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## GUIDELINES FOR AUTHORS

These guidelines provide instructions to format your full paper for the 4<sup>th</sup> Conference on Engineering Science and Technology (CEST-2021), so that there will be a consistency among papers.

It is expected that authors will submit carefully written and proofread manuscript. Careful checking for spelling and grammatical errors should be performed. The manuscript should be written in English using Microsoft Word processor. However, papers written in Arabic are acceptable. The paper size is 21.59 cm × 27.94 cm (Letter). The margin text from the left and right are 2.5 cm; from the top and bottom are 2 cm. Number of pages is never a criterion to judge a paper but the manuscript content and its effective presentation matters. The Full Paper including figures, tables and references must have a minimum length of 10 pages and cannot exceed 14 pages. All accepted papers will be published in the conference online proceedings which will be made accessible from the conference website after the conference. We aim to produce conference proceedings of a professional and consistent quality, and thus appreciate you carefully following the instructions outlined here.

### 1 PAPER PREPARATION

#### 1.1 Language

When writing the paper please remember to use either UK or US spelling but not a mix of the two, i.e., if you choose UK spelling it would be colour not color; behaviour (behavioural) not behavior; centre not center; organization not organisation; analyse not analyze, etc. All Latin-based expression (such as *via*) should be in italic.

#### 1.2 Page Numbers

Please insert page numbers at the page right hand side bottom.

#### 1.3 Sections and Subsections

Sections and subsections should be numbered as 1, 2, etc. and 1.1, 1.2, 2.1, 2.2, etc, respectively, and titled; each title appears on its own separate line. The paper abstract must not be included in sections numbering. Capital letters should be used for the section titles. For subsections, the first letter of each word should be in capital letter and followed by small letters. Sections and subsections should not appear at the bottom of a page without at least two lines of text.

#### 1.4 Acronyms

All acronyms should be spelled out (defined) the first time they are introduced in text even after they have already been defined in the abstract. Thereafter, the acronym can be used if appropriate, e.g. "The work for the Organization of United Nations (OUN).... Subsequently, The OUN studies on..... Do not use abbreviations in the title unless they are unavoidable.

#### 1.5 Numbered List

- I. Submit.
- II. Review.
- III. Revise.
- IV. Accept.

## 1.6 Equations, Tables, and Figures

Equations and formulae must be written preferably using equation tool of Microsoft Word. Equations must be numbered sequentially with their numbers in parenthesis (1) and right justified. Be sure that the symbols in your equations have been defined before an equation appears or immediately following it. References may be added for used equations to support its authenticity, e.g. this result has been analysed using Fourier series [5]. Italicise symbols whenever needed (*T* might refer to temperature, but *T* is the unit tesla). Refer to the equation as “Equation (X)” where X is the equation number. Short quotations could be presented within the text, but should be marked with double quotation marks. To make your equations more compact, you may use the solidus (/), use parentheses to avoid ambiguities in denominators. In principle, all equation variables should be presented in italics. Powers of (e) are often more conveniently denoted by (exp). Make sure that your Equation Editor font and size are set up to match the text of your document.

$$F=m \times a \tag{1}$$

where: *F*=External force,

*m*=Mass of the object,

*a*= Acceleration of the object.

Tables and figures must be embedded in the paper text, close to the location of their first mentioned in the text. Also, tables and figures should be numbered sequentially in the order in which they appear in the paper for example, Figure 1, Figure 2 and so on, Table 1, Table 2, and so on. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'as seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). Please ensure that tables do not split over the pages. Excessive white space such as large gaps before, between, and after text and figures or tables should be eliminated. Individual figures should be centered but you could place two figures side by side if they will fit comfortably. Tables should be centered unless they occupy the full width of text. Insert units in brackets under the table heading. You could format your tables so they have table footnotes to the table caption or content. These notes should be formatted using alphabetic superscripts such as <sup>a</sup>, <sup>b</sup>, <sup>c</sup> and so on. Notes within the table caption should be listed first. Notes should be placed at the bottom of the table. Each note should be on a separate line.

*Table 1 Table layout. Captions for Tables are placed above<sup>a</sup>. [Table Caption]*

Table Rows [ Style: Table content ]	Cell one (Units)	Cell two (Units)
Second Row <sup>b</sup>	2	2
Third Row	3	3
Fourth Row <sup>c</sup>	4	4

<sup>a</sup> Table Footnotes  
<sup>b</sup> Table Footnotes  
<sup>c</sup> Table Footnotes

## 1.7 Titles of Tables and Figures

Each table and/or figure must have a title (Caption) that explains its purpose without reference to the text (i.e. independently of the text). Each column within a table should have an appropriate and meaningful heading. If your figure has two parts, include the labels “(a)” and “(b)” as part of the

figure and the associated caption. Do not type the caption to a figure on that figure; the caption must be typed separately following the figure. The figure numbers and titles should be placed below the figures (Figures are usually read from the bottom up), and the table numbers and titles should be placed on top of the tables (Tables are read from the top down). The title should be placed in the middle of the page between the left and right margins. Longer captions, covering more than one line, are justified.



