

INSTRUCTIONS FOR PREPARING MANUSCRIPTS

TITLE OF THE PAPER

– maximum 3 rows –

*Author(s) Personal (First) Name(s) and FAMILY (LAST) NAME(S)
(for Serbian authors middle initial is obliged)*

Affiliation(s) of author(s) – Institution, Town, and Country

Corresponding author has to be labelled with mark *, if there are several authors

The paper must have an abstract of maximum 250 words, supplying general information about the objectives of the paper, experimental techniques, methods applied, significant results, and conclusions. Do not use abbreviations and acronyms.

Key words: *maximum 10 characteristic words explaining the subject of the paper (avoid, for example “of”, “and” ...)*

1. Introduction

This text contains instructions for preparing manuscripts for the journal.

Each paper has to be written according to following order:

- title,
- author(s),
- affiliation(s),
- abstract,
- key words,
- body of the text with numerated sections and subsections,
- conclusions,
- acknowledgment (if necessary),
- nomenclature, and
- references.

Pages must have page numbers.

Before you submit your manuscript, please ensure that you can answer "yes" to all 16 questions listed at the attached Check list for authors.

2. Instructions

The manuscript, MAXIMUM 12 PAGES including figures and tables, should be prepared on A4 format (210 × 297 mm) with margins of 25 mm. Review papers can have MAXIMUM 20 PAGES. Times New Roman font, 11 points, line spacing (exactly) 16 points, should be used and authors should obey the following rules:

- title of the paper should be as short as possible and it should be easy to identify in bibliography: ALL CAPITAL LETTERS, bold, centered, with spacing one line after,
- author(s): full personal (first) name(s), and full FAMILY (LAST) NAME(S), bold italic, centered (full middle name, or middle initial, can be added according author's wish), with spacing one line after,

- affiliation(s): regular letters, centered, with spacing one line after,
- abstract: italic, justified, with indent 20 mm from left and right margin, with spacing one line after,
- key words: italic, with indent 20 mm from left and right margin, with spacing one line after; the words “Key words:” regular letters,
- titles of sections and sub sections: bold, left, numerated (decimal classification) in Arabic numbers, with spacing one line before and one line after,
- only English and Greek alphabet must be used in preparing the whole manuscript.

2.1. Additional instructions

Authors are obliged to use System International (SI) for Units (including Non/SI units accepted for use with the SI system) for all physical parameters and their units.

Numerated figures and tables, have to be implemented in the text, and obviously behind paragraph in which they have been mentioned. Only black and white drawings and sharp photographs are acceptable. The figures should be no wider than 140 mm in width and maximum 190 mm in high. In special cases, landscape position of pictures with height of minimum 100 mm and maximum 130 mm and width of 200 mm, can be used. Letters in the figures should be 2 mm high and the thinnest line thickness (for grid dimensions, arrows) should not be less than 0.2 mm.

Figures have to be submitted also in separated files in a .TIF format. Figures and tables have to be prepared, as follows:

- figure captions – below figures; bold, justified left; one line should be left blank below figure captions,
- table captions – above tables; bold, left justified with the table; one line should be left blank above captions and below tables.

All tables and figures must be referred in the text, *e. g.* fig. 1, tab. 3.

All equations, formulas, and expressions should be numbered in parentheses, *e. g.* (1), with right alignment, in the order of appearance in the text, and must be centered with one line left above and below. Also, equations, formulas, and expressions should be referred within the text with eq., or formula, or expression, with corresponding number in parentheses, *e. g.* eq. (5).

2.1.1. Specific instructions

Symbols for variables, marks, labels, *etc.* must be identical in the text, equations, figures, tables, and nomenclature. Variables must be in *italic* style.

Dimensions of variables in the text, if you need to use, put in brackets *e. g.* thermal conductivity [$\text{Wm}^{-1}\text{K}^{-1}$] not [W/m/K] or [W/mK], but, for example, the velocity as $v = 70 \text{ km/h}$ not [kmh^{-1}].

The vectors need to be written regular with arrows above, matrix mark with regular capital letters of alphabet in brackets, and tensors bold.

Derivatives should be noted using Lagrange's notation, *e. g.* f' , f'' , f''' , *etc.* Mean values should be noted by bar over the symbol. A point over a symbol denotes the flow rate.

Do not use “letter el” instead of “number 1”, letter “x” instead of “symbol \times ”, letter “O” instead of zero “0”, symbol “-” instead of minus (–, Alt0150). For symbol degree “°” (*e. g.* °C, $\alpha = 45^\circ$) do not use letter “o” or zero. Mark “%” should be written close to number, without blank space.

The complex equations do not write in sentences but write in separate rows. Such equations are not necessary to be numbered.

For multiplication, if it is necessary, use “·”, *e. g.* “m·s”, “mol·K”, or Pa·s, not “m × s”, “mol × K”, or Pa × s, but for multiplication of dimensions and vectors use “×” *e. g.* “15 × 30 × 20 cm” or “ $\vec{a} \times \vec{b}$ ”. Scalars multiples of vectors mark with “·” like as multiples with 10ⁿ. The complex exponent on basis “e” in equations need to be written using “exp” *e. g.* $k_d = A \exp(-E/RT)$. The span of value “from to”, need to be written like 250-300 °C.

