



**Vibration Institute First Middle East Conference**  
**March 12<sup>th</sup> – 14<sup>th</sup>, 2018**  
**Savoy Hotel, Sharm El-Sheikh, Egypt**  
**Paper Submittal Guidelines**

The full manuscript including the abstract, photos, graphs and tables shall be limited to 12 pages maximum. The manuscript that will appear in the *Conference Proceedings* must be prepared by the author(s) and submitted to the Vibration Institute as follows:

**All materials must be submitted as follows:**

- Text should be in an electronic file in MS Word format.
- Images, including tables, graphs, photos, etc. **must be provided in separate files, and marked for appropriate placement within the document.** Use a file naming convention that ensures all contents are clearly related to your manuscript. **Please refrain from formatting any placement of images within your document.**
- Include a brief biography of the presenter(s) in MS Word and photo(s) in a JPG format.
- Materials must be prepared as an 8 ½ x 11-inch document with 1 inch margins, as a single column, using a 12-point Times New Roman or Arial font.
- Also submit a copy of the finished paper in PDF format, with any images/figures/tables inserted in their appropriate places so we are sure of the final layout.
- Submit the signed Publishing Release Form.

**Additional information for preparing your manuscript:**

- Begin the title one line below the top one-inch margin. The title should be centered, single-spaced and in CAPITAL LETTERS.
- Name(s) of author(s) should be two spaces below the title. Names should be centered, single-spaced and with initial CAPS only. The name of the presenting author should be underlined.
- Author's affiliation and complete address (e-mail may be included), should begin one line below the name of the author and be centered, single-spaced and with initial CAPS as appropriate.
- Begin the abstract two lines below the author's affiliation. The abstract should contain no more than 200 words. It must be single-spaced and should be flush with the left margin of the manuscript paper beginning with the word "Abstract:" in the first line of text.
- Two lines below the end of the abstract and flush with the left margin should be typed the words, Keywords. Keywords should be underscored or in bold type followed by a colon and a list of several (no more than 8) keywords in alphabetical order. Capitalize only the first letter of the initial key word except for proper nouns and separate key words by semi-colons.
- Begin the text two lines below the key words. The text must be single-spaced and must be flush with the left margin. It should go as close as possible to the right margin, but not beyond it. The first line on all pages after the title page must be flush with the top margin, but not extend above it. The text may not extend below the bottom margin.

- Use block-style format. Do not indent paragraphs or double space between paragraphs.
- If headings or sub-headings are used, they should be at the beginning of a paragraph and should be in bold type, underlined and followed by a colon.
- Refer to tables and figures in the text by number (e.g., Figure 4). Figure captions should be the same size as the text type.
- Consecutively numbered figures and tables should be legible. Submit as separate files and reference in the body of the text for proper placement. Save the files with Figure number (e.g., Figure 4), and note them within the body of the text using the same Figure number.
- Scanned photos or figures should be in black and white to ensure that proper contrast is achieved. Figures should be Line drawings, not hand drawn, must be presented in black. Lettering on graphs and figure labels should be large, clear and "open".
- Wide tables should be centered in the column. Narrow tables may be placed to one side with text wrapping around them. Unlike figures, table numbers are Roman numbers and titles should be place above the table.
- Equations should be numbered consecutively, with the number appearing in parenthesis, flush-right to the margin. In the text, refer to equations by number, and keep the number in the parenthesis. For example: see Eq. (4). Please note that an abbreviation, if it is the first word of the sentence, should be spelled out as well as for its first use.
- Material intended for footnotes should be inserted in the text as parenthetical material whenever possible.
- References should be cited in the text by placing Arabic numerals in brackets [4] immediately after the reference, author's name or the relevant statement. All references must be cited; any not cited must be placed in a bibliography which should follow the Reference section. References and Bibliography should appear at the end of the paper. References must be complete and include the author(s)' initials and last name, title of paper or book, name of journal, year of publication, volume and pages on which the article appears, etc. Please reference only currently available publications (e.g., Chicago manual of Style).

If you have any questions, please contact the RITEC – The Condition Monitoring Company @ [headoffice@ritec-eg.com](mailto:headoffice@ritec-eg.com) or call directly at +20-(0)2-2358-2875.