-ready manuscripts. Papers, including figures and tables, should be limited to 8 camera-ready pages for Contributed Papers and up to 16 camera-ready pages for Keynote Lectures, including figures and tables. Please limit your paper by writing concisely, not by reducing the figures to a size at which their labels will be difficult to read. You will be required to send two electronic versions of the paper, one in Microsoft Word for a PC and the other in PDF format. The Word version must have page numbers centered at the bottom of each page; no page numbers on the PDF file.

TYPING AND ORGANIZATION

Only the authored prepared electronic complete manuscripts will be accepted. The pages will be printed directly as provided. To ensure that your paper will be reproduced properly, you should strictly observe the following instructions.

Typing

One template with all instructions on it and the other actual template in 8.5x11" or A4 paper size are provided to prepare the paper in uniform format. Please use paperUS.doc or paperA4.doc template to prepare your paper. Please note that the page setup for the first and the rest of the pages are different in the sense that the full page should be used for the second and subsequent pages. If you use the actual template (paperUS.doc or paperA4.doc), continue typing after the end of the first page without any interruption (since it is just a contiguous text). Auto-matically, the second page will be created with the right format.

All text, tables and figure/table captions should be in *10 font Times New Roman or Times Roman*, except noted differently. You **must** submit your first draft paper for the review process in the format specified here, and **not** in double-spaced single column format.

Indent first line of each paragraph 1/4" or 6 mm, and do not leave any extra space between paragraphs.

Both columns on the last page should be of the same height and width.

Paper Title and Authors

Type a brief, clear and descriptive title in **BOLD CAPITAL** letters (except formulas), *12 font* Times New Roman, and centered on the width of the typing area as indicated in the template.

After skipping three blank lines (0.5" or 13 mm), type the name(s) of the author(s) in **Bold Upper and Lower Case**, *10 font* Times New Roman, and centered (separate each name by a comma), with the affiliation, address, and e-mail address for the author on a separate line (*10 font* Times New Roman) but not in bold. If two or three authors, their information (the affiliation and a brief address) should be typed in separate lines starting with asterisks or other footnote marks for each author. Skip one line between the author(s) names and starting line of affiliation(s).

Abstract

After leaving 1" or 25 mm (six blank lines), start typing the abstract on the left-hand column. The abstract should include brief background, problem formulation, the method, the results and conclusions, all concise, complete and understandable without reference to the text. *No* abbreviations, diagrams and references should be used in the abstract. The recommended length of the abstract is 250 words.

Body

The body of the paper should include the major sections of the paper such as Introduction, Method of Analysis, Experimental Techniques, and other appropriate headings, Results, Discussion, Conclusions, Nomenclature and References.

The text may be divided into sections and sub-sections. Type the first level Subheads in bold Capital letters flushed to the left margin. Leave two lines of space above the subhead and one line of space below, and start the text on the next line.

Second-level subheads should also be flushed to the left margin, and type them in Bold Upper and Lower Case.

Leave one line space above and below the subhead, and start the text on the next line.

Third-level subheads. They should be typed as shown here after indenting. Leave one line space above the subhead. Capitalize only the first letter of the subhead and make the subhead *italic* and **bold** followed by a period and two letter spaces; then begin typing the text on the same line and continue the text without indenting again.

After the first level subhead, if second and third level subheads are typed without any text in between, leave only one line space between them.

EQUATIONS, NOMENCLATURE AND UNITS

1. Equations should be typed using the Equation Editor of MS Word. Allow one line of space above and below. Center the equations in the column with the equation number flushed to the right margin as shown below. Number *all* equations consecutively from (1).

$$\alpha SA_p = \sigma \epsilon T_m^4 A_s \quad (1)$$

Write "Eq. (1)" when referring to an equation in the text, except at beginning of a sentence, where it should be written as "Equation (1)" without the abbreviation.

2. Each paper **must** have a separate nomenclature section that lists in detail and unambiguously all the symbols used in the text and their definitions. Do not use the same symbol for two or more different meanings or definitions; similarly, do not use more than one symbol for one variable/parameter. Each dimensional symbol **must** have SI units mentioned at the end. All dimensionless groups and coefficients **must** be indicated as dimensionless after their definitions. All Latin symbols (dimensional and dimensionless) should be listed in an alphabetic order. All Greek symbols follow the Latin symbols. Subscripts and superscripts follow Greek symbols, and should be identified by a second-level heading.
3. Decimals **must** always be shown by full stops (periods) rather than by commas or centered dots.
4. All data should be reported in SI units. The SI practice of using blank space (and no comma or periods) to separate groups of three in four-digit (or larger) numbers should be followed. In adding space between groups of three, digits are counted from the decimal point to the left or right, e.g.: 5 432.1
5. When used with numerals, units should be abbreviated (full stops are **not** used with abbreviations); if units are used in general terms in the text with no specific numerals, they should be spelled out; e.g., "the SI unit for mass is kilograms" (not "the SI unit for mass is kg").

