

Submission Guideline for Manuscripts

All papers should use the following required format.

1. The papers are required to set the page to A4 with margins of 2.54 cm around four sides. Do not use headers and footers, do not use end notes and do not put page numbers. Do not use multiple columns.
2. The letters should be Times New Roman. Please do not use other fonts.
3. Format of the paragraph should begin with indentation of 2 letters for the first line; single line spacing with 0 pt before and after.
4. The title of the paper should be written in 14pt, centered and bold face. The first letter of every word in the title should be in upper case; other words and letters should be in lower case.
5. The author's name, working place and their e-mails should be written in 11pt, centered. Do not use bold face.

Author's name should be must be centered on the paper and in italic. The order is that the given name first and then the family name. The first letter should be in upper case, such as: *Daoliang Li*.

Address and e-mail must not be in italic.

Address should be in a new line following author's name and centered. The order is department first, follows by college/university, city, zip code, country. For example: College of Management, Wuhan University of Science and Technology, Wuhan, 400000, China.

E-mail should be in a new line following the address and centered. For example: 12345@public.wh.hb.cn

6. Every paper should include an abstract within 500 words. Each word should be written in 9 pt. The word "Abstract" should be aligned against the left margin, bold. The abstract should include at least three keywords. Each of them must not be italic and bold face.
7. Paper should not have more than three levels of subheadings. All the subheadings should be written in 10 pt, bold and aligned against the left margin.
For the first level of subheadings, all letters should be in upper case.
For the second and the third level of subheadings, only the first letter of each word should be in upper case.
For example,
First level of subheadings "8. RESEARCH MODEL"
Second level of subheadings "8.1 The Methodology".
Third level of subheadings "8.1.1 The requirements"
8. If one needs more than three levels of subheading, please use the standard characters for bullets allowed in Microsoft Word.

9. The whole paper should be written in Times New Roman, 10 pt.
10. All titles of figures and tables should be written in 9 pt and bold. The first letter of the first word should be in upper case.
For example, “**Figure 1. The web of system performance**”
Figures and tables should be placed as close as possible to where they are cited. Avoid color diagrams. The content of figures and tables should not be bold and should be written in 8 pt.
11. All equations should be centered. Physical variables should be italic. Mathematical operators, numbers and units should not be italic. The letters size should be the same as the letters size of the paper.
12. “REFERENCES” should be in 9 pt, upper case, bold and centered. The content should be in 9 pt, numbered and should not be bold. Numbers should be ordered sequentially. The references cited in the paper should be numbered and should be in accordance with the reference listed in the end of the paper, such as ^[1] ^[2] ^[3].

Detailed requirements as follows:

- (1) Thesis or book
Format: numbers, persons in charge, publishing year(bracket should be added), book name, other persons in charge (editors, translators), edition (the first edition can not be mentioned), publishing place, publishing entity, page number
[1] Bird R B, Stewart W E. (1960).Lightfoot E N. Transport Phenomena. New York: John Wiley & Sons Inc, 75.
- (2) Journal
Format: numbers, persons in charge, publishing year(bracket should be added), names, journal name, volume number, the beginning and ending page number
[1] Henry R C, Lewis C W, Collins J F. (1994).Vehicle-related hydrocarbon source compositions from ambient data: the GRACE/SAFER method. Environ Sci Technol, 28(5): 823-832.
- (3) Conference paper
Format: numbers, persons in charge, publishing year (bracket should be added), title. In: editors (ed. or eds. should be attached). Album name (you can choose: conference name, conference place, conference year), publishing place, publishing entity, the beginning and ending page number
[1] Ma Tingxi, Lu Xueshu. (1992).Computer aided analysis of the penetration of mounted tillage implement. In: Zhang Wei, Guo Peiyu, Zhang Senwen, eds. Agricultural Engineering and Rural Development: Vol I. Beijing: International Academic Publishers, 157-160 (in Chinese)
- (4) Degree thesis
Format: numbers, persons in charge, publishing year (bracket should be added), title, Master’s thesis or Doctor’s thesis, authorized place of degree, authorized entity of degree.
[1] Young L C. (1974). The Application of Orthogonal Collocation to Laminar Flow Heat and Mass

Transfer in Monolith Converters. Ms D Thesis. Washington: University of Washington,

(5) Patent

Format: numbers, patent applicant, publishing date (bracket should be added), patent name, patent country (or place), patent number.

- [1] Larsen C E, Trip R, Johnson C R. (1995-01-25). Methods for Procedures Related to the Electrophysiology of the heart. US Patent 5 529 067.

(6) Newspaper

Format: numbers, persons in charge, publishing date (bracket should be added), title, newspaper name, edition (bracket should be added)

- [1] Xie Xide. (1998-12-25). Creating new way to study. People's Daily, (10)

(7) Technology report

Format: numbers, persons in charge, publishing year (bracket should be added), report title, report number, publishing place, publishing entity

- [1] Chescheir G M, Westerman P W. (1984). Rapid Methods for Determining Fertilizer Value of Livestock Manures. ASAE paper No.84-4082. Michigan: American Society of Agricultural Engineering

(8) Standard

Format: numbers, persons in charge, publishing year (bracket should be added), name, standard number

- [1] APHE. (1985). Standard Methods for Examination of Water and Wastewater. American Public Health Association, Washington, DC,

(9) E-document

Format: numbers, persons in charge, publishing or updating date/citing date (bracket should be added), document title, document source

- [1] Chaplin M. (2003). Guar gum. www.sbu.ac.uk/water/hygua.html,