

## **GUIDE FOR AUTHORS BEFORE YOU BEGIN**

### *Conflict of interest*

All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work.

### *Submission declaration*

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the copyright-holder.

By submitting a manuscript, the authors agree that the copyright for their article is transferred to the Sharif University of Technology if and when the article is accepted for publication. Responsibility for the contents of a manuscript rests upon the author(s) and not on this journal, the editors or the publisher. The technical contents of the manuscript should be carefully considered by the author(s) before submission for publication. Note that conference proceedings are a form of publication.

### *Contributors*

Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.

### *Changes to authorship*

After being accepted for publication, the material can not be changed in terms of addition, deletion, or rearrangement of author names in the authorship.

### *Role of the funding source*

You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. If the funding source(s) had no such involvement then this should be stated.

### *Submission*

Scientia Iranica is published in English. Authors who are unsure of correct English usage should have their manuscript checked by someone proficient in the language. Manuscripts in which the English is difficult to understand can be rejected.

The authors can use the following guidelines to prepare their article. The manuscript should be submitted in Word/LaTeX and PDF files. The PDF file is used in the peer-review process. These source files are also needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail.

### *Important notice*

Multi-part papers are not to be considered. Papers that are requested by the editors to be revised must be returned within 4 weeks or they will be regarded as withdrawn.

The standards of publication for Scientia Iranica are extremely high. To ensure superior standards of quality and scientific validity, all papers submitted to the journal undergo a series of careful reviews by international experts, proficient in the relevant subject matter of the paper, before being accepted or rejected. Following full review procedure, inclusion of a manuscript in Scientia Iranica will be confirmed by an official acceptance letter forwarded to the corresponding author of the paper.

### *Referees*

You are required to submit, with the manuscript, the names and addresses of 6 potential referees that can give an independent review.

## **PREPARATION**

Authors should make every effort to conform to the guidelines given below for the preparation of manuscripts. Proper preparation of manuscripts will speed publication of articles. Improperly prepared manuscripts may be returned to the author(s) for correction before being accepted for publication. The authors are advised to use either LaTeX or Word format.

### *Use of word processing software*

It is important that the file be saved in the format of the word processor or PDF to hasten the refereeing process. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be

removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. Do not embed "graphically designed" equations or tables, but prepare these using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts.

To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammar-check" functions of your word processor.

#### *Types of Manuscripts*

Scientia Iranica publishes four types of articles: 1) Full Article, 2) Research Note, 3) Review Article, and 4) Correspondence.

Full Articles are highly technical papers, which usually do not exceed 35 double-spaced typed pages, including figures and tables. All articles must contain fully original work representing the latest theoretical research and experimental results in the relevant fields of science and engineering covered by the journal.

Research Notes are papers which include descriptions of current research findings in a specific area of science and/or engineering. These papers are usually much shorter than a full article and should not exceed 17 double-spaced typed pages, including figures and tables.

Review Articles include a long, detailed synopsis of current research findings on a particular topic. They do not contain original research work by the author and should not exceed 35 double-spaces typed pages, including figures and tables. Normally, review articles are only considered by invitation of the Editor-in-Chief.

Correspondences are free form templates appropriate for submission of short contributions, letters, memorandums, errata, viewpoints, addenda, and memoirs, not exceeding two printed journal pages. Consideration of a correspondence is made by the Editor-in-Chief, and depending on the type of contents, they might undergo serious technical review.

#### *Article structure*

##### *Subdivision - numbered sections*

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, . . .), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line. Use line numbering throughout your paper.

##### *Introduction*

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

##### *Material and methods*

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference; only relevant modifications should be described.

##### *Results*

Results should be clear and concise.

Show only those experimental results that are relevant to your objectives and conclusions and which you want to discuss.

##### *Discussion*

This should explore the significance of the results of the work, not repeat them. It should integrate your findings in a comprehensive picture and place them in the context of the existing literature. A combined Results and Discussion section can be appropriate. Avoid extensive citations and discussion of published literature.

For reviews the organization of the paper can be different. It is however important that a review is more than a summary of the literature, an in-depth critical discussion is essential for acceptance of a review paper.

##### *Conclusions*

Conclusions contain essentially the 'take-home' message of a paper. Conclusions are not an extension of the discussion or a summary of the results. Authors are advised to list important implications of their work in form of a bulleted list. Conclusions must not contain references to the cited literature.

##### *Appendices*

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

##### *Essential title page information*

- Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- Author names and affiliations. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
- Corresponding author. Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. **Ensure that telephone, mobile and fax numbers (with country and area code) are provided in addition to the complete postal address. The corresponding author must have at least one e-mail address verifiable on formal institute domains.**
- Present/permanent address. If an author has moved since the work described in the article was done, or was visiting at the time, a "Present address" (or "Permanent address") may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

#### *Abstract*

An abstract of 200 words or less should precede the introduction. The abstract should clearly indicate the nature of the manuscript and the results described therein.

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major message. 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, they must be cited in full, without reference to the reference list. Also, abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

#### *Keywords*

Immediately after the abstract, provide 5 to 10 keywords, avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"). These terms should be relatively independent (coordinate index terms) and, as a group, should optimally characterize the paper. Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes. Use keywords that make your paper easy detectable for interested readers in literature databases. Repeating terms in the title is usually not needed.

