

## **TMRF e-Book: Guidelines for Preparation of Manuscripts**

The full printed area including running head should be in a format of 5.75inch X 8 inch. Once the manuscript is complete **run a spell check program through the text.** Set the default **style to normal** and font to **10 point Times New Roman or similar.** This will improve the overall appearance and the quality of the book.

**Leave six blank lines (at 10 point font setting)** to position Chapter number as shown. Only the paper title is to be set at 16 point. The initial lines (i.e. Title, Author(s) and Affiliations) appear in center Set Chapter number in 12point bold upper lower

While designing the table of contents and preface, editor must follow the similar formatting style.

(see pg 2)

Leave 6 line blank space above chapter

1  
2  
3  
4  
5  
6

Chapter 1

Leave 2 blank lines between chapter number and heading

# Format Chapter Title in 16 Point Caps, Bold left Align

Leave 4 lines blank between rule and first line of the text

Introduction text should appear here (if any).

Leave 1 blank line space before and after each A level section heading.

## A LEVEL SECTION HEADING

Leave 1 blank line between the A level heading and the first line of text. This should be in Bold Capital Type as shown. No para indent to be provided for A level heading.

Leave 1 blank line space before and after each B level section heading.

## B level Secondary Headings or Sub-Headings

Leave one blank line above a sub-heading and one blank line between the sub-heading and the first line of the text. This should be in Bold Upper Lower as shown. No para indent to be provided for B level heading.

Leave 1 blank line before each C level section heading.

## C Level Headings

Leave one blank line above C level headings. No space to be left after C level heading . This should be in Bold and Italics as shown. Text matter for C level headings to start from new line without any paragraph tab.

Leave 1 blank lines before each D level section heading.

*D Level Headings:* Leave one blank line above D level headings. No space to be left after D level heading . This should be in Italics Upper Lower without Bold as shown. Run on text matter for D level headings.

Leave 1 blank lines before each E level section heading.

*E level headings:* Leave one blank line above E level headings. No space to be left after E level heading . This should be in Italics lower case without Bold as shown. Run on text matter for E level headings.

## Tables

Choose how you wish to format the rows and columns. Be consistent throughout your manuscript. The table reference and heading should appear above the table. Use 9 point for the title and 9point for

8 inch height

5.75 inch

**complete table matter.** Tables are to be centred on the page. Place the tables into the manuscript near text reference of the same.

Leave 1 blank line before the table heading and 1 blank line after the table.

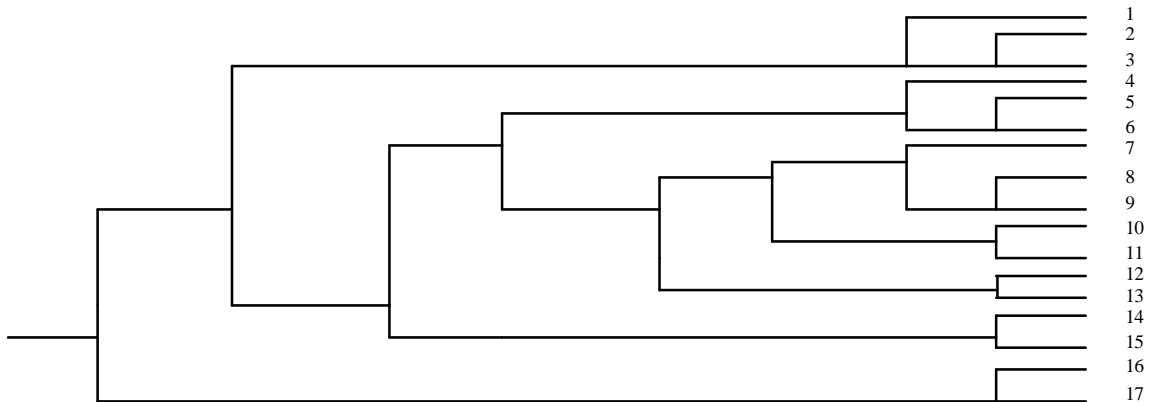
**Table 1.1.** Set Table caption in 9 point typesize

Part No	Front Colour	Area Covered	Pattern Number	Colour	Area to Cover	Total Expense (Rs.)
Part 1	Green	4224443	44224443	Blue	24443	4224443
Part 2	Blue	3434533	34345533	Red	34533	3434533
Part 3	Red	342536	34242536	Orange	3536	342536
Part 4	Orange	5423	54123	Orange	523	5423
Part 5	Yellow	9874565	987114565	Yellow	9865	9874565
Part 6	Brown	2424376	24243176	Brown	4376	2424376

**Photographs/ Figures**

1. The lettering used within the illustrations should be in 9point type size throughout the figures.
2. Place the illustrations at the centre of the page.
3. Place the figures into the manuscript as close as is practical to the point where they are referenced.
4. All figures should have appropriate titles. Leave one line blank space above and below figure caption.
5. Figure captions should be in 9 point.
6. Complete hardcopy and hi-resolution files of figures to be provided alongwith the final pages.