Except at the beginning of the sentence use abbreviation fig. for figure, tab. for table, and eq. for equation.

Words and abbreviations from Latin language, names of enterprises, journals, character of conference or symposium publications (*proceedings, transactions, book of abstracts, etc.*), numbers of journal volume, must be in *italic* style.

2.1.1.1. *Examples for centered formulas.* Examples of centered formulas are given below:

$$\iint_{(s)} f(z, r, \varphi) dS = \frac{1}{2} \int_0^{2p} R(\varphi) \left[\int_0^{R(\varphi)} f(z, r, \varphi) dr \right] d\varphi \quad (1)$$

$$S = \int_0^{2p} \frac{[R(\varphi)]^2}{2} d\varphi, \quad (2)$$

2.1.1.2. *Formulas in the text.* In equations, formulas or expressions in the text use character “/” for fraction mark and (...)^{1/n} instead of $\sqrt[n]{(...)}$. The superscripts and subscripts near by the mark should be written like these: Σ_0^4 , \int_0^1 , $\lim_{a \rightarrow \infty}$, *etc.*

2.1.1.3. *Comment for use marks and symbols with regular setting.* All mathematical operators (∇ , d, ∂ , O, grad, ...), mark of characteristic numbers (Re, Pr, ...), constants (π , e, g, R, ...), logarithms (ln, log), trigonometrically functions (sin, sinh, cos, tg – not tan, arctg, ...), mark for sum Σ , mark for integral \int , mark “f”, and other marks for function *e. g.* f(x,y,z), zero and all numbers except in text on *italic* style, chemical symbols except mol ratios like Ca/S, should be written with regular letters. In the subscript of variables for the letters which denote words do not use *italic* style, like as d_p (diameter of particle).

Nomenclature

The variables in nomenclature have to be written in alphabetical order and must have dimension in brackets *e. g.* [Jm²s⁻¹]. The Greek symbols must be separated, and as well as sub- scripts and superscripts, abbreviations, and acronyms.

The mark of variables with dimensions i brackets used and explained only once in the text, do not include into the nomenclature.

In nomenclature for mark of characteristic numbers give also the equation for that number *e. g.*

Re – Reynolds number (=UD/v), [-]

References

References should be numbered in brackets in the order of appearance in the text, *e. g.* [1], [3, 4], [7-11], *etc.* The full references should be listed at the end of the paper (left alignment, hanging indentation) in numerical order of citation in the text.

For references having two authors, names of both authors should be given.

For more then two authors, only name of the first author should be given, followed by latin abbreviation *et al.*

If necessary to mention names of authors of the documents given in the list of References, write only family (last) name of the first author (or both authors if there are two authors). For more than two authors only first author's family (last) name should be written, followed by *et al.*

Original titles of the papers cited must be translated in English, followed by (in language).

For books which are not written in English, title should be given on the original language (for languages not using latin alphabet, English transcription should be used), and original language have to be indicated. Title translated in English have to be added in brackets.

Data in references should be given in the following form (**according to the attached Reference list specification**):

– For *Journals*

[1] Nazeer, W. A., Picket, L. M., Tree, D. R., *In-situ* Species, Temperature and Velocity Measurements in a Pulverized Coal Flame, *Combustion Sciences and Technology*, 143 (1999), 2, pp. 63-77

– For *Books*

[2] Gumz, W., *Gas Producers and Blast Furnaces*, John Wiley and Sons Inc., New York, USA, 1950

– For *Chapters*

[3] Sinak, Y., Models and Projections of Energy Use in the Soviet Union, in: *International Energy Economics* (Ed. T. Steiner), Champan and Hall, London, 1998, pp. 1-53

– For *Proceedings (Transactions, Book of abstracts, Proceedings on CD, etc.)*

[4] Gabriëlsson, J., Extract-Air Window: a Key to Better Heat Economy in Buildings, *Proceedings* (names of the editor(s), if exist, in parentheses, name of the publication if it is not the same as the name of the Meeting), 10th World Energy Conference, Istanbul, Turkey, 1997, Vol. 1, pp. 21-28

– For *Thesis*

[5] Rowe, V. M., Some Secondary Flow Problems in Fluid Dynamics, Ph. D. thesis, Cambridge University, Cambridge, UK, 1966

– For *Reports*

[6] Tsuji, Y., Shen, N. Y., Numerical Simulation of Gas-Solid Flows: I – Particle-to-Wall Collision, Report No. 62, Osaka University, Osaka, Japan, 1989

– For *literature or data on web sites and documents without authors*

[7] ***, Council of Industrial Boiler Owners, <http://www.cibo.org>

Remarks:

Nearby the capital of the country do not write the name of the country.

For the states in USA, Canada, and other countries use abbreviations (*e. g.* Penn. for Pennsylvania, Ont. for Ontario).

**The paper not prepared according to this instruction rules
will be returned to the author for proper preparation.**