

## CHECKLIST FOR ENGLISH MANUSCRIPT

### 1. REQUIREMENT FOR MANUSCRIPT

- ☐ The text is single-spaced with a double column format.
- ☐ The top and bottom margins are 25mm and 20mm, respectively. The left and right margins are 22mm each.
- ☐ Times or Times New Roman typeface is used.
- ☐ The font size is 10pt.
- ☐ The International System of Units (SI) is used.
- ☐ The length of the manuscripts is either 5 or 6 pages.

### 2. TITLE, AUTHORS' NAMES, ABSTRACT, AND KEYWORDS

- ☐ “- *Technical paper* - ” or “- *Technical report* - ” is placed in Italic typeface with right justification.
- ☐ The title is typed in all capital letters, and centered on the first page beginning on the third line of the manuscript. The typeface is Arial or Helvetica in size of 14pt.
- ☐ The authors’ names are centered on the first page with two blank lines below the title. The last name of each author is typed in capitals.
- ☐ “ABSTRACT ” should be typed in Arial or Helvetica typeface in all capital letters with two blank lines from authors’ names. The typeface size is 10pt and to be centered.
- ☐ The abstract is not more than 6 lines.
- ☐ Keywords are within 2 lines and below the abstract.
- ☐ Two blank lines are placed between the keywords and body text.

### 3. TEXT FORMAT

- ☐ Major and second level headings are typed in Arial or Helvetica typeface.
- ☐ All headings are numbered and begin at the left margin.
- ☐ The major headings are typed in all capital letters. Only the first letter of each word in the second level heading is capitalized.
- ☐ The headings of ACKNOWLEDGEMENT and REFERENCES are centered and not numbered.
- ☐ One blank line is set above and below the major headings.
- ☐ Only one blank line is set above the second level headings.
- ☐ New paragraphs start with 5-space indent.
- ☐ Equations are included in the text and numbered such as (1), (2), and (3). The equation numbers appear in the right margin.

### 4. FIGURES, TABLES, AND PHOTOGRAPHS

- ☐ Captions of figures and photographs appear below them and captions of tables are typed above.
- ☐ Captions are typed in Arial or Helvetica typeface.

### 5. PRODUCTION OF PDF FILES

- ☐ The file size is less than 2.0MB.
- ☐ The PDF file has the same images as the printout of the original document, especially in terms of the location and size of figures, tables, and photographs.
- ☐ The number of pages in the PDF file is 6 pages (In the case of the 5-page manuscript, the 6th page is a blank page).
- ☐ No text is placed in the header or footer of the pages.
- ☐ Page security in the PDF file is off.
- ☐ [page only] is selected in [open] of [document info.].
- ☐ The PDF file is not compressed.