

# INSTRUCTIONS FOR FULL-LENGTH MANUSCRIPT PREPARATION

## Heat Exchanger Fouling and Cleaning - 2017

June 11-16, 2017 – Madrid, Spain

### GENERAL

Papers will be printed-out for the pre-conference proceedings in ring-binders which will be distributed among participants. After peer-reviewing process, final accepted papers will electronically be published on the web. Accordingly, papers, including figures and tables, should be limited to **8 camera ready pages for Contributed Papers** and up to **12 camera ready pages for keynote lectures (if invited)**, including figures and tables. *The production cost for excessive pages should be burdened by the author/s/.* **For industrial contributions, the option of submitting an extended abstract up to three pages rather than a full manuscript is offered which should be prepared according to the following instructions.** Please limit your paper by writing concisely, not by reducing the figures to a size at which their labels will be difficult to read. **Please also note that your compliance with these instructions would substantially help in shortening the publication time!**

### TYPING AND ORGANIZATION

Only the authored prepared complete manuscripts will be accepted. The pages will be printed directly as provided in PDF format. To ensure that your paper will be reproduced properly, you should strictly observe the following instructions. The manuscripts should not be locked or password-protected against any edition and amendments.

#### Typing

The full-length manuscript is to preferably be edited using Microsoft Word. One template with all instructions on it and the other actual template in 8.5x11" or A4 paper size are provided to prepare the paper in uniform format (2017\_HXF&C\_Madrid\_Template.docx). Please note that the page setup for the first and the rest of the pages are different in the sense that the full page should be used for the second and subsequent page(s). If you use the actual template (2017\_HXF&C\_Madrid\_Template.docx), continue typing after the end of the first page without any interruption (since it is just a contiguous text). Automatically, the second page will be created with the right format.

All text, tables and figure/table captions should be in **10 font Times New Roman**, except noted differently.

Indent first line of each paragraph 1/4" or 6 mm, and do not leave any extra space between paragraphs.

**Both columns on all pages should be aligned to make sure that the same length and height is observed for all columns.**

### Paper Title and Authors

Type a brief, clear and descriptive title in **BOLD CAPITAL** letters (except formulas), **12 font** Times New Roman, and centered on the width of the typing area as indicated in the template.

After skipping three blank lines (10 pt font), type the name(s) of the author(s) in **Bold Upper and Lower Case**, 10 font Times New Roman, and centered (separate each name by a comma except the last two which should be separated by "and", see template), with the affiliation, address, and e-mail address for the author on a separate line but not in bold. If two or three authors with different address, their affiliation should be typed in separate lines starting with numeric footnote marks for each author. Skip one line between the author(s) names and starting line of affiliation(s).

### Abstract

After leaving 3 blank lines start typing the abstract on the left-hand column (see template). The abstract should include brief background, problem formulation, the method, the results and conclusions, all concise, complete and understandable without reference to the text. No abbreviations, diagrams and references should be used in the abstract. The recommended length of the abstract is **150 words**.

### Body

The body of the paper should include the major sections of the paper such as Introduction, Method of Analysis, Experimental Techniques, and other appropriate headings, Results, Discussion, Conclusions, Nomenclature and References.

The text may be divided into sections and sub-sections. Type the first level Subheads in **bold Capital letters** flushed to the left margin. Leave one line of space above the subhead and one line of space below, and start the text on the next line.

Second-level subheads should also be flushed to the left margin, and type them in **Bold Upper and Lower Case**. Leave one line space above and below the subhead, and start the text on the next line.

**Third-level subheads.** They should be typed as shown here after indenting. Leave one line space above the subhead. Capitalize only the first letter of the subhead and make the subhead *italic* and bold followed by a period and two letter spaces; then begin typing the text on the same line and continue the text without indenting again.

After the first level subhead, if second and third level subheads are typed without any text in between, leave only one line space between them.

## EQUATIONS, NOMENCLATURE AND UNITS

- Equations should be typed using the word processor. Allow one line of space above and below. Center the equations in the column with the equation number flushed to the right margin as shown below. Number the equations consecutively from (1).

$$\alpha SA_p = \sigma \epsilon T_m^4 A_s \quad (1)$$

Write "Eq. (1)" when referring to an equation in the text, except at beginning of a sentence, where it should be written as "Equation (1)" without the abbreviation.

