Manuscript Template

Type the Title of This Paper, Capitalize First Letter of Each Content Word

First Author1, Second Author2, Third Author\*3

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**Abstract:** This document gives formatting instructions for authors preparing papers for publication in SEUJTE. The authors must follow the instructions given in the document for the papers to be published. You can use this document as both an instruction set and as a template into which you can type your own text. Abstract should not contain any citation, figure, equation etc.

Keywords: Include at least 3 keywords or phrases, must be separated by commas to distinguish them.

1. Introduction

This template, created in MS Word 2013 and saved as “Word 2013” for the PC, provides authors with most of the formatting specifications needed for preparing electronic versions of their papers. All standard paper components have been specified for three reasons: i) ease of use when formatting individual papers, ii) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products, and iii) Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document. Some components, such as multi-levelled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow. Use the styles, fonts and point sizes as defined in this template.

2. Page Layout

An easy way to comply with the paper formatting requirements of SEUJTE is to use this document as a template and simply type your text into it.

Your paper must use a page size corresponding to A4 which is 210mm wide and 297mm long. The margins must be set as follows:

Top = 15mm

Bottom = 15mm

Left =20mm

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2.1. The Papers Should Have the Following Structure

1. Title of the paper.

2. Authors with affiliations.

3. Abstract (at least 100 words).

4. Keywords.

5. Introduction - including motivation, aims, overview and references to related work (in separate section).

6. Materials and Methods - explanation of materials, experimental methods including instruments used,

 model no, name of manufacturer and country of origin of instruments are mandatory to write.

7. Results and Discussion.

7. Conclusion.

8. Acknowledgement (if any).

9. References.

3. Page Style

All paragraphs must be indented. All paragraphs must be justified alignment. With justified alignment, both sides of the paragraph are straight.

3.1. Text Font of Entire Document

The entire document should be in Times New Roman. The font sizes to be used are specified in Table 1.

The size of a lower-case “j” will give the point size by measuring the distance from the top of an ascender to the

bottom of a descender.

3.2. Title and Author Details

All title and author details must be in single-column format and must be centred.

Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”,

“for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”.

Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Dr.) or any

membership of any professional organization (e.g. Senior Member, ITET).

Each affiliation must include, at the very least, the name of the company and the name of the country where the

author is based (e.g. Cotton Club, Gazipur)). Email address is compulsory for the corresponding

author.

**Table 1.**Font Specifications for A4 Papers

|  |  |
| --- | --- |
| Font Size | Appearance (in Time New Roman or Times) |
| Regular | Bold |
| 8 | Table caption, centredfigure caption, centred |  |
| 9 | Reference itemauthor’s affiliation, centredtable heading, centred |  |
| 10 | Paragraphabstract bodylevel-3 heading, left-justified | Level-2 heading, left-justified |
| 11 |  | Author’s name, centred |
| 20 |  | Paper title, centred |
| 12 |  | abstract heading |
| 14 |  | Level-1 heading, Left-justifiedreference headingacknowledgement heading |

3.3. Section Headings

No more than 3 levels of headings should be used. Other headings must be in 10 pt font except “level-1 heading”. Every word in a heading must be capitalized except for short minor words.

Level-1 Heading: A “level-1” heading must be in left-justified and numbered with an Arabic numeral. For example, see heading “3. Page Style” of this document. The two “level-1 headings” which must not be numbered are “Acknowledgment” and “References”.

Level-2 Heading: A “level-2” heading must be left-justified and numbered with an Arabic numeral followed by a period. For example, see heading “3.3. Section Headings” above.

Level-3 Heading: A “level-3” heading must be numbered with an “Arabic Numeral”. The body of the level-3 section immediately follows the level-3 heading in the different paragraph.

3.4. Figures and Tables

Graphs and other numbered figures should appear throughout the text as close to their mention as possible. Figures shouldn’t infringe upon the page borders.

Figures and tables must be centred in the column. Figure size may be chosen as deemed appropriate.

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**Figure 1.** A sample figure, bar chart, which contrasts well both on screen and on a black and white hardcopy.

3.4.1. Figure Captions

Figures must be numbered using Arabic numerals. Figure captions must be in 8 pt regular font. Captions of a single line (e.g. Figure1) must be centered whereas multi-line captions must be justified. Captions with figure numbers must be placed after their associated figures, as shown in Figure 1.

3.4.2. Table Captions

Tables must be numbered using Arabic numerals. Table captions must be centred and in 8pt regular font. Every word in a table caption must be capitalized. Captions with table numbers must be placed before their associated tables, as shown in Table 1.

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an internet or URL in your paper, you must type out the address or URL fully in regular font.

3.6. Equations

Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right, as in (1). Your equation should be typed using the Times New Roman font.

 (1)

4. References

The heading of the references section must not be numbered. All reference items must be in 9 pt font. Please use regular styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (e.g. [1]). References should be cited in the text and listed in the “references” section. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” Capitalize only the first word in a paper title, except for proper nouns and element symbols.

5. Conclusion

In the manuscript, findings of the research should be written clearly highlighting it importance and relevance. The length of the article should be maximum 10 typed pages.

ACKNOWLEDGEMENT

The heading of the Acknowledgment section and the References section must not be numbered.

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