

GUIDELINES ON MANUSCRIPTS SUBMITTED FOR PUBLICATION IN THE PHILIPPINE ENGINEERING JOURNAL

A. Format

1. *Document.* Manuscripts shall be written on 8 ½" x 11" paper and submitted in duplicate. The maximum number of pages depends on the type of manuscripts as shown in the following table:

Type of Manuscripts	Maximum No. of Pages
Technical Paper	30
Critical Review	30
Short Communication	10
Letter to the editor	3

2. *Page.* All pages shall have the following dimensions:

Left margin	1.0 inch
Right margin	2.0 inches
Top margin	1.0 inch
Bottom margin	1.0 inch
Header (first page only)	0.5 inch
Footer	0.5 inch

The header, which shall contain the date of issue of the PEJ should be left blank by the author. Pagination should be automatic and should be right-aligned on the last line of the footer.

3. *Paragraphs and Font.* All lines of the main text should be double-spaced and one line of spacing must separate paragraphs. The text shall be written in MS Word using 12-point Time New Roman font. The abstract should be written single-spaced, italicized and using 10-point Times New Roman font.
4. *Headings.* Main headings should be numbered using Roman numerals and written in boldface, e.g., **I. Introduction, II. Materials and Methods**, and so on. Sub-headings should be numbered using Arabic numerals and written in Italics, e.g. *2.1 Experimental Apparatus, 3.1 Discussion of Results*. The heading of the abstract should not be numbered. All headings should be left-aligned.
5. *Captions.* All drawings, photographs, graphs and similar graphical material should be labeled and numbered consequently. A brief caption describing the content should appear. The label should be in boldface while the caption should be plain. Thus, an example would be:

Figure 1. Details of the construction of the experimental apparatus

The label and caption should appear centered below the figure it describes and separated from the figure by only one line of space. Likewise, tables should be labeled and numbered consecutively. The label should appear centered above the table and should be written in boldface. The caption should appear directly below the label. Hence, the following format:

Table 3
Summary of Reactor Specifications

Sub-labels should be numbered as **Figure 3a. Table 2c.** etc. A figure or a table label should be separated from succeeding or preceding text by a line of spacing.

6. *Equations.* All equations should be centered and numbered, the numbering being right-aligned. If possible, the authors should write equations using an equation editor.
7. *References.* All references should be numbered and listed in the order in which they are cited in the main text. In the case of an article from a journal, such as example 1 below the title of the journal should be italicized. The volume number should be boldface. The page number should be plain. If the material cited comes from a book, such as example 4 below, the title of the book should be

enclosed in quotation marks and written in plain text. The chapter or page referred to should be specified. Non-standard materials, typified by example 2, may be listed in the form deemed most appropriate by the authors(s). The year of publication should be enclosed in parentheses as in example 1, 3, and 4.

References

1. H. Schott and W.S. Kaghan, *Modern Plastics*, 37, 117 (1960)
 2. Dynisco Manufacturer's Bulletin No. 100/72
 3. P.W. Springer, Ph.D. Dissertation, The Ohio State University (1973)
 4. I.I. Rubin "Injection Molding: Theory and Practices", Ch. 5, Wiley-Interscience (1972).
8. *Nomenclature*. All symbols and abbreviations used should be listed in alphabetical order and explained. The units of symbols denoting physical quantities should be given. The format of an entry in the nomenclature is shown below.

Nomenclature

<i>Symbol</i>	<i>Description</i>	<i>Units</i>
g	gravitational acceleration constant	[m/s ²]
R	dimensionless distance defined by Eq. 3	[-]
δ	Thickness of liquid film defined by Eq. 20	[m]

Subscripts, Superscripts and Abbreviations
w subscript referring to water

B. Special Requirements

1. All photographs accompanying the manuscript must be in black and white, with 2 copies each and of the dimensions 5" x 4". Photographs should be pasted on 8 ½" x 11" paper and properly labeled.
2. Authors should submit 2 copies of their biodata.
3. All figures and artwork accompanying the manuscript must be camera-ready.
4. All manuscripts must be properly proofread and free of typographical errors upon submission.
5. A diskette containing the computer document file in MS Word of the manuscript should be submitted. For speed, the document can be e-mailed to the temporary address jonats@claudine.engg.upd.edu.ph or mzarco@claudine.upd.edu.ph.
6. Deadlines for submission of manuscripts are March 30 for the June issue and August 30 for the December issue.

C. Content

1. Unpublished technical papers, short communications, letters to the editor and critical reviews discussing current interests in engineering are accepted for publication.
2. An **Abstract** not exceeding 200 words must accompany a technical paper and a critical review.
3. In the case of technical papers, there would be an **Introduction** discussing related previous works (brief literature survey), the relevance of the topic being reported and similar materials should be included. In the case of the critical review, the main purpose of the review should be the focus of the introduction.
4. In the case of technical papers and short communications, a section that may be called **Materials and Methods** may be devoted to the detailed description of experimental apparatus, materials, equipment, method of investigation, theoretical background, and the like. This section may contain only the bare essentials in the case of short communications.
5. In the case of technical papers and short communications, a section should be devoted to a detailed **Discussion of Results**, their accuracy, and how they compare with the results of other workers, if these area available.

6. In the case of technical papers, short communications and critical reviews there should also be a section summarizing the conclusion, observations or recommendations of the authors. A suggested heading would be **Conclusions and Recommendations**.
7. **References** should list the name(s) of the author(s) title of reference materials, volume, month and year of publication.
8. A list of symbols and abbreviations should be provided in a section called Nomenclature of technical papers, short communications and critical reviews.
9. An appendix may be added to discuss the derivations of equations, algorithm of programs used and the like if these derivations, algorithms, etc. do not fit in the text for reason of space, style, etc. but must be included for completeness, clarity and information of the reader.
10. All technical papers submitted will be forwarded to referees in the appropriate field or specialization prior to publication.

Manuscripts and computer disks shall be submitted to:

Dr. Jonathan L. Salvacion

Editor-in-Chief

Philippine Engineering Journal

Room 123, Junio Hall

National Engineering Center

University of the Philippines

Diliman, Q.C. Philippines 1128

E-mail address: jonats@engg.upd.edu.ph

For further information please write:

or call:

Dr. Mark Albert H. Zarco

Managing Editor, PEJ

Room 123, Junio Hall

National Engineering Center

University of the Philippines

E-mail: mzarco@engg.upd.edu.ph

Ms. Elsie I. Opinaldo

Publications Coordinator, PEJ

National Engineering Center, UP

Tel. No.: 920-5301 loc. 5847

Telefax No.: (632) 922-4714

E-mail: eiopinaldo@yahoo.com