Paper preparation guide and submission instruction (Paper template)

*Ing. Vladimír VĚTRNÍK*

*Ing. Tomáš TOPINKA, CSc.*

*CTU in Prague, Faculty of Mechanical Engineering*

Název článku v češtině. Paper title in Czech.

The abstract of your paper should be about 200 words. It should be a brief but concise description of your paper and should clearly identify the unique features of your study. This document explains how to prepare a paper for submission to Special Issue of VVI journal 6/2017. It also includes the instruction for submission and some other information. This document can also be used as a template if you are using MS-Word 2013.

Keywords: paper

Toto je místo pro anotaci v českém jazyce. Abstrakt by měl mít cca 200 slov. Měl by to být stručný, ale výstižný popis vašeho příspěvku a měl by jasně identifikovat jedinečnost (originalitu) vaší práce. Tato šablona popisuje jak postupovat při přípravě článku pro zvláštní vydání časopisu VVI 6/2017. Obsahuje instrukce pro podání příspěvku a další informace. Tento dokument doporučujeme použít jako šablonu, pokud používáte MS-Word 2013.

Klíčová slova: článek

# INTRODUCTION

The paper should be prepared in A4 size with overall margin of 1.75 cm on the right and left side, 2.75 cm on the top and 2.5 cm on the bottom. Use font type Arial Narrow for the entire document with different style at different part of the paper, as explained later in each sections.

The top section of the first page of the paper is used for title of the paper, list of authors, authors’ affiliation and abstract.

After these lines, the rest of the documents is in two-column format. Each column should be 85 mm wide with a space between the two columns of 5 mm. The space between the columns should be centered on the paper. The left hand edge of the first column should be 17.5 mm from the left edge of the paper and the left edge of the second column 107.5 mm from the left hand edge of the paper. You must leave 25 mm at the bottom for page numbers.

The page number and topic of the paper will be added by editor. The maximum number of pages is 8.

# parts of the paper

## Main body

The main body of the paper should contain (but not limited to):

* Introduction
* Background and Theory
* Literature review
* Methodology
* Simulation and/or experiment
* Result analysis and Discussion
* Conclusion
* Add other sections as you wish

The headings of each section should use font size of 9.5 point, capitalized, with 8 spacing above and below. The title of the subsection should use 9.5 points size and bold, with 8 and 0 points spacing above and below. The text should be typed in 9.5 point font with spacing of 8 points.

## Other sections

Add the following sections if applicable:

* Acknowledgements
* Nomenclature

## Figures and Tables

Figures and Tables can be included in the text or you can put them at the end of the paper. Both must have a number and caption. Figure 1 is an example of picture in the text with a caption below the figure. Please include a blank line above the figure and below the caption. Colour images are welcome, but not necessary.

Table 1 shows an example of a table, where the caption should be on the top of the table.

Table 1 Example of a table

|  |  |  |
| --- | --- | --- |
| Heading 1 | Heading 2 | Heading 3 |
| Entry 1 | Entry 2 | Entry 3 |

Oversized figures and tables may be included in the text. However, you should arrange the layout properly so that it appears in the top or the bottom of the page, or preferably in a separate page.



Figure 1 Logo of society STP

## Equations

Mathematical symbols and formulae should be clear to avoid ambiguities. Equation numbers should appear in parentheses and be numbered consecutively. A brief description of the symbols used in your paper should then be added in nomenclature section at the end of the text. MathType (recommended editor) equation example is:

 [kg/s]

The equations are numbered automatically (if you copy the equation number). In the main text, refer to an equation using its number, e.g. (1).

# If you use MS-Word

This document can be used as a template if you use MS-Word 2013. Please use the style for each section as has been defined for this template. You can either use this document, rename it, and cut-and-paste your paper from other document(s) into this document, or you can use your document, open style organizer (Format – Style and then click “organizer”), delete all your styles and import the styles from this document.

# submission instruction

Please do not convert your document to PDF format. Only \*.docx (or \*.doc) format is acceptable. The filename must follow the following rules:

NAME\_vX

where: NAME is the surname of main author and X is the version number. On the first submission, all papers should end with v1. For example, this paper should be labelled as VETRNIK\_v1.docx.

Please send your paper through an email to Vladimir.Zmrhal@fs.cvut.cz. The paper must be included in the email as attachment. Put the file name as the subject of the email.

If your paper has not met the requirements for submission, your file will not be processed for review and you will be requested to resubmit. If everything is in order, the paper will be up-loaded to our website, and you will get a confirmation that the paper is under review.

# Conclusion

This paper has shown how to prepare a paper for submission to VVI journal 6/2017 only. Good luck with your paper.

# Acknowledgment

All publications cited in the text should be listed at the end of the text ordered alphabetically. The references are numbered automatically. In the main text, refer to a reference using its number (e.g. [1]).

# References

1. MITCHELL, J.W., BECKMAN, W.A. 1995. Instructions for IBPSA Manuscripts, SEL, University of Wisconsin, Madison, WI.
2. Xxx

# NOMENCLATURE

M mass flow [kg/s]

V volume flow [m3/s]

 density [kg/m3]