

Authors' Guide for Manuscript Preparation for Tribology Online (Ver.16)

= PREFACE: Submission =

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- Manuscript (Main text): Microsoft Office Word (DO NOT embed Tables and Figures in the main text)
- List of figure & table captions: MS Word (DO NOT embed Tables and Figures in the main text)
- Tables: Text file in MS Word
- Figures: For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. JPEG (jpg) are also acceptable. Upload figure files one by one.
- However, we DO NOT accept figures embedded in MS Word files (doc(x)). Figures in MS PowerPoint file (ppt(x)) is still acceptable.

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1. Manuscript Format

Manuscripts should be prepared using accepted word-processing software (MS Word), and the text should be double-spaced in single-column format. The accepted manuscript after peer-reviewing will be edited to double-column layout in the publishing process.

All pages should be numbered consecutively starting with the title page. A standard font of 10 points (or greater) should be used.

The various sections of the manuscript should be assembled in the following sequence:

Title, Authorship, and Affiliations (single page)
 Abstract and Keywords (single page)
 Introduction
 Experimental Methods
 Results
 Discussion
 Conclusions
 Acknowledgments
 References

Table and figure captions (Upload separately as List of figure & table captions file)

Tables* (Refer to section 6.)

Figures* (Refer to section 5.)

* The authors must submit all tables and figures in an electronic form separately from the manuscript text file.

2. Format

2.1 Title & List of authors

The title page should include:

A concise and informative title

Name(s) of the author(s) *Spell all the authors' names in full.

Affiliation(s) and full postal address(es) of the author(s)

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Title should be centered on full width of the first page with spacing; one extra line from page top to title and one extra line from title to author(s). The font used for title is 14 point Times New Roman (or equivalent typeface).

Author name(s) and affiliation(s) are also centered on full width of page. One extra line should be inserted from author name(s) and affiliation(s).

2.2 Abstract and Keywords

Abstract of no more than 200 words should open the paper. Abstract should not refer to tables, figures and references that appear in the body of manuscript.

List five to ten keywords, with lower case initials except for proper nouns, on a separate line below abstract.

2.3 Headings

First level is set to 10 point boldface Times New Roman, and 2nd level normal-face. Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Any subsection may be given a brief heading. Each heading should appear on its own separate line.

3. Use of SI units

SI units should be used in text, figures and tables.

4. Mathematical

All mathematical expressions should be included in the manuscript. Care should be taken to distinguish between capital and lowercase letters, between zero (0) and the letter (O), between the numerical (1) and the letter (l), etc.

Fractional powers are preferred to root signs. The solidus (/) should be used instead of the horizontal line for fractions whenever possible. Consecutive numbers to identify mathematical expressions should be enclosed in parentheses. Refer to equations in the text as "Eq.(1),"etc., or "Equation(1)," etc., at the beginning of a sentence. All symbols should be in italic letters.

$$\frac{\partial}{\partial x} \left(\frac{\rho h^3}{\eta} \frac{\partial p}{\partial x} \right) + \frac{\partial}{\partial y} \left(\frac{\rho h^3}{\eta} \frac{\partial p}{\partial y} \right) = 6u \frac{\partial}{\partial x} (\rho h) \quad (1)$$

It is strongly recommended that mathematical expressions are typed by Microsoft Equation Editor or Mathtype (Design Science Inc.).

Care should be taken to the length of equation(s). Mathematical expressions should fit into a single column of double-column layout for publication (Approx. 8 cm). Equations that might extend beyond the width of one column (fractions that should not be broken or long expressions enclosed in parentheses) should be rephrased to go on two or more lines within column width.

5. Graphics

All figures should be uploaded separately in following graphic file. DO NOT embed in the main manuscript.

All figures are to be numbered using Arabic numerals. Figures should always be cited in text in consecutive numerical order. Figure parts should be denoted by lowercase letters (a, b, c, etc.).

Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file. Figure captions begin with the term Fig., followed by the figure number.

If a figure is reproduced from a third-party material, the authors must obtain permission from the copyright holder of the material, and indicate the reference number of the original source and the name of the copyright holder in the caption to the figure as in the following example:

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For the best quality final product, it is highly recommended that you submit all of your graphics, such as photographs, line drawings, etc. – in an electronic format. Your graphics will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the graphics provided.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. Vector graphics containing fonts must have the fonts embedded in the files.

Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Following resolutions are targets for graphics in the journal: the graphic for 600 dpi resolution for line art, 264 dpi for halftones, and 600 dpi for combinations (line art + halftone).

Final published size: single-column illustration = 80 mm (width), 220 mm (maximum length); two-column illustration (full page width) = 170mm width, 220 mm (maximum length).

Avoid submitting illustrations containing small axes with oversized labels. Ensure that line weights will be 0.5 point or greater in the final published size. Line weights below 0.5 points will reproduce poorly.

6. Tables

All tables should be uploaded by MS Word file in text, separately from main manuscript.

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Final published size: Single-column table = 80 mm (width), 220 mm (maximum length); Two-column table (full page width) = 170 mm width, 220 mm (maximum length).

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7. References

All bibliographical references should be numbered and listed at the end of the manuscript in a section called "References." References should be typed in the format of JAST and referenced in the text by numbers in square brackets. The reference numbers and square bracket appear inside the punctuation if the citation applies to a whole sentence or clause [1]. When more than one reference is cited in one place, separate the numbers by commas without spaces [2,3].

If you refer to journal papers in serial publications, reference list should include: author(s), full title of the cited article in quotes (title capitalization), full name of the publication in which it appears, volume number (if any), issue number (if any), year of publication and inclusive page numbers of the cited article [1-4].

If you refer to proceedings of academic conferences, reference list should include: author(s), full title of the cited article in quotes (title capitalization), full name of the proceeding in which it appears, location, volume number (if any), year of publication and inclusive page numbers of the cited article [5,6].

If you refer to textbooks or monographs, reference list should include: author(s), full title of the publication, publisher, location, year of publication and inclusive page numbers of the work being cited [7].

If you refer to industrial standard, reference list should include: the number of the standard and year of publication [8-10].

If the title of the reference is not written in English, authors are required to translate them into English and indicate the original language in which the paper has been written, at the end of the list such as "(in Japanese)" [6].

Unpublished works (including papers not yet submitted or not yet published) should be avoided. It is recommended that contributors cite articles published in *Tribology Online*, if possible.

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- [10] ISO 14040, 1997.