PROCEDIA CIRP

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AUTHOR INFORMATION PACK

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DESCRIPTION

What is Procedia CIRP?

Procedia CIRP is an open access product focusing entirely on publishing high quality proceedings from CIRP conferences, enabling fast dissemination so that conference delegates can publish their papers in a dedicated online issue on ScienceDirect. *Procedia CIRP* is indexed in the EI Compendex and Scopus databases.

Procedia CIRP will publish papers from CIRP and CIRP-sponsored conferences. Conferences should be relevant to an international audience and cover timely topics.

How are conferences evaluated for inclusion in Procedia CIRP?

Conference proceedings are accepted for publication in Procedia CIRP based on suitability of scope and are required to meet certain criteria, including the assurance that all papers are original, will be subject to peer review and will not be published elsewhere.

Please note, only conferences of CIRP, or officially CIRP sponsored conferences are able to be published in Procedia CIRP.

What is the process for submitting conference proceedings to Procedia CIRP?

The conference organizer should contact the CIRP office who will confirm the conference's relationship with CIRP and forward the details to the relevant person within Elsevier. The conference name and date, organizer name, as well as the expected number of pages and desired date for the proceedings to appear online should be included in this message if possible.

EDITORIAL BOARD

GUIDE FOR AUTHORS

INTRODUCTION

Procedia CIRP is a product for proposed conference proceedings. It only receives manuscripts submitted to a conference that has an agreement with Elsevier for publication on *Procedia CIRP*. *Procedia CIRP* is an open access product focusing entirely on publishing high quality proceedings from CIRP conferences, enabling fast dissemination so that conference delegates can publish their papers in a dedicated online issue on ScienceDirect. *Procedia CIRP* is indexed in the EI Compendex database. *Procedia CIRP* will publish papers from CIRP and CIRP-sponsored conferences. Conferences should be relevant to an international audience and cover timely topics.

BEFORE YOU BEGIN

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PREPARATION

This is a camera ready copy (**CRC**) journal. Please obtain the "MS Word Template/Latex" from the conference organizer. Do not make any changes to the structure of the template as this can lead to production errors.

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Files should be in PDF format only, converting the CRC MS Word template provided by the conference organizer. Figures and tables should be embedded and not supplied separately. Please notice that if the file uploaded is not a CRC PDF file, your manuscript will be sent back to you and this may cause delays in the publication process.

Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word before converting the document in to PDF.

Paper structure

Papers should be prepared in the following order:
Introduction: to explain the background work, the practical applications and the nature and purpose of the paper.
Body: to contain the primary message, with clear lines of thought and validation of the techniques described.
Conclusion
Acknowledgements (when appropriate)
References
Appendices (when appropriate)
Section headings: should be left-justified, with the first letter capitalised and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

Formatting your document

Please do not alter the formatting and style layouts which have been set up in the template document *Procedia CIRP*.
As indicated in the template, papers should be prepared in double column format suitable for direct printing onto paper size (A4, 210 mm × 297mm). Do not number pages on the front, as page numbers will be added separately for the preprints and the Proceedings. Leave a line clear between paragraphs. All the required style templates are provided in the file "MS Word Template" with the appropriate name supplied, e.g. choose 1. Els1st-order-head for your first order heading text, els-abstract-text for the abstract text etc.

i. Title page
The first page should include:

(a) **Conference Title**
Click on the existing text and enter the name of the conference.

(b) **Title**
Click on the existing text and enter the title of the paper using Sentence case.

(c) **Each author's name and affiliation**, including present address
• Authors' names: Remember to include the correct superscript linking to the appropriate affiliation details.
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Insert an abstract of 50-100 words, giving a brief account of the most relevant aspects of the paper.

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All tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately.

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The figure number and caption should be typed below the illustration in 9pt and left justified.

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Artwork has no text along the side of it in the main body of the text. However, if two images fit next to each other, these may be placed next to each other to save space.

iv. Equations
Equations and formulae should be typed in Mathtype, and numbered consecutively with Arabic numerals in parentheses on the right hand side of the page (if referred to explicitly in the text). They should also be separated from the surrounding text by one space.

v. References
In the text, the number of the reference should be given in square brackets. For references with more than two authors, text citations should be shortened to the first name followed by et al., e.g. Jones [1] discovered that...; Recent results from Brown and Carter [2] and Green et al. [3] indicate that (…).

Only essential references, which are directly referred to in the text, should be included in the reference list.

References must be listed in numerical order at the end of the paper. Do not begin them on a new page unless this is absolutely necessary. They should be prepared according to the sequential numeric system making sure that all material mentioned is generally available to the reader.

Journal references should include: author's surname and initials; initials and surnames of remaining authors; article title (where provided); abbreviated journal title (in italics), year of publication, volume number and page numbers.

References to books should include: author's surname and initials; surnames and initials of remaining authors; the book title (in italics); the place of publication and the name of the publisher; and year of publication. References to multi-author works should include author's surname(s) and initials, the chapter title (where provided); "In:" followed by book title (in italics); initials and name(s) of editors(s) in brackets; volume number and pages; the place of publication and name of the publisher, followed by the year of publication.

Here is an example of some references listed according to the sequential numeric system:

[1] Clark, T., Woodley, R., De Halas, D., 1962. Gas-Graphite Systems, in "Nuclear Graphite" R. Nightingale, Editor. Academic Press, New York, p. 387.
[2] Deal, B., Grove, A., 1965. General Relationship for the Thermal Oxidation of Silicon, Journal of Applied Physics 36, p. 3770.

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Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column. The .Els-footnote. style is available in the “MS Word Template” for the text of the footnote.

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Avoid hyphenation at the end of a line. Symbols denoting vectors and matrices should be indicated in bold type. Scalar variable names should normally be expressed using italics. Weights and measures should be expressed in SI units. All non-standard abbreviations or symbols must be defined when first mentioned, or a glossary provided.

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Submission guidelines

Submission guidelines for abstracts in EES

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

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- Enter the abstract of your article and click on next
- Enter the keywords of your article and click on next
- Please choose the editor for your conference and click on next
- Click on the drop down menu and choose abstract. Attach the file (abstract) and click on next.
- Click on build PDF and submit the abstract to the Journal

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- Type in the title in the blank title box
- Enter the keywords of your article and click on next
- Please choose the editor for your conference and click on next
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- Click on build PDF and submit the final CRC PDF to the Procedia

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