

Guidelines for Authors to Prepare a Complete Submission to JESTEC

SUBMISSION CHECKLIST	
Compulsory documents	Requirements for each document
<input type="checkbox"/> 1. Manuscript	<ul style="list-style-type: none"> Manuscript must be prepared using JESTEC manuscript template and formatted accordingly. References must strictly follow JESTEC referencing style.
<input type="checkbox"/> 2. Copyright transfer form (CRTF)	<ul style="list-style-type: none"> Download the Copyright transfer form (CRTF) file Provide the information required for the paper and authors. Please tick (x) in the either box for 'yes' or 'no' for answering the question 'Has this manuscript been copyrighted, published, or submitted for publication elsewhere?' All main authors and corresponding authors <u>must sign</u> (writing you names as signatures is not acceptable). If signing on behalf of all authors, 2 signatures are required. The representing author must <u>sign for himself/herself</u> first in the (co)author's signature, then must <u>sign again</u> in the 'Signature' to represent the rest in the last statement. Please send a <u>PDF scanned copy of the CRTF with clear visibility</u> to us via email (jestec@taylors.edu.my).
<input type="checkbox"/> 3. CV of corresponding author	<ul style="list-style-type: none"> Details is required in the CV of the corresponding author only.
<input type="checkbox"/> 4. Similarity report	<ul style="list-style-type: none"> Similarity index report is a must for submission. A complete plagiarism report should be generated from <u>trusted and licensed software</u>, such Turnitin. JESTEC only accept your paper if the similarity index is <u>no more than 20%</u>.
<input type="checkbox"/> 5. PPR file	<ul style="list-style-type: none"> Download the PPR excel file and provide complete information in Paper's Details worksheet only. <u>Full names, full affiliations and emails</u> must be written for all authors. State the <u>similarity index</u> of your work. Nominate at least 4 <u>reviewers</u> whose qualification must be Ph.D. with adequate knowledge of the topic, and write their <u>contact email(s)</u>.

Please, note that:

- An acknowledgement for a complete submission to JESTEC is officially issued with a manuscript ID, only when requirements for each document are satisfied and these five (5) documents are submitted all together in one email to the Executive Editor (jestec@taylors.edu.my).
- Lacking/missing any of the 5 documents in the checklist (requirements for each document are satisfied), your submission is considered incomplete and therefore, unable to proceed to JESTEC reviewing process.
 - All attached document in the incomplete submission will NOT be saved in JESTEC system. Hence, a new submission is required by sending again with all the 5 documents together with satisfied requirements in one email.
- Please, note that you are not allowed to modify the CRTF and PPR. Just fill in with the required information.
- The reviewing process will take approximately 2-3 months.
- An additional document on the next page would help authors to correct the formatting mistakes in the manuscript.

Additional Document for Formatting Manuscript

To start formatting your paper,

- a. Download JESTEC template, open it and open your paper. Copy from your paper and paste in JESTEC template using the destination styles.
- b. Need more information, please read the instructions as shown in the Journal Website
<http://jestec.taylors.edu.my/instructions.html>

Below are some additional instructions and guidance to follow:

1. Nomenclatures:
 - a. The format of the nomenclature is a table with two columns and hidden boundaries except the external frame (must use the same as in template).
 - b. Symbols must be arranged in alphabetical order in two columns only and one row for each symbol.
 - c. Nomenclature section should be placed right after the Conclusion Section or after the Acknowledgment (if any).
 - d. All Symbols in Nomenclature should be arranged alphabetically with their explanation and SI units (if applicable)
 - e. All symbols must be written in italic mode except the non-dimensional numbers, like Re, Nu, Pr, etc. This is applicable here and in all the text of the paper
 - f. Greek symbols are separated and placed under English Symbols
 - g. For all symbols (where applicable), the SI units must be mentioned
 - h. The same rules apply for Abbreviations except that the Abbreviations are not in italic mode
2. Equations, abbreviations and symbols should not be embedded as image but use Microsoft Word Equation Editor.
3. Equations should be written using Equation Editor. They are right justified while their numbers are left justified.
4. Write the Author names in the header in even pages only. In case of two authors use and. In case of more than two authors, write the name of the first author followed by et al.
5. Change the header of the odd pages with your paper title following the font in the template. If the title is not enough to fit in the header, write some first words of title followed by 4 dots separated by one space (. . . .). Keep the standard spacing between the title and the page number.

And please

6. You cannot start a section by directly writing equation or showing tables or figures, you need to give an introductory text.
7. Do not use acronyms or chemical formulas in your title
8. Do not use acronyms or chemical formulas in your abstract
9. Include a sentence about the background/context in your abstract.
10. Work with a Native English Science Editor
11. Please avoid having heading after heading with nothing in between, either merge your headings or provide a small paragraph in between.
12. Normally in abstract and conclusion don't encourage to include references
13. Tables have too many numbers in them. For better presentation, you could go for a graphical representation.
14. The word 'Methodology' should be 'Methods', methodology is the study/analysis of methods and should only be used when addressing epistemologies/ontologies.
15. Make sure that your figure and table legends are written in complete sentences and that all are cross-referenced in the text
16. References:

The main formatting mistakes are used to be the reference style and format. Please read the instructions in the next comment and follow the samples which are shown in the Journal Website

<http://jestec.taylors.edu.my/instructions.html>. More details required? Please refer to JESTEC Template

http://jestec.taylors.edu.my/Template_Final_Paper.docx. Below are some instructions:

- a. Author surname and initials are separated by a comma,
- b. If there are two letters for initial, there must be no space between them, like J.P. and not J. P.
- c. Authors' names are separated by a semicolon.
- d. A word "and" precedes the name of the last author.

Examples:

Journal article

1. Al-Atabi, M.T.; Chin, S.B.; and Luo, X.Y. (2005). Flow structures in tubes with segmental baffles. *Journal of Flow Visualization and Image Processing*, 45(2), 1412-1420.

Journal article in press

2. Al-Atabi, M.T.; Chin, S.B.; and Luo, X.Y. (in press). Flow visualization in tubes with segmental baffles. *Journal of Visualization*.

Book

3. Roberson, J.A.; and Crowe, C.T. (1997). *Engineering fluid mechanics* (6th ed.). New York: John Wiley and Sons Inc.

Conference paper

4. Al-Atabi, M.T.; Chin, S.B.; and Luo, X.Y. (2004). An experimental study of the flow in an idealised human cystic duct. *Proceedings of the First Asian Pacific Conference on Biomechanics*. Osaka, Japan, 33-34.

Internet Source

5. Author, A.B. (2000). This is how to cite an internet reference. Retrieved October 5, 2000, from <http://www.author.com>.