Leave 1 blank line between the figure caption and the next paragraph.



**Figure 1.** Event Tree for HPPW System Failure

**Equations**

1. These are to be centred, and the equation number right justified.
2. Equations should be referenced in the text at the appropriate place in the form of Eqn. 1.

3. All symbols in the equation should be explained within the text.
4. Authors may prefer to include a separate section detailing all nomenclature.

$$I_s = \sum_{j=k}^m {}_m C_j I^j (1-I)^{m-j} \quad (1)$$

$$m_{A \rightarrow B}(x, y) = \min(m_A(x), m_B(y)) \quad (2)$$

**Running Head and Folio number**

- Leave one line blank space between Running head and first line of the text.
- Set Running heads in 9 point italics Upper Lower in center
- For even number pages use Book title and for Odd number pages use chapter title or as Running Head.
- Set Folio number in 10 point left aligned on even number pages and right aligned on odd number pages

**Para Indent or Tab space for paragraphs and bullets**

Leave 5 spaces and start line

**12345** Leave five blank space and set para tab accordingly.

**12345** • **123** Leave five blank space and set tab for bullets and three blank spaces after bullet to start new point .

**References**

*A. By giving numerals*

This should be cited in the text by placing Arabic numerals in brackets [3] or immediately after the reference, name or the relevant statement. All references must be cited; any not cited must be placed in a bibliography, which should follow the Reference section. References and Bibliography should appear at the end of the Chapter . References must be complete and include the author(s)' initials and last name, title of paper or book, name of journal, year of publication, volume and pages on which the article appears, etc. Book references must include year of publication, publisher and city of publication. Anthologies, collection and proceedings must include names of editors and pages on which the reference appears. Books in a series must include series title and number/volume if applicable.

*B. By giving full surname and year*

References are cited in the text by name and year of publication in brackets. For one author, use author's surname and the year (Abell, 1945). For two authors, give both names and the year (Abell and Smith, 1956). For three or more authors, use a surname of the first author, plus «et al.», and the year (Abell et al., 1954). You may put also the number of section, chapter, theorem, etc., after the year: (Abell, 1945, Theorem 2), (Abell and Smith, 1956, Sect.2.1), (Backer, 1963, Chap.3). If giving a list of references, separate them using semi-colons (Backer, 1963; Jones, 1965, 1971b; Tarantello, 1982a, b). Put only the year in brackets when referring to the author(s) of the referenced publication (for example, «This work was first developed by Smith (1991), and later expanded by Brown et al. (1994), who demonstrated that ...»)

Section «References» is not numbered. Only essential references, which are directly referred to in the text, should be included in the references list. References must be listed alphabetically by surname (with initials following). If there are several works by the same author(s) the references should be listed in the appropriate order indicated below:

One author: list works chronologically;

Author and same co-author(s): list works chronologically;

Author and different co-author(s): list works alphabetically according to co-author(s).

If there are several works by the same author(s) and in the same year, but which are cited separately, they should be distinguished by the use of «a», «b», etc., put after the year.

References should appear only in the following three forms: journal reference, reference to book, reference to multi-author work.

Journal reference should include: author's surname and initials; surnames and initials of remaining authors; year of publication (in brackets); article title (in italics); abbreviated journal title; volume number (in bold, without «Vol.», «No.», etc.); page numbers (without «pp.»); language of publication except for English if relevant (in brackets) .

Reference to book should include: author's surname and initials; surnames and initials of remaining authors; year of publication (in brackets); the book title (in italics); volume (with «Vol.»), chapter (with «Chap.») or page (with «pp.») numbers if relevant; the name of the publisher: place of publication; language of publication except for English if relevant (in brackets).

Reference to multi-author work should include after the year of publication: the chapter title (in italics); «In:» followed by book title; surname(s) and initials of editor(s) and abbr. «ed» or «eds» (in brackets); «Vol.» and volume number when appropriate; «pp.» and page numbers; the name of the publisher: place of publication; language of publication except for English if relevant (in brackets).