

GUIDELINES FOR AUTHORS

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All papers accepted for presentation in the Symposium will be incorporated in a **CD-Rom**, which will be distributed to all the participants, together with a **Book of Abstracts**.

The present instructions should be used for submission of the papers. A sample paper is available at the Symposium website, at <http://in3.dem.ist.utl.pt/lisboa-laser/pub.html>. Please note that all papers should be submitted electronically. A **full paper** includes a **1 page abstract** and should be submitted together with a **Publication Agreement** duly signed.

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Papers should be sent electronically, via e-mail, to llaser@dem.ist.utl.pt, as specified in <http://in3.dem.ist.utl.pt/lisboa-laser/pub.html>. Diskettes and printed papers may be accepted where e-mail transmission is impossible. Manuscripts will be digitized at IST and must be clear.

i) ELECTRONIC SUBMISSION THROUGH E-MAIL – DEADLINE: 29 MAY 2000

The paper must be sent as AN ATTACHED WORD 97 DOCUMENT/FILE for **Windows (WORD. 97 or less)**. If you are using other Microsoft based software, please “save as” word 6.0.

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Each paper must be presented by one of the authors, who should use the ON-LINE REGISTRATION FORM for registration. Then, following normal standard procedures, the final version of the paper should be **ATTACHED** as a separate document. Please do **not** COPY and/or PASTE.

ii) AIR MAIL, ONLY FOR EXCEPTIONAL REASONS

In case of impossible e-mail transmission, the **original paper** and **1 diskette** (3.5”; PC format; Word 97 for Windows) may be sent to the following address by **May 22nd, 1998**.

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c/o Prof. Manuel V. Heitor
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2. PAPER

The **first page** of the paper should include the title, the authors and their affiliation, and an abstract with about 300-400 words (with supporting figures if necessary). **This first page will be printed in the *Book of Abstracts*.** Please make sure that the abstract is not more than 1 page long. Examples of a paper are found at <http://in3.dem.ist.utl.pt/lisboa-laser/pub.html>

Full papers, including figures and tables, should be limited to **12 pages**. Limit your paper by writing concisely, not by reducing the figures to a size at which their labels will be difficult to read. Remember that the full paper will appear in the *CD-Rom*.

3. TYPING

To ensure that your paper will be reproduced properly, the text should be **single-spaced, single column** per page and should be **justified**. Standard typefaces are preferred. The **FONT** to be used is **TIMES New Roman 10**, except for the title which should be **TIMES New Roman 12**, in **bold** and **centered**.

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Please include tables and figures in the text, after their first reference. (Please make sure the figures and tables are not concentrated at the end of the paper). Place brief titles above the table and place figure captions below the figure.

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Literature references should be cited in the text, following the procedure adopted in the *Journal of Fluid Mechanics*, with author's name followed by year of publication in parenthesis. For example: Smith (1989). Give authors' names, if two, or the first name with 'et al' if three or more. Literature references should be grouped at the end of the paper in alphabetical order.

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