#### *Abbreviations*

Nomenclature must be listed at the end of the paper and must conform to the system of standard SI units. Acronyms and abbreviations must be spelled out in full at their first occurrence in the text. In general, minimize the use of abbreviations so the paper remains easily understood by the general reader.

#### *Acknowledgements*

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

#### *Electronic artwork*

##### *General points*

- Make sure you use uniform lettering and sizing of your original artwork.
- Only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Ensure that the figures can be understood without reading the text. Minimize use of abbreviations.
- Produce images near to the desired size of the printed version.
- Submit each figure as a separate file.

##### *Color artwork*

Please make sure that artwork files are in an acceptable format (TIFF, EPS, PDF or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures these will be reproduced in color at no cost.

##### *Other artwork Instructions*

All legends, graph lines and points should be sufficiently large and bold to permit reproduction when the diagram has been reduced to 2 or 1 column widths. In a figure, graphs should be distinguished from each other and match their legends. If, in a figure, any mathematical expression is used, please make sure that all the superscript, subscript, small and cap letters be shown exactly as they appear in the text.

#### *Figure captions*

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration, making it understandable independent of the text. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

#### *Tables*

Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article. Minimize the use of symbols and abbreviations in the tables.

#### *References*

##### *Citation in text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either “Unpublished results” or “Personal communication”. Citation of a reference as “in press” implies that the item has been accepted for publication.

Only cite the original papers and those relevant for the work, no need to give a full literature review in the introduction/discussion. A large fraction of self-citations is generally an indication that the authors did not place their work well in the literature context.

Citations should be numbered in sequence throughout the article in square brackets and listed in sequence numerically at the end of the paper.

##### *Web references*

As a minimum, the full URL should be given. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

##### *References in a special issue*

Please ensure that the words ‘this issue’ are added to any references in the list to other articles in the same Special Issue.

##### *Reference style*

References to published literature must be cited in the text as follows:

Li and Gregory [1]. References must be listed together at the end of each paper and must not be given as footnotes. For other than review papers authors should aim to give no more than 20-30 recent, relevant references.

It is particularly requested that (i) authors' initials, (ii) the title of the paper, (iii) the volume, part number and first and last page numbers, and (iv) year of publication are given for each reference.

References to books, reports and theses must be cited in the narrative. They must include the author(s) name(s), date of publication, title of book, editor(s) name(s) if applicable, page numbers, name of publisher, place of publication, and year of publication. The abbreviation et al. may be used in the text. However, the names of all authors must be given in the list of references. Personal communications and other unpublished works must be included in the reference list, giving full contact details (name and address of communicator).

Personal communications must be cited in the text as, for example, Champney (2006).

References in languages other than English must be referred to by an English translation (with the original language indicated in parentheses).

##### *Examples:*

###### *Journals:*

Johnson, W. and Mamalis, A.G. “The perforation of circular plate with four sided pyramidally-headed square-section punches”, *Int. J. of Mech. Sci.*, **20**(3), pp. 801-820 (1990).

###### *Books:*

Hindmarsh, J. “The electrical-circuit viewpoint”, In *Electrical Machines and their Applications*, P. Hammond, Ed., 4th Edn., pp. 57-130, Pergamon Press, Oxford, UK (1975).

*Proceedings and reports:*

Walker, L.K. and Morgan, J.R. "Field performance of firm silty clay", *9th Int. Conf. on Soil Mech. And Found. Engrg.*, 1, Tokyo, Japan, pp. 341-346 (1977).

Barksdale, R.D. and Bachus, R.C. "Design and construction of stone columns", Report SCEGIT 83-10, Georgia Inst. of Tech., Atlanta, GA, submitted to Fed. Highway Admin (1983).

Bhandari, R.K.M. "Behavior of tank founded on soil reinforced with stone columns", *VIII European Conf. on Soil Mech. and Found. Engrg.*, Helsinki (1983).

*Mathematical Expressions*

Particular care should be used in identifying unusual symbols or notations and upper and lower case letters. Define all non-standard nomenclature when they are first used. Avoid using awkward mathematical notations and non-standard symbols. Please note that consistency should be followed in using capital or small letters; superscripts or subscripts in mathematical environments. This should also be undertaken for figures where mathematical expressions are used. In type setting mathematical expressions, using Word software, please do not use any special style.

*Submission checklist*

It is hoped that this list will be useful during the final checking of an article prior to sending it to the journal's Editor for review. **Ensure that the following items are present:**

- One Author designated as corresponding Author:
- E-mail address
- Full postal address
- Telephone, mobile and fax numbers

Further considerations:

- Manuscript has been "spellchecked" and "grammar-checked"
- References are in the correct format for this journal
- All references mentioned in the Reference list are cited, in sequence, in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Web)
- Color figures are clearly marked as being intended for color reproduction on the Web (free of charge) and in print or to be reproduced in color on the Web (free of charge) and in black-and-white in print
- If only color on the Web is required, black and white versions of the figures are also supplied for printing purposes

**AFTER ACCEPTANCE**

*Proofs*

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author (if we do not have an e-mail address then paper proofs will be sent by post). The PDF files of the proofs can be annotated; for this you need Adobe Reader version 7 (or higher).

If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the queries on the proof) and return them to *Scientia* in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the queries) on a printout of your proof and return by fax, or scan the pages and e-mail, or by post. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. Therefore, it is important to ensure that all of your corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility. Note that *Scientia* may proceed with the publication of your article if no response is received.

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