Figure 1. The CC BY-SA license for open access articles [Figures Captions]

Tables, figures and the corresponding text should be placed on the same page as far as possible. Figures and Tables should be cross referred in the text. For tables, avoid using vertical rules and shading in table cells. For figures, axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M,” not just “M.” Put units in parentheses. Do not label axes only with units. For example, write “Magnetization (A/m)” or “Magnetization ( $A \cdot m^{-1}$ ),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.” Multipliers in a figure axis can be confusing. Write “Magnetization (kA/m)” or “Magnetization ( $10^3$  A/m).” Do not write “Magnetization (A/m)  $\times$  1000”. If figures are taken from elsewhere, they must be referenced at the end of the figure caption. Example,

Figure 2. Fibre optic transmissions between receiver and transmitter [11].

### 1.8 Use of Visual Material

Please think carefully about the presentation of any visual material (schematic diagrams, line drawing and plots, etc.). As the proceedings will be published in digital form, you have the opportunity to include good quality colour images or other visual material files that help you to present your research and its context.

Where possible please make images:

- I. Large enough to see clearly;
- II. Suitably displayed with picture formats such as Tagged Image File Format “TIFF”. (Please do not use picture formats that are optimised for screen use such as GIF, BMP, PICT, and WPG).
- III. The Times New Roman font (with font sizes  $\geq 12$  pt) is used; all text is legible;
- IV. Of good resolution ( $\geq 300$  dpi) and saved with no compression;
- V. Optimised to be not large sized files;
- VI. Avoid unnecessary large amount of white space within the figure;
- VII. Cropped appropriately, avoid sizing images less than 6 cm width, as extreme enlargements may distort your images and result in poor reproduction;
- VIII. If screenshots are necessary, make sure that the essential content is clear to the reader.

If you are using diagrams, info-graphics, or other schematics please ensure that:

- I. You present information clearly;

- II. All lines in line drawings are not interrupted and have a constant width, make sure the graphs do not lose essential information when they are downloaded or printed;
- III. You use the Times New Roman font with font sizes  $\geq 12$  pt; all text is legible;
- IV. Avoid unnecessary large amount of white space within the figure.

For professional-looking visual materials with excellent legibility and visibility, authors are advised to consider using the following:

- I. Microsoft Office Visio Software to create diagrams.
- II. Origin Software, from OriginLab, for data analysis and graphing (Line plots, Scatter plots, Bar plots, etc.).

## 1.9 Units

SI units are strongly encouraged. English units may be used as secondary units (in parentheses).

## 2 FURTHER RECOMMENDATIONS

Use one space after fall stops and colons. Use a zero before decimal points: “0.25,” not “.25.” Use “cm<sup>3</sup>,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm<sup>2</sup>.” The abbreviation for “seconds” is “s” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m<sup>2</sup>” or “webers per square meter,” not “webers/m<sup>2</sup>.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)

The words “data” is plural, not singular. Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset” not an “insert”.

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen.

There is no fall stop after the “et” in the Latin abbreviation “*et al.*” (It is also italicised).

The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicised).

## 3 RESEARCH PAPER CHECKLIST

We expect the following in a Quality Paper to have high chance of acceptance for publication in the conference proceeding.

- ✓ To avoid unnecessary errors, your final manuscript should be (camera-ready as submitted) i.e. free from technical, typographical, and formatting errors.
- ✓ Manuscript should be rich in content and data.
- ✓ Follow a proper well defined research method or approach.
- ✓ Should effectively introduce the area and subareas under investigation.
- ✓ Evaluate available literature on the topic.
- ✓ Present a clear research problem derived from literature.
- ✓ Present a valid detailed solution to the identified problem.
- ✓ Discusses and evaluates the results in comparison to literature.
- ✓ Provide clear conclusion based on work carried out and data presented.
- ✓ Provide clear future research directions.

**4 ENSURE THAT THE FOLLOWING ITEMS ARE PRESENT**

- ✓ One author has been designated as the corresponding author with a contact E-mail address.
- ✓ Permission has been obtained for use of copyrighted material from other sources (including the Internet).