6. Several units written together should be separated by a thin space, not a centered dot, for example, 8 kW/m² K, 5 kg m/s².

TABLES AND FIGURES

Tables and Figures

1. Each table should have a descriptive table caption placed **above** the table. Each figure should have figure caption **below** the figure. Tables and figures should be placed either within one column width or can utilize full both column widths. Larger tables and figures could also be placed landscape, filling the complete usable area of the page. Tables and figures at the end of the paper (text) are **not** acceptable. Place individual tables and figures on the same column or on the same page in the text, at the top or bottom of the page.
2. Each table and figure must be referred to in the text. They **cannot** be placed within the text without explicitly mentioning them.
3. Allow one line space between the table caption and the table (or between the figure and its caption). Allow two-line space between the table or figure and the adjacent text, *both* before and after the table or figure.
4. In general, tables and figures should not repeat data available elsewhere in the paper.
5. Number consecutively with single Arabic numerals (e.g., Fig. 1, Fig. 2, Table 1, and Table 2).

Figures

1. High-quality reproduction of illustrations depends on the condition of the original artwork. It should be prepared as carefully as the text. All figures should be clear, sharp, and of high quality, prepared with ink if not prepared electronically, and all text **must** be typed on it. The dots/inch resolution of scanned figures/photos must be a minimum of 288 dpi.
2. Figures with data and results should have borderlines on *all four* sides. Place the tick marks on *all four* sides of each graph. Rule the coordinate axes and the data/result lines in heavy line weight, and tick marks in fine line weight.
3. Decimals should always be shown by full stops, rather than by commas or centered dots.
4. Color photographs will **not** be accepted unless the author is willing to pay the extra cost associated with its printing. Inform your Scientific Committee member for color photographs.

REFERENCES

References to cited literature should be identified in the text with the year of publication with or without parentheses depending upon the text flow, such as: Kays and London

(1984), Hewitt et al. (1995), or (Kays and London, 1984), (Kays and London, 1984; Hewitt et al., 1995). They must be arranged alphabetically and the first line should be indented. References should be styled and punctuated according to the following examples: journal article, book, thesis, report, Proceedings, and edited book, written in that order. The samples are given below.

Hirasawa, S., Hijikata, K., Mori, Y., and Nakayama, W., 1980, Effect of Surface Tension on Condensate Motion in Laminar Film Condensation (Study of Liquid Film in a Small Trough), *Int. J. Heat Mass Transfer*, Vol. 23, pp. 1471-1478.

Kays, W. M., and London, A. L., 1984, *Compact Heat Exchangers*, 3rd ed., McGraw-Hill, New York.

Webb, R. L., 1981, The Use of Enhanced Surface Geometry in Condensers: An Overview, in *Power Condenser Heat Transfer Technology*, eds. P. J. Marto, and R. H. Nunn, Hemisphere Publishing, Washington, DC, pp. 287-324.

Memory, S. B., and Rose, J. W., 1986, Film Condensation of Ethylene Glycol on a Horizontal Tube at high Vapor Velocity, *Proc. 8th Int. Heat Transfer Conference, Heat Transfer 1986*, Hemisphere, Washington, DC, Vol. 4, pp. 1607-1612.

Kedzierski, M. A., and Webb, R. L., 1987, Experimental Measurements of Condensation on Vertical Plate with Enhanced Fins, *Boiling and Condensation in Heat Transfer Equipment*, ASME HTD-Vol. 85, pp. 87-95.

E. Book and H. Bratman, 1960, Using Compilers to Build Compilers, Systems Development Corp. Rept. SP-176, Santa Monica, Calif., August.

Said, S., 1982, Augmentation of Condensation Heat Transfer of R-113 by Internally Finned Tubes and Twisted Tubes Inserts, Ph. D. Dissertation, Dept. of Mechanical Engineering, Kansas State University, Manhattan, Kansas.

Shinohara, Y., Oizumi, K., Itoh, Y., and Hori, M., 1987, Heat Transfer Tubes with Grooved Inner Surface, U. S. Patent 4,658,892, assigned to Hitachi Cable, Ltd.

Always **provide** inclusive (starting and ending) page numbers in all references, and a chapter number and inclusive page numbers (if applicable) for books. Each reference **must** be cited in the text.

PERMISSIONS

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MAILING

Papers and Invited Lectures should be prepared according to present instructions. *Contributed Papers after incorporating Reviewers' Comments and Keynote Papers* are to be sent in electronic form (a Word file and a pdf file) to the Regional Scientific Committee Member who handled the full-length manuscript by **March 15, 2004**. Late manuscripts may not be included in the Conference Proceedings since we have an extremely tight schedule. Manuscripts not complying with present instructions may not appear in the Proceedings.