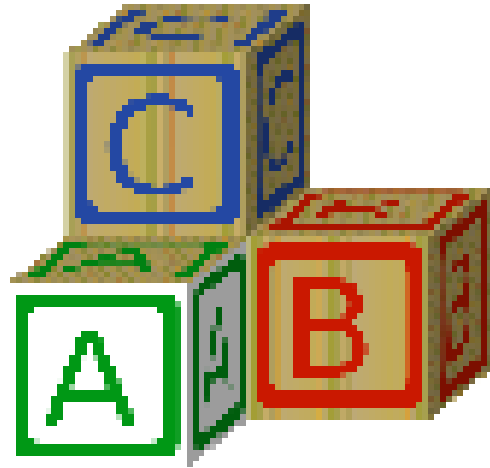




**In the Name of Allah,  
the Compassionate, the Merciful**



# **Scholarly Paper Publication**

**Seyyed Mohammad Hasheminejad,  
Acoustics Research Lab  
Mechanical Engineering Department,  
Iran University of Science & Technology  
Fall 2008**

## **MANUSCRIPT ORDERING**

- 1- Page 1: Title page (The title, the list of authors, their complete affiliations).**
- 2- Page 2: Abstract page (may be merged with the title page).**
- 3- Page 3-: Main text (Introduction, Formulation, Results)**
- 4- Acknowledgments.**
- 5- Appendixes**
- 6- References.**
- 7- Tables (each captioned on a separate page).**
- 8- Figure captions.**
- 9- Figures (each on a separate page).**

## **GENERAL FORMAT**

- 1- Pagination, starting with the second page.**
- 2- Double-spaced typing, 12 pt type fonts, 1" margins.**
- 3- The title must be in lower case, except the first word and proper nouns (<17 words).**
- 4- No acronyms in the title (except very common acronyms found in standard English dictionaries).**
- 5- No unsupported claims for novelty or significance in the title or abstract, such as the use of subjective words *new*, *original*, *novel*, *important*, and *significant*.**
- 6- The abstract should be one paragraph and < 200 words (100 words for Letters)**
- 7- No personal pronouns in the abstract.**
- 8- No more than one-half of the references to the authors themselves.**

## TITLE

- 1- **Manuscript title should briefly convey the general subject matter of the paper.**
- 2- **It should not serve as abstract.**

## ABSTRACT

- 1- **Abstract should contain the most critical information of the paper. It should not be a summary of the paper. It should concisely and clearly state what was done (article subject), how it was done (approach), principal results, and their significance.**
- 2- **It should be written such that a broad category of readers can decide whether the article is worth obtaining without immediate access to the entire article.**
- 3- **No need to state explicit results, but rather state the nature of the results obtained.**

## KEYWORDS

Use appropriate key words to enable a reader doing a computer-assisted search to determine whether the paper has any relevance to a given research topic.

## INTRODUCTION

- 1- **It should supply necessary background for nonspecialists.**
- 2- **It should present a concise statement of the precise subject of the work.**
- 3- **Use subsequent sentences (paragraphs) to reasonably clarify the statement.**
- 4- **Show how your work fits into the context of current work done by other authors.**
- 5- **Use a knowledgeable discussion of current and prior literature.**
- 6- **Present your best arguments for ORIGINALITY & SIGNIFICANCE of the work.**

## THE “ORIGINALITY” CRITERION

- 1- Perform a meticulous search to demonstrate sufficient support of paper originality (i.e., that **the paper is not identical to or substantially the same as a paper that has been previously published**).
- 2- Give a full disclosure of the existence of prior publication and of how the present submission differs from what has been published before.

## THE “SIGNIFICANCE” CRITERION

- 1- **Substantial significance: A truly significant contribution to the field, which is expected to be significantly cited in future works**
- 2- **Moderately significant paper:** It exceeds in significance 50% of the papers in the same area published in the Journal in recent years.
- 3- **Marginally significant paper:** clearly written and highly scholarly paper.

## INSIGNIFICANT CONTRIBUTIONS

- 1- Re-derivations of known mathematical results.
- 2- Re-affirmation of accepted theory.
- 3- New wrinkles on old theory (simulations).
- 4- Unrealistic problems.
- 5- Results of severely limited generality.
- 6- New computational algorithms (except significantly more efficient and faster).
- 7- New computational results (except discovery of novel phenomena).
- 8- Slight variations on previously reported experiments (except considerable variance with previously reported results).
- 9- Routine solution of new problems (except surprisingly unexpected results).

