

## GUIDELINES FOR AUTHORS

<http://in3.dem.ist.utl.pt/lxaser2002/>

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 <http://in3.dem.ist.utl.pt/lxaser2002/>, as an example of a paper following the present instructions.

Please note that all papers should preferably be submitted electronically. A **full paper** includes a 1 page abstract and should be submitted together with a **Publication Agreement** duly signed.

### 1. SUBMISSION OF PAPERS

Papers should be sent electronically, via **e-mail**, to [llaser@dem.ist.utl.pt](mailto:llaser@dem.ist.utl.pt), as specified in <http://in3.dem.ist.utl.pt/lxaser2002/>. Diskettes may be sent by regular air mail **only exceptionally and in case of impossible transmission**, but the papers must follow the instructions below. Printed papers will be only accepted for exceptional situations and must be very clear, because they will be digitized at IST, Lisbon, for inclusion in the CD rom.

#### i) ELECTRONIC SUBMISSION THROUGH E-MAIL – DEADLINE: 31 MAY 2002

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. The e-mail address to be used is as follows:

**[llaser@dem.ist.utl.pt](mailto:llaser@dem.ist.utl.pt)**

Each paper must be presented by one of the authors and we would appreciate it if you would use the ON-LINE REGISTRATION FORMS. Then, following normal standard procedure, 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

The **original paper**, and **1 disquette** ( 3.5”; PC format; Word 97 for Windows ) should be sent to the address below by **May 31, 2002**.

#### LADOAN - 10

c/o Prof. Manuel V. Heitor  
Mechanical Engineering Department  
Instituto Superior Técnico  
Av. Rovisco Pais  
1049 001 Lisboa, Portugal

## **2. PAPER**

*The first page of the paper must 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/1x1aser2002/>,

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**.

## **4. TABLES AND FIGURES**

Briefly and descriptively title each table and caption each figure. Please include them in the text, after their first reference. Place title above the table, place figure caption below the figure.

## **5. REFERENCES**

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. In the reference list, cite all the authors' names.

## **6. PERMISSIONS**

You are responsible for making sure that you have the right to publish everything in your paper. If you use material from 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 quoted material will not be used competitively, you need only cite the original source. Please consult your own legal adviser if you have any questions about what may need permission.