- Each paper must have a separate nomenclature section that lists in detail and unambiguously all the symbols used in the text and their definitions. Do not use the same symbol for two or more different meanings or definitions; similarly, do not use more than one symbol for one variable/parameter. Each dimensional symbol *must* have SI units mentioned at the end. All dimensionless groups and coefficients *must* be indicated as dimensionless after their definitions. All Greek symbols follow the Latin symbols. Subscripts and superscripts follow Greek symbols, and should be identified by a second-level heading. Symbols that cannot be typed should be entered in black ink.
- Decimals *should* always be shown by full stops rather than by commas or centered dots.
- All data should be reported in SI units. The SI practice of using space to separate groups of three in four-digit (or larger) numbers should be followed. In adding space between groups of three, digits are counted from the decimal point to the left or right, e.g.: 5 432.1
- When used with numerals, units should be abbreviated (full stops are not used with abbreviations); if units are used in general terms with no specific numerals, they should be spelled out; e.g., "the SI unit for mass is kilograms" (not "the SI unit for mass is kg").
- Several units written together should be separated by a thin space, not a centered dot, for example, 8 kW/m<sup>2</sup> K, 5 kg m/s<sup>2</sup>.

## TABLES AND FIGURES

### Tables and Figures

- Each table should have a descriptive table caption placed *above* the table. Each figure should have figure caption *below* the figure. Tables and figures should be placed either within one column width or can utilize full both column widths. Larger tables and figures

could also be placed landscape, filling the complete usable area of the page.

- Refer to each table and figure in the text. Place individual tables and figures on the same column or on the same page in the text, at the top or bottom of the page.
- Allow one line space between the table caption and the table (or between the figure and its caption). Allow two-line space between the table or figure and the adjacent text, *both* before and after the table or figure.
- In general, tables and figures should not repeat data available elsewhere in the paper.
- Number consecutively with single Arabic numerals (e.g., Fig. 1, Fig. 2, Table 1, and Table 2).

### Figures

- High-quality reproduction of illustrations depends on the condition of the original artwork. It should be prepared as carefully as the text. All figures should be clear, sharp, and of high quality.
- Do not use borderlines around figures.
- Photographs must be sharp black-and-white. Color photographs will now be accepted since the final proceedings will be published electronically. However the pre-conference proceedings will be printed-out only in black and white.

## REFERENCES

References to cited literature should be identified in the text with the year of publication with or without parentheses depending upon the text flow, such as: Kays and London (1984), Hewitt et. al. (1995), or (Kays and London, 1984), (Kays and London, 1984; Hewitt et al., 1995). They must be arranged alphabetically and the first line should be indented. References should be styled and punctuated according to the following examples: journal article, book, thesis, report, Proceedings, and edited book, written in that order.

Hirasawa, S., Hijikata, K., Mori, Y., and Nakayama, W., 1980, Effect of surface tension on condensate motion in laminar film condensation, *Int. J. Heat Mass Transfer*, Vol. 23, pp. 1471-1478.

Kays, W. M., and London, A. L., 1984, *Compact heat exchangers*, 3rd ed., McGraw-Hill, New York.

Kedzierski, M. A., and Webb, R. L., 1987, Experimental measurements of condensation on vertical plate with enhanced fins, *Boiling and Condensation in Heat Transfer Equipment*, ASME HTD-Vol. 85, pp. 87-95.

Memory, S. B., and Rose, J. W., 1986, Film condensation of ethylene glycol on a horizontal tube at high vapor velocity, *Proc. 8th Int. Heat Transfer Conference, Heat Transfer 1986*, Hemisphere, Washington, DC, Vol. 4, pp. 1607-1612.

Webb, R. L., 1981, The use of enhanced surface geometry in condensers: An overview, in *Power Condenser Heat Transfer Technology*, eds. P. J. Marto, and R. H. Nunn, Hemisphere Publishing, Washington, DC, pp. 287-324.

Always give inclusive (starting and ending) page numbers in all references, and a chapter number and inclusive pages (if applicable) for books. Each reference *must* be cited in the text.

#### **PERMISSIONS**

You are responsible for making sure that you have the right to publish everything in your paper. If you use material from a copyrighted source, you may need to get permission from the copyright holder. You need to seek permission to use a figure or table if it has not been changed in any substantive way from the original or if it does not plot or compile data readily available to anyone. You need to seek permission to quote material if you use it in a way competitive with the original material, that is, if your use of the material will harm the rights of the original publisher and/or author. This criterion holds true regardless of the length of the quote. If the quoted material will not be used competitively, you need only to cite the original source.

#### **MAILING**

*Contributed and industrial Papers* as well as *Invited Keynote Lectures* should be prepared according to present instructions. All papers are to be sent **electronically via email** in **MS WORD and PDF formats** to [foulingconference@htri.net](mailto:foulingconference@htri.net) by **March 31, 2017**. You do not have to send hardcopies of your manuscript. Late manuscripts may not be included in the pre-conference Proceedings. Manuscripts not complying with present instructions may not appear in the post-conference proceedings.

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