

Preparation of Papers in Two-Column Format for IEIJQP

1. Introduction

This document provides an example of the desired layout for a IEIJQP journal paper and can be used as a template for Microsoft Office Word 2007 and later.

2. Formatting Your Paper

Please use automatic hyphenation and check your spelling. Additionally, be sure your sentences are complete and that there is continuity within your paragraphs. Check the numbering of your graphics and make sure that all appropriate references are included.

2.1. Template

This document may be used as a template for preparing your technical work. When you open the file, select "Print Layout" from the "View" menu (View | Print Layout), which allows you to see the footnotes. You may then type over sections of the document, cut and paste into it (Edit | Paste Special | Unformatted Text), and/or use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your Word window (for example, the style at this point in the document is "Text1"). Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu.

2.2. Layout

The paper should be typed in a double-column, single-space format, on A4 paper size. Set top and bottom margins to 2.5 centimeters and left and right margins to 2 centimeters. Do not violate margins (i.e., text, tables, figures, and equations may not extend into the margins). The column width is 8.2 centimeters. The space between the two columns is 0.6 centimeters. Paragraph indentation is 0.5 centimeters (except for the first paragraph of each section).

3. Papers Items

Each document should include following items: Abstract, Keywords, Introduction, Main Text, Conclusion and References. The other item such as Acknowledge, Appendix and footnotes are arbitrary. These parts should be located at the end of the document and before References, except footnotes which should be located next to the References.

The numbering of items starts from Introduction. Introduction is number 1. Therefore conclusion gets the last number. Other items before Introduction and after Conclusion do not need numbering.

3.1. Figures, Tables and Equations

Each figure or table must have a number and a caption. In figures, the number and caption appear under the figure while in the tables, they appear over it. The size of the text and the number in tables and figures must be suitable to allow high legibility. Do not use any type of shading in computer generated illustrations. Figure and table captions should be 9-point boldface Times New Roman ("Figure Caption" style). Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately.

Large figures and tables may span both columns, but may not extend into the page margins. Arrange these one column figures and tables at either top or end of a page, or at the end of the paper right before the references.

All figures and tables must appear near, but not before, their first mention in the text. Use the abbreviation "Fig. 1", even at the beginning of a sentence. Use words rather than symbols or abbreviations when writing figure axis labels to avoid confusing the reader. As an example, write the quantity "Magnetization", or "Magnetization, M", not just "M". If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write "Magnetization (A/m)" or "Magnetization {A[m(1)]}", not just "A/m". Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)", not "Temperature/K".

Number equations consecutively with equation numbers in parentheses flush with the right margin. First use the equation editor to create the equation. Then select the "Equation" markup style. Write the equation number in parentheses using Insert | Caption.

Use the Microsoft Equation Editor for all math objects in your paper (Insert | Object | Create New | Microsoft Equation or MathType Equation). "Float over text" should not be selected.

4. Important Recommendation

For more information, please refer to our website (www.ieijqp.ir) and download the sample paper.