

# NDT.net Guidelines for the Preparation of Manuscripts for Conference Proceedings

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shows the weight of work each author has done for the paper.)

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## **Abstract** (approx. 100 to 150 words)

These instructions have been prepared to assist authors in the preparation of papers for reproduction in Conference proceedings to be provided to delegates. The instructions should be followed in all matters of format including section headings, capitalisation, punctuation, table and figure headings and their placement within the text. The conference proceedings will be produced as CD-ROM containing PDF versions of the papers. These guidelines are to ensure maximum uniformity of style and reproduction without further modifications - please try to follow them as closely as possible. The material that you supply will be used exactly as it is presented. The attached pages should serve as a model. Your paper should not exceed 14 pages.

**Keywords:** Laser ultrasound, time of flight (TOF), welding, aerospace, carbon fiber composite (5 to 10 words or phrases)

## **1. Introduction**

In preparing a manuscript, authors are solely responsible for the quality and appearance of the final product. Please follow these guidelines carefully and accurately. If any questions or special problems arise, feel free to contact the organiser.

## **2. Specific instructions**

### **2.1 Text, Page Setup**

Text should be typed at single spacing in Times New Roman or similar typeface, 12 point and fully justified. Plain white A4 paper should be used with margins of 25 mm on all sides. Please do not type any page numbering. It should not be assumed that the reader is familiar with specific national institutions or corporations. Acronyms should be translated in full into English..

### **2.2 Format**

An introductory paragraph should be given after a first-level heading, followed by numbered subheadings. First-level headings should be in 14 point bold typeface; second-level headings 12 point bold italic; and third-level in 12 point italic. All headings should be left-justified.

#### **2.2.1 Title**

The title should emphasise the objective of the paper. Avoid excessive length. The title should be in 14 point bold, centred on the width of the opening page and spaced 30 mm from the top of the page. All words except for short connectives should have a capital initial.

### 2.2.2 Authors

Names of authors should be centred on the second line below the title. The name(s) should be shown as first name, middle initial, and last name or first initial, middle name, and last name, as preferred. Only the first letter of names should be capitalised.

### 2.2.2 Affiliations, Addresses

This section should be typed in 10 point. Authors' organisation and address should be single spaced below the name.

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Please include e-mail address for all authors and include telephone, telefax for principal author only. Departments, Affiliations, Cities and Countries should be translated in full into English, e.g., Radiography Laboratory, Faculty of Engineering, University of Lyon, Lyon, France.

### 2.2.3 Abstract

The abstract begins on the third line below the authors' names and addresses, as described above. The abstract should be typed in 10 point and its length in the range of 100 to 150 words. It should mention the techniques used without going into methodological detail and summarize the most important results. Please do not include any citations in the abstract. Avoid specialist abbreviations.

### 2.2.4 Keywords

Keywords should be written in the line below the abstract and should be in lower case (apart from abbreviations or proper names). Keywords have to be separated by comma. Keywords shall not include brand names. Keywords to be abbreviated should be given in full, followed by the acronym or abbreviation in parentheses, e.g., time of flight diffraction (TOFD).

### 2.2.5 Body

The body of the paper should open with an introduction, which is a brief assessment of prior work by others, and an explanation of how the paper contributes to the field. The introduction should briefly describe the extent of the study and techniques employed. The introduction part of the body should not contain information on results obtained.

After the introduction, the main body of the paper is presented. It is here that the primary information contained in the paper is located. The author is free to select the format best suited to the paper. Sections may cover such topics as previous work, experimental methods, theory, results, discussion, etc. The author should present material succinctly, eliminating details readily available from other sources.

### 2.3 Acronyms and abbreviations

Terms to be abbreviated should be given in full the first time they appear, followed by the acronym or abbreviation in parentheses. Subsequently, the acronym is used. Acronyms should be used prudently; an excessive number should be avoided.

### 2.4 Mathematics, equations, formulae and symbols

Please type as much of the mathematical material as possible, with particular care in spacing and alignment, vertical as well as horizontal. Displayed equations or displayed chemical formulae (ie, those on their own line) should be in italics and centred with one line of space above and below. Break multi-line equations before a relation or operation sign, and align the sign to the right of the equals sign in the first line. Leave one space on each side of a relation or operation sign. Equation numbers should be typed in parentheses at the right margin using Arabic numbers. Symbols appearing in the text should be in italics.

$$r(k) = r_0 \exp(-2R_q^2 k^2) \dots\dots\dots (1)$$

### 2.5 Figures and graphs

Figures should be numbered and captioned, and should be included at appropriate positions within the text. Leave one line gap above and below figures and tables and do not put text to the side of them. Captions should be centred on the page. Lettering on line drawings should be large enough to be clearly legible. If photos are to be included, these should be pasted on the page in the appropriate position. Please avoid to high resolution photos since these will increase the file size unnecessary.

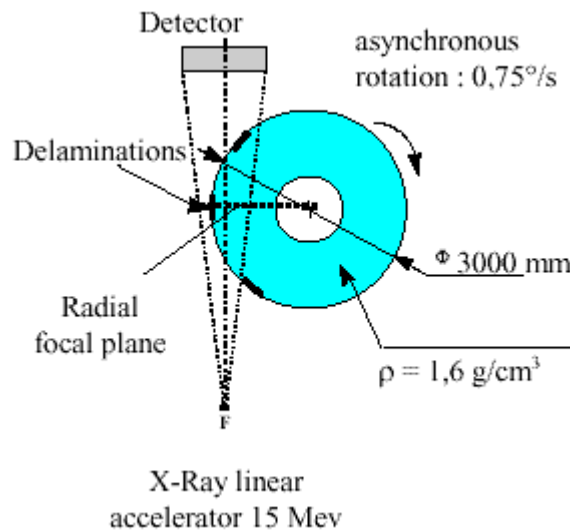


Figure 1. Geometrical configuration for tangential control

### 2.6 Tables

Tables must be cited in the text and should be included as close to the point of reference as possible, but tables should not continue from one page to the next unless a table begins at the beginning of a page (ie, a multi-page table). The table caption, in bold, should always be

centred with the table number above the table. Arabic numbers should be used for table numbers.

**Table 1. Table example**

Item	Specifications
Table caption defined	The table caption, in bold, should always be centred with the table number above the table. Arabic numbers should be used for table numbers. Do not end the table caption with a full stop.
Table contents	Preferred type font is Times New Roman 11 point. Line spacing should be single space with one additional line of space between paragraphs.

### **3. Conclusions**

Following the body of the report the author should present, in narrative format, conclusions drawn from the paper. The conclusions should be based on the discussion in the body of the paper. In addition, it may be valuable to demonstrate the value of the work to the profession. The conclusions should be written for the general reader. Specific detailed information is better confined to the body of the paper.

### **Acknowledgements**

Acknowledgements should be typed as text and placed before the reference listing.

### **References**

References should be written in the order in which they appear in the text in the following format:

1. L Udpa and S S Udpa, 'Neural Networks for the Classification of Non-Destructive Evaluation Signals', IEE Proceedings-F, Vol 138, No 1, pp 201-205, February 1991.

The reference point in the text should be formatted thus [1].