## MAIN BODY

- 1- Include only material that pertains to the main premise of the paper.
- 2- Embrace minimum tutorial discussions to keep the readers from becoming lost.
- 3- Use “present tense” writing throughout the text (avoid future tense).
- 4- Highlight primary or secondary pertinent results in the progress of the paper.
- 5- Follow a consistent logical order (do not refer to subsequent passages or to appendixes to fill in key elements of the logical development).
- 6- Direct your writing towards the critical reader (a reader who accepts no aspect of the paper on faith).
- 7- Establish the plausibility of the speculative element of the paper for the critical reader.
- 8- Achieve clarity and readability: all terms not in standard dictionaries must be defined when they are first used (including essential acronyms); use consistent terminology (do not use different words to represent the same concept).
- 9- Avoid insulting the reader with the use of superfluous terms or phrases such as *obvious*, *well-known*, *evident*, *trivial*, “*It has been found that . . .*” or “*It can be shown that . . .*”.
- 10- Provide sufficient details for reproducibility of reported results.
- 11- Give estimates of the probable errors and state how they arrived at such estimates for numerical results.

## CONCLUSIONS

- 1- **“Conclusions” should review the principal results of the paper. It should not repeat the abstract,** and it should not restate the subject of the paper. It should be directed toward a person who has some familiarity with the main body of the text and who knows what the paper is all about.
- 2- Present an honest (broad) discussion of the limitations (implications) of the results.
- 3- Present general speculations on future research build upon the results of the paper (no personal remarks stating what the authors themselves intend to do next).
- 4- Do not imply that the future work in the subject matter of the paper is the exclusive domain of the authors.
- 5- There should be no suggestions to work in progress or to work whose publication is uncertain. The spirit expressed in the paper itself should be that anyone should be free to follow-up on the suggestions made in the concluding section.

## APPENDICES

- 1- **Do not include appendices, unless there are strong reasons for their being included.**
- 2- Use appendices for lengthy tabulations of data, of explicit formulas for special cases and of numerical results, and lengthy proofs of theorems provided the main body of the text remains manifestly plausible.
- 3- Details of mathematical developments or of experimental procedures that are critical to the understanding of the substance of a paper must not be relegated to an appendix.
- 4- Avoid short appendices, as they are generally unnecessary and impede the comprehension of the paper.

## REFERENCES

- 1- **Use proper citations along with accompanying discussions to establish originality.**
- 2- To fulfill journal scope, select several references to papers previously published in the same journal.
- 3- Do not take large block citations of many references (e.g., four or more).
- 4- There must be a stated reason for the citation of each reference.
- 5- Include minimum number of references consistent with the principal purposes of the paper (maximum 45 references for a regular research article).
- 6- Do not consciously write a dual function research paper (i.e., a review or tutorial paper).
- 7- Citing original sources is preferred. Secondary sources may also be cited, if they are more accessible or if they provide more readable accounts.
- 8- References to individual textbooks for very well-known results should not be given.
- 9- Never cite any reference that the authors have not explicitly seen.

## FIGURE CAPTION

- 1- **Captions are not titles, clarity, rather than brevity, is desired; long captions are OK.**
- 2- Proper wording for a casual reader, moderate illustration without reading the text.

## SCHOLARLY WRITING STYLE

- 1- **The overwhelming priority is clarity.** Only use words that are likely to be understood by a large majority of potential readers (usable words are those whose definitions may be found either in a standard unabridged English dictionary such as Webster's Third New International).
- 2- Avoid any egotistical statements using personal pronouns. If a personal opinion needs to be expressed, a preferred construction is to refer to the author in the third person, such as: "the present writer believes that . . . ."
- 3- Avoid formerly common acronyms such as RCA, etc.
- 4- Use acronyms cautiously and generally only when not using them would result in exceedingly awkward writing style.
- 5- Acronyms, such as SONAR and LASER, currently written in lower case, sonar and laser, as ordinary words, that have become standard terms in the English language and that can be readily found in abridged dictionaries, are exceptions.
- 6- The meaning of the individual letters should be spelled out at the time an acronym is first introduced. An article containing, say, three or more acronyms in every paragraph will be regarded as pretentious and deliberately opaque.
- 7- Avoid implied endorsements of any commercial product.
- 8- Omit the name of specific computer program if the computation or data processing could just as well have been carried out with the aid of any one of a variety of such programs.
- 9- Avoid dangling participles.
- 10- Check lack of agreement in number plural versus singular of verbs with their subjects.



- 11- Omit unnecessary articles such as “a, an,” and “the” that precede nouns.
- 12- Use correct case forms (e.g., who versus whom), and tense for a verb.
- 13- Do not use personal pronouns, including the tutorial “we.”
- 14- Better to use the active rather than the passive voice (e.g., yields, generates, produces, leads to,...).

**BAD:** “We substitute the expression on the right side of Eq. 5 into Eq. 2 and obtain ...,”

**OK:** “The right side of Eq. 5 is substituted into Eq. 2, with the result being ... .”

**GOOD:** **“Substitution of Eq. 5 into Eq. 2 yields ... .”**

- 15- Prepare an early draft of a manuscript, examine each sentence and phrase written using the passive voice, and consider whether they can improve the sentence by rewriting it.

**“A successful paper is a high quality readable manuscript, consistent with the best traditions of scholarly and scientific writing which is extensively cited in future papers written by persons other than the authors themselves.”**