GUIDELINES FOR PROCEEDING FORMAT

THIS IS THE PLACE FOR THE TITLE IN CAPITAL LETTER

BOLD 12 POINT TIMES NEW ROMAN [use title style]

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# ABSTRACT [heading style]

[use abstract style]An abstract should be placed here and written in italic Times New Roman font size 11 and of not more than 175 words. The layout should be justified, i.e. aligned at both the left and right margins. The abstract should not only indicate the subject and scope of paper but also summarize the conclusion.

**Keywords :** Not more than 5 keywords, italic

# INTRODUCTION [heading 1 style]

[use text style for all text paragraph] The first sentence in each paragraph should be indented 0 cm. The main text of the manuscript must begin with an introduction and end with conclusions. It should be written in UK English and type with A4 paper using Microsoft Word, font Times New Roman 11 pt. The margins of the article should be 2.54 cm top, 3.18 cm bottom, 4.45 cm left and 2.54 cm right.

The first sentence in the following paragraph should be indented 0.5 cm. Single column with single line spacing should be used throughout. No spaces are to be left between the paragraphs. Lines of text should cover the entire page length. Do not begin a new section directly at the bottom of a page – it is preferable to transfer the heading to the top of the next page.

The length of the full paper should be between 3 to 6 pages. The references should be cited using bracket [1].

# TABLES AND FIGURES [use Heading 1 style]

Tables and figures should be arranged throughout the text and it is preferable to include them on the same page as they are first discussed.

## Tables [use heading 2 style]

The first sentence in each sub-topic should be indented 0 cm. All tables should be kept simple and clear, and should be referred in the text. Tables should be presented in the form shown in Table 1.

Table 1: This table list out some on the working fluid and conversion cycle characteristics at correct pressure [use figure 1 style]

xxxxx..

Table 2 : A short title for tables should be indented centre [use figure 2 style]

Yyyyyy……

The next paragraph should be indented 0.5 cm and single line spacing should be given after the table.

## Figures and Graphics

All figures submitted should be of high quality and presented in black and white prints. Explanations and lengthy description should be placed in the text rather than within figures.

Figure 1: A short caption of the figure should be centered [use figure 2 style]

Figure 2: A long caption of the figure should be in justified form and the next line of sentence should be placed inline with the first sentence [use figure 1 style]

All illustrations and photographs must be numbered consecutively as it appears in the text and accompanied with appropriate captions below it as shown in Figure 1 and 2. All illustration should be clearly displayed by leaving a 1 line spacing above and below them.

## Equations

Equations must be type written and special symbols must be identified properly. The special symbols used should be defined where they first appear, and arranged alphabetically at the end of the paper in a section titles Nomenclature, placed before References section.

 (1)

 (2)

Mathematical expression for Equations 1 and 2 should align with the subtopic title and the equation numbers are aligned to the right.

# ACKNOWLEDGEMENTS

Acknowledgement of not more than half a manuscript page may be included in a paper, and should be placed between the **CONCLUSIONS** and the **REFERENCES** section.

# REFERENCES

Journal

1 Shih, W.K. and Jang, B.Z.,1989. Instrumental Impact Testing of Composite Sandwich Panel, *Journal of Reinforce Plastic Composites 8*, 270-278. [use ref style – we recommended if references use mendeley reference software]

Book

2 Allen, H.G.,1969. *Analysis and Design of Structural Sandwich Panels*, Pergamon Press, Oxford, UK.

Thesis

3 Alias, A.,1993. *Mechanical Behavior of Sandwich Panel*, MSc Thesis, UMIST, UK.

Proceeding of Conferences, Symposium

4 Alias, A.,1998. Experimental Results and Techniques on the Crush Behavior, *Proceeding of* *3rd Conference on Impact Engineering*, Singapore, 379-384.

Website

5 <http:///www.fkm.utm.my> July 2006.