

## NOTES FOR CONTRIBUTORS

**General Layout:** Before typing the manuscript, authors are advised to examine the layout of articles published in a recent number of AU Journal of Technology (AU J.T.) to ensure that their papers conform to the format and style adopted here.

**Manuscripts:** Manuscripts must be typed in English, using Times New Roman font (16 pts. bold for title; 14 pts. bold for author(s) and headings; 12 pts. bold for affiliation and subheadings; 12 pts. bold-italics for sub-subheadings; and 12 pts. for text) on A4 paper size, single-spaced in double column of 8.1 cm width each and inter-column spacing of 0.8 cm (except for title, by-line and abstracts which are in single column), using MS Word software. Each paper must contain an Abstract - Keywords section typed in italics and indented on both sides by 1cm. The page setup specifications are: Top margin 2.5 cm, Bottom margin 2.0 cm, Left and Right margins at 2.0 cm. All paragraphs have first lines indented by 1 cm and the items in reference section have an overhanging indent of 0.5 cm.

The Title may not exceed 75 characters. By-lines include the author's name(s) (with no title), and affiliation (two highest levels of the office, with the names of the city and country of the first author only; for other author(s), if any, details should appear in the footnote).

The Abstract, not exceeding 200 words but no fewer than 100 words, should be succinct and suitable for direct inclusion in abstracting journals. It is not just the summary of results of the investigation, but of every part of the paper in a concise manner. Original research articles must have a section on References at the end of the paper. References are based on 'name-and-year system'. There are two ways to cite a reference in the text: Smith (1998)...<text>... or ...<text>... (Smith 1998). Use *et al.* for reference of more than two authors. Where several papers are cited together in the text, they should be listed in ascending order of publication year, e.g. Smith (1995); Jones (1996); Hicks and Graham (1997). When more than one paper by the same author(s) has appeared in one year, use letters *a, b, c...* after the year to distinguish each paper, e.g. Smith (1995a, 1995b). All references cited in the text should be arranged alphabetically in the References section. Don't give any reference if it is not referred to in the text; conversely don't forget to provide reference if cited in the text. Articles that do not cite any references in the text may have a Bibliography section. Note that no comma is used between name and year. A semicolon is used between two references. Family or last name is always used in reference citation of scientific papers. Authors should exercise some care in judging which one is the real family or last name. (See suggestions on how to cite authors' names of various nationalities in the inside covers of AU.J.T.2(1) – July 1998.)

Tables, graphs and figures, if any, must be in place with appropriate captions.

Manuscript submissions should be in the form of original regular research papers, review articles, technical reports, letters to the Editor, comments, etc. Major emphasis is, however, on the former, i.e., original regular research papers. Being an international journal, contributions are welcome from outside as well as within Assumption University.

**Submission of Manuscripts:** Authors are requested to submit their papers preferably by e-mail attachments to [narongchc@au.edu](mailto:narongchc@au.edu), or by preparing diskette(s) to be sent to the Office of the AU Journal of Technology.

*For the benefit of the readers and aspiring authors, each issue of AU J.T. presents some guidelines on various aspects on how to prepare scientific manuscripts on the inside pages of front and back covers. This issue contains some suggestions on how to write a technical report.*