

Documents management	
No	JWD3 (Journal work document No3)
Version and date	V2, 13 Feb 2020
Approval	President, MC
Confidentiality	To be published on website and circulated by emails
Revisions	Added item 25. Author introduction 25 Authors (the author and co-authors) are welcome to send photos (one per person, preferably a portrait of passport photo size) and short paragraphs of introduction (typically 100-150 words per person, written in third person) to IJRST, which will be published at the end of the paper as “Author Introduction”. This is an optional item of the manuscript submission, not a compulsory requirement.

Instructions to Authors

In order to simplify the editorial task, authors are asked to comply with the following guidelines when preparing their papers.

General

- 1 *Topic areas:* IJRST welcomes submissions of any original papers in the areas of (but are not limited to) design, raw materials, manufacture, deployment, service, condition monitoring, degradation and failure mechanisms and standard and guidelines of ropes.
- 2 *Paper types and length:* authors are encouraged to submit both full R&D papers as well as short papers (for example rope failure investigation, case study etc.). As guidance it is expected that a normal full paper will be of 3,000-5,000 words (10-20 pages) and the short papers 1,000-2,000 words (1-3 pages).
- 3 *Reward to authors:* one of the authors of a full paper will be entitled to pay registration fee of the following OIPEEC Conference at the same rate of that of authors of the Conference papers (i.e. author rate, normally €180 or €330 reduction depending whether the author is a member of OIPEEC or not) and will be guaranteed an oral presentation slot in the plenary session of Conference (normally 20 min); OIPEEC Management Committee are considering poster presentations or shorter (e.g. 5-10 min) oral presentations for short papers in the coming OIPEEC Conferences. Poster presentation will be free of charge (authors to prepare posters).

Format

- 4 Authors should use the word document template which accompanies this document for the preparation and submission of their paper, which contains the various “styles” required. In MS Word – “Home and select from Styles”



- 5 Currently only English submissions are accepted.
- 6 *Please use SI units throughout* (if this is not practical, please include in an appendix a Table giving conversion values to SI units).
- 7 Please use the “,” separator between 1000’s and “.” as the decimal indicator: e.g. 1,234.56, both in the main text, Tables and on Figures.

Order of contents

- 8 The paper should follow the following order and use the following styles (where appropriate):
Author(s) names (style “Author”)

Author affiliations (style “Normal”)

Title of paper (style “Paper title”)

Summary length approximately 150 words (style “Summary” for heading, “normal” for text)

Introduction (style “Heading 1 “ for heading, “normal” for text)

The Work (style “Heading 1 “ for heading, “normal” for text)

 Sub Headings (style “Heading 2 “ for heading, “normal” for text)

 Sub Sub Headings (style “Heading 3 “ for heading, “normal” for text)

 Captions below tables, photos, diagrams, etc (style “Caption“)

Results (style “Heading 1 “ for heading, “normal” for text)

Discussion (style “Heading 1 “ for heading, “normal” for text)

Conclusions (style “Heading 1 “ for heading, “normal” for text)

Acknowledgements (style “Heading 1 “ for heading, “normal” for text)

References (style “Heading 1 “ for heading, “References” for text)

Appendices (style “Heading 1 “ for heading, “normal” for text)

Numbering of sections

- 9 The sections and sub sections of the paper (not including the Summary) should be numbered sequentially throughout.
- 10 Authors should write their papers so as to avoid the use of more than three levels of sub-section.

Tables

- 11 All Tables should be numbered sequentially in the order to which they are referred to in the text. In addition to the numbering, they should be captioned using style “Caption”. All numbering and captions should be placed immediately below the Table.
- 12 The contents of the Tables should use style “Normal” (where possible) and may be either centred or left hand justified as desired. Please also note points 3 and 4, above.
- 13 To aid clarity the column (and where applicable row) headings should be style “Normal” + Bold

Figures

- 14 Figures should be numbered sequentially in the order to which they are referred to in the text.

- 15 All Figures should be captioned below with the relevant Figure number using style "Caption" as appropriate. All numbering and captions should be placed immediately below the Figure.
- 16 All graphs should have axis labelled (Arial 10pt bold) and units indicated (Arial 10pt).
- 17 Please note that for printing the A4 pages are reduced to B5. All Figures should be of sufficient quality that they remain clear at this reduction. Any text (e.g. annotations) within the Figure should use Arial font of sufficient size that they remain legible when reduced (Arial 10pt or 12pt are good sizes to use).

Equations

- 18 All equations should be numbered sequentially in the order to which they are referred, e.g. Equation (1).
- 19 Besides inserted equations using MS Office "Equation" tool, Word normal conventions should be followed when typing algebra as texts, with algebraic symbols in italic, numerals and other text in Roman, e.g.

$$\log N = m \cdot \log \cdot (100\pi \cdot d^2 \cdot \sigma/4 \cdot C \cdot U) \quad (1)$$

20 Please remember to use Arial font

References

- 21 References should be numbered sequentially in the order to which they are referred, e.g. [1]; all the references should then be listed at the end of the paper in numerical order, and styled as illustrated below. The reference should be complete and unambiguous, providing sufficient data to enable a reader to find the original. *Author name, title, publication, and year are essential.*
- 22 Please avoid references to transient sources such as websites.

Example of reference

- [1] Govaert L E and Peijs T, Tensile strength and work of fracture of oriented polyethylene fibre, *Polymer* (1995) 36(23):4425–4431

Submission of paper

- 23 For the time being please send your manuscripts to the Editor via email:
editor@oipeec.org
while online manuscript submission systems are yet to be setup.

Refereeing

24 Please note that upon receipt each paper will be reviewed by at least two independent referees. The committee will aim to complete this process within six weeks. After refereeing, the paper may be accepted without changes (the author will be informed) or may be returned to authors with questions or comments which need addressing before the paper is accepted for publication.

Author introduction

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