instruCTIONS FOR DRAFTING AN ARTICLE

FOR THE CONGRESS ON NUMERICAL METHODS IN ENGINEERING 2015

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**Keywords:** Instructions, Numerical Methods, Engineering, APMTAC, SEMNI, Lisboa

**Abstract** *This document gives all the information and instructions needed to draft an article for inclusion in the CD-ROM of the Proceedings of the Congress on Numerical Methods in Engineering 2015, which takes place in Lisboa (Portugal) from June 29 to July 2, 2015. Articles may be written in Portuguese, Spanish or English, using MS-Word or LaTeX. First page is reserved to: the title of the article, authors’ names and affiliation, keywords, abstract and part of the introduction. The instructions as well as the template files for MS-Word and LaTeX can be found in digital format in the webpage of the Congress at http://www.dem.ist.utl.pt/cmn2015/html/authors\_eng.html*.

**1. INTRODUCTION**

The proceedings will be published electronically, including text and figures, using Portable Document Format (PDF) files. Accepted articles should be submitted electronically through the Congress webpage, available at [http://www.dem.ist.utl.pt/cmn2015/html/authors\_eng.htmluntil March 31](http://www.dem.ist.utl.pt/cmn2015/html/authors_eng.html%20until%20March%2031), 2015. Articles should follow the MS-Word or LaTeX format shown in the templates available at the “Instructions for authors” webpage. Articles must be converted into Portable Document Format (PDF) prior to electronic submission. The organisers cannot commit to include any article in the proceedings that is received after the referred deadline. At least one of the authors must register and pay the congress fee until April 30, 2015, for the article to be included in the Congress Programme. A person can co-author several papers provided that the other papers are to be presented by another co-author. **Note that each valid registration entitles the presentation of one and only one article in the Congress.** A book of abstracts, containing the basic information about each article, will be published in addition to the electronic proceedings.

2. GENERAL SPECIFICATIONS

The article must be written in Portuguese, Spanish or English (exceptions may be allowed upon express permission of the organisers). The print area must be centred on each page and should cover an area of 16 x 21 cm. The article and its figures, tables and references must be at least 4 pages and no more than 20 pages long. The file should not exceed 4 Mb.

3. TITLE, AUTHORS, INSTITUTION, KEYWORDS

The first page must contain the Title, Author(s), Affiliation(s), Keywords and Abstract. The Introduction section may begin on first page, following the format suggested in the present template.

3.1. Article title

The title must be in Times New Roman, 14 pt font, bold, upper case and centred. If the title occupies more than one line, single line spacing should be used.

3.2. Authors

Authors’ names must consist of first (given) name and last name (surname). Middle names should be abbreviated to the first capitalized initial (see suggestion in the beginning of this document). The names must be in Times New Roman, 12 pt font, bold, and 12 pt below the title. If the MS-Word template is used, a header with the authors’ names must be included as suggested in the top of this page.

3.3. Affiliation

Authors’ affiliation appear in Times New Roman, 11 (10.95) pt, 12 pt below the list of authors. The line spacing between affiliations should be 12 pt.

3.4. Keywords

No more than six keywords are allowed. They should be aligned left and appear in Times New Roman 12 pt. The first line must start with the word **Keywords**, in bold. The line spacing between affiliation and keywords should be 12 pt.

3.5. Abstract (in the body of the article)

The body of the article must contain an abstract of its contents written in Times New Roman, 12 pt, and in italics. The word **Abstract** must appear in bold and not in italics at the beginning of the first line. The Abstract text must be justified, in italics and have a 12 pt space separating it from the keywords above, as shown on the first page of these instructions.

The abstract **must not, in any circumstances, extend beyond the space available on the first page**. This first page should, therefore, include the paper’s title, the authors’ names and affiliation, keywords, the abstract and the beginning of the introduction section.

4. HEADINGS

4.1. Main headings

The main headings must be aligned left, Times New Roman 12 pt font, bold, upper case. Line spacing must be 12 pt before and 6 pt after each main heading.

4.2. Subheadings

The subheadings must be aligned left, Times New Roman 12 pt font, bold, initial capital for fist word. Line spacing must be 12 pt before and 6 pt after each subheading.

5. HEADERS

As shown in these instructions, the first page has its own header that should not be changed by the authors. The header of the remaining pages consists of the authors’ names. Authors are kindly asked to include their names following the format suggested in these instructions. If omitted, the editors will add these headers. Note that the headers of remaining pages appear outside the printing area (see details in Figure 1).

6. Text

The main body text should appear in Times New Roman, 12 pt, single spaced, justified and in a single column. No extra spacing is required between paragraphs.

7. PAGE NUMBERING

Articles will be indexed by author’s name, title or topic. Page numbering is therefore not essential. Nevertheless it is recommended that pages are numbered to help organizing the article. Page numbers should be in Times New Roman, 12 pt, centred at the footer of the page, which appears outside the printing area (see details in Figure 1).

8. FIGURES

All figures should be numbered consecutively and identified by their figure caption. Figure captions must appear in Times New Roman, 10 pt using both upper and lower case letters, and centred.

There must be a 6 pt space between each figure and its caption, and a 12 pt space between the body text and the upper border of the figure and also between the last line of the caption and the next section of the text.

Figura 1. Layout of first and subsequent pages.

9. EQUATIONS

Equations must be numbered in Arabic numerals, enclosed in curved brackets. Equations must be centred and separated from the text above and below by a 6 pt space.

The example below is a single-line equation:

  (1)

The example below is a group of aligned equations:

  (2)

10. TABLES

All tables should be numbered consecutively and be identified by their table caption. Table captions must appear in Times New Roman, 10 pt using both upper and lower case letters, and centred.

| C11 | C12 | C13 |
| --- | --- | --- |
| C21 | C22 | C23 |
| C31 | C32 | C33 |
| C41 | C42 | C43 |
| C51 | C52 | C53 |

Table 1. Example of table layout

There must be a 6 pt space between each table and its caption, and a 12 pt space between the body text and the upper border of the figure and between the last line of the table caption and the next section of the text.

11. REFERENCES

References within the text must be cited using numbers enclosed by square brackets [1][2][3] or alternatively [1-3]. At the end of the text, references must appear sorted numerically, as shown at the end of these instructions.

12. CONCLUSIONS

* Articles should be submitted electronically via the conference website, following the link http://www.dem.ist.utl.pt/cmn2015/html/authors\_eng.html.
* Articles must be written in accordance with the format of the template files available on the Instructions for Authors webpage.
* Articles must be converted into Portable Document Format (pdf) prior to submission.
* Articles must be sent by 31 March 2015.
* The organisers cannot commit to include articles received after that date.
* At least one author must be registered and have paid the congress fee by April 30, 2015, for the article to be included in the conference programme. Only one presentation per author is allowed.

references

* 1. O.C. Zienkiewicz and R.L. Taylor, *The finite element method*, McGraw Hill, Vol. I., 1989, Vol. II, (1991).
	2. J.C. Simo and R.L. Taylor, “Consistent tangent operators for rate-independent elastoplasticity”, *Comput. Methods Appl. Mech. Eng.* Vol. **48,** pp. 101-118, (1985).
	3. F. Armero and S. Glaser, *Enhanced strain finite element methods for finite deformation problems.* M. Doblaré *et Al.* eds. *III CMNI*, *Zaragoza,* SEMNI, pp. 423-437, (1996).