

PAPER TITLE CENTRED ON THE FIRST PAGE, 12 POINT BOLD CAPITALS



Author's name 12 point bold, regular for affiliation & country

Author's name 12 point bold, regular for affiliation & country



Abstract to be 12 point, italic, Times New Roman (TNR) font, single line spacing, justified alignment, in both upper and lower case; approximately 200 words. Xxx xxx x xx xxxxx xx xxxx xxx xx xx x x xxxxx xxx xx xxxxx xx xxxxx xxx xx. X xx xxxx xxxxx xx xxx x xxxxxxx x xxx xx x xxxx xxxx xxx xxxxx xxx xxx xxxxx xxx xxx. Xx xxx x xx xxxxx xx xxxxx xxx xx xx x x xxxxx xxxxx xx xxxxx xx xxxxxx xxx xx. X xx xxxx xxxxx xx xxxxx x xxxxxxx x xxx xx x xxx xxxxx xxx xxxxx xxx xxx.



1. Primary section headings 12 point, bold, TNR font and left aligned



All text to be 12 point, TNR font, single line spacing with justified alignment. The total papers should not exceed 15 sides of A4 typed, inclusive of diagrams and references. The page layout should have 20mm margins each side and 25mm margin top and bottom. Page numbers, footers and headers are not to be used.



1.1. Secondary section headings, 12 point, TNR font and left aligned



Xx xxx x xx xxxxx xx xxxxx xxx xx xx x x xxxxx xxxxx xx xxxxx xx xxxxxx xxx xx. X xx xxxx xxxxx xx xxxxx x xxxxxxx x xxx xx x xxxxx xxxxx xxx xxxxx xxxxx xxx xxxxx xxxxx xxxxx.



2. Figures, Tables and Photographs



All figures, tables and photographs should be centred in Black and White / Gray scale. All figures and photos should have reference and title centred below.

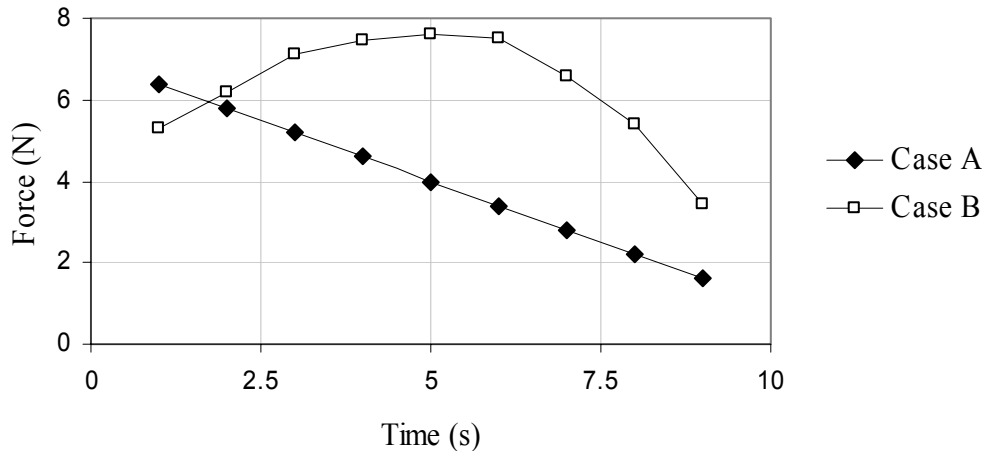


Fig. X – Title below figure, 12 point, TNR, centred

All tables should have reference and title centred above.



Table X – Title above tables, 12 point, TNR, centred

Name	Length	Breadth	Draught	Ref.
Ship 1	100.0	20.1	4.5	0004
Ship 2	120.0	21.0	4.5	0003
Ship 3	140.0	25.5	5.1	0004



All equations should be centred with equation number at the right margin.



$$\sigma = \frac{p - e}{\frac{1}{2} \rho V^2} \quad (n)$$



4. Nomenclature

It is preferred that description of nomenclature be included within the body of the text. However, if this is not appropriate to the style of the paper then, nomenclature can be included at the end of the paper.



5. References



References should be numbered in the text [1], [2], and printed under the reference section as shown in the following example.



1. Author AN, Person A, (1999), “Title”, Journal, Venue, Date, Vol 14, Paper 2, pp 209-214.
- 2.

Mailing

Papers should be mailed to the T-POD Secretariat. All electronic files are to be submitted in both Word and PDF format.

1. Camera ready hard copy by post (3 required)
2. Electronic copy on CD format by mail
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In the case of (2.) and (3.) above, 3 camera ready hard copies are also required for the TPOD secretariat.

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Checklist for the preparation of T-POD Manuscripts

Typing

- Manuscripts no more than 15 pages typed on white A4 paper
- Margins 20mm left and right, 25mm top and bottom
- Font to be Times New Roman, 12 point for all the text including headings
- No page numbers, headers or footers to be used
- Paragraph: No indentation at start, 1 clear line between paragraphs, 2 clear lines between sections

Formatting of the Opening

- Single column
- Title: Bold, capital letters, centred

- Authors name bold
- Organisation and country, regular font
- Correct placing, 1 lines left clear after the title
- Centred
- 2 lines left clear below

- Abstract: with the heading
- Correct placing 2 lines left clear after the authors
- Justified, italic
- 2 lines left clear below

Formatting of the Main

- Single column with correct margins of 20mm each side
- No indentation on paragraphs
- 1 clear line between paragraphs within a section
- 2 clear lines before a section or sub-section heading

- Section headings 12 point bold left justified
- Numbered
- 2 lines above 1 line below

- Sub-section headings 12 point left justified
- Numbered
- 2 lines above 1 line below

- Figures inserted appropriately in the text
- Legible text
- Figure captions below figures, 12 point
- Reference and title below, italic, centred

- ❑ Tables inserted appropriately in the text
- ❑ Text 12 point
- ❑ Reference and title above, italic, centred

- ❑ References numbered
- ❑ Text 12 point
- ❑ Correct usage in the text

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- ❑ Required sending method – check instructions

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