

GUIDELINES FOR AUTHORS

This document presents the formatting and style requirements for the preparation of manuscripts for IChE Online Journal. Please ensure that your submission conforms to these guidelines.

The guidelines apply to Hebrew and English manuscripts just as well.

The journal is prepared directly from your material so the final manuscript needs to be clear, accurate, complete, grammatically correct and without spelling or typographical errors. It is your responsibility to proof-read the final paper before submission.

ELECTRONIC SUBMISSION

All manuscripts must be submitted electronically, preferably using MS Word for Windows (either Word'97 or Word2000). Please ensure that there are no passwords on your document and no linked programs.

Computer Viruses

It is the responsibility of authors to ensure that documents are free from computer viruses prior to transmission. Any document in which a virus has been detected will be returned unopened to the author.

FORMAT OF THE MANUSCRIPT

Page Size and Margins

Manuscripts should be formatted for A4 portrait (21 cm x 29.7 cm). Manuscripts should not contain page numbers, headers or footers.

Margins:	Top	2.5 cm	(except first page, which should be 5 cm)
	Bottom	2.5 cm	(except first page, which should be 4 cm)
	Left	2.5 cm	
	Right	2.5 cm	

The paper length should not exceed 10 pages.

Text

The main body of the text must be in 12 point New Times Roman English font and 12 David Hebrew font. Text should be single spaced and fully justified. Block paragraph format should be used. Paragraphs may be delineated either by a 6 pt spacing (recommended) or by means of a blank single-space line. Indents should not be used.

Title

The title should be centered on the first page, in bold 16 point New Times Roman English font and 16 David Hebrew font and uppercase lettering, followed by a single-line spacing.

This should be followed by the authors in lower case, bold 14 point New Times Roman English font and 14 David Hebrew, followed by a single-line spacing. The next line should contain their affiliation, city and country in normal 13 point New Times Roman English font and 13 David Hebrew font.

Where authors from more than one institution are represented, place all names on one line, followed by the affiliations *etc.*, each on separate lines. The relationship between authors and affiliations should be indicated by the superscript characters *, **, *etc.*

Abstract

An abstract of about 100 words should be placed two lines below the title. The abstract should not contain abbreviations, equations, tables, figures or references.

For a Hebrew article an abstract in English is required.

Headings

First level headings: Bold, upper case, centered between margins, preceded by two blank lines and followed by a single blank line.

Second level headings: Bold, first letter of main words in upper case, left justified, preceded by single blank line.

Third level headings: Bold, lower case, left justified, preceded by single blank line.

Fourth level headings: Bold, Italics, lower case, left justified, preceded by single blank line.

Headings may be numbered, at authors' discretion. Care should be taken that a heading without text does not appear at the bottom of a page. If necessary, a page break should be forced.

Equations

The standard equation editor supplied with MS Word should be used to generate all mathematical equations. Alternatively, place equations within a text box to ensure that the formatting, characters and layout will remain fixed.

Equations should be indented 2 cm from the left margin. Equations should be numbered consecutively using Arabic numerals and placed in normal brackets indented 2 cm from the right margin.

$$E = mC^2 \quad (1)$$

Tables

Tables should be numbered consecutively using Arabic numerals and inserted into the text at the appropriate location. Table captions should be placed above the table in 13 point New Times Roman or David Italic bold font, centered across the page, and separated from the text above and the table below by a single blank line. Tables may either be fully justified or centered on the page.

Table borders and column lines should be single lines of normal width. The use of lines to delimit rows is left to the discretion of the author. All table contents should be in normal font. Avoid the use of shading.

Diagrams, Figures and Images

Figures should be numbered consecutively using Arabic numerals and inserted into the manuscript at appropriate locations, centered on the page, and have no border around them. Captions should be placed below the figure, centered across the page and using 13 point New Times Roman or David Italic bold font. Ensure that diagrams are an adequate size; do not reduce the images to such an extent that they are illegible. Any text included in the figures should be in 11 point Arial font.

Nomenclature, Symbols, Units and Abbreviations

Only widely accepted symbols and forms of abbreviation should be used. The full expression should be followed by the abbreviation in brackets the first time it is used in the text. A NOMENCLATURE list should be placed at the end of the paper.

IUPAC nomenclature should be followed and SI units used.

REFERENCES

References should be cited in the text using consecutive Arabic numbers in square brackets. All references should then be listed *in numerical order* at the end of the manuscript. Footnotes should not be used. Standard bibliographic abbreviations may be used.

OTHER

Keywords

Please supply a separate list of five to ten keywords that can be used for indexing purposes.

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SUBMISSION OF MANUSCRIPT

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