The instructions for authors (IFAs) are an individual set of requirements for a journal. This helps guide potential authors to construct their article in the correct way and prepare it for submission.

The IFAs tell you exactly what the journal’s editorial board will expect to see. It also includes details of specific processes to follow to make sure there are no problems during production, should your article be accepted.

Familiarizing yourself with your target journal’s instructions for authors is an important part of writing your paper and preparing it for submission.

­­­­­­­Date of publication xxxx 00, 0000, date of current version xxxx 00, 0000.

Digital Object Identifier 10.1109/ACCESS.2022.Doi Number

Preparation of Papers for JCSET(January 2024)

Paper Title [Font: Times New Roman, Size:20]

 **Author A. Name**

Department

 Institute/ University/Affiliation

**Author B. Name**

Department

 Institute/ University/Affiliation

**Author C. Name**

Department

 Institute/ University/Affiliation

 [Font: Times New Roman, Size:11]

**Corresponding author:** First A. Author (e-mail.id: author@email.com).

This paragraph of the first footnote will contain support information, including sponsor and financial support acknowledgment. For example, “This work was supported in part by the Depart­ment of Management under Grant BS123456.”

**A Good Tittle for Research Paper**

* Incorporate the keywords, so that the article is more likely to be included in the results for relevant online searches.
* Be understandable to a reader from outside its field.
* Avoid abbreviations, formulae, and numbers.
* Keep away from using “Investigation of…,” “Study of ….”, “More about…..”, “…..revisited”.
* Get straight to the point of what the article adds to the top.

ABSTRACT

These instructions give you guidelines for preparing papers for journal. Use this document as a template if you are using Microsoft Word 6.0 or later. Otherwise, use this document as an instruction set. The electronic file of your paper will be formatted further. Paper titles should be written in uppercase and lowercase letters, not all uppercase. The abstract must be a concise yet comprehensive reflection of what is in your article. In particular, the abstract must be self-contained, without abbreviations, footnotes, or references. It should be a microcosm of the full article. The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly. The abstract must be written as one paragraph and should not contain displayed mathematical equations or tabular material. The abstract should include three or four different keywords or phrases, as this will help readers to find it. It is important to avoid over-repetition of such phrases as this can result in a page being rejected by search engines. Ensure that your abstract reads well and is grammatically correct.

INDEX TERMS - [Font: Times New Roman, Size:12] About four (minimum) key words or phrases in alphabetical order, separated by commas.

ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Abbreviations such as JCSET, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable (for example, “JCSET” in the title of this article).

OTHER RECOMMENDATIONS

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling.

1. **INTRODUCTION**

[Font: Times New Roman, Size:11]

 Highlight a section that you want to designate with a certain style, then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. **Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.** Use italics for emphasis; do not underline.

To insert images in Word, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with ―Float over text‖ unchecked) (keep text wrapping top-bottom).

The Journal of Science and Technology, Management, and Humanities reserves the right to do the final formatting of your paper.

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https://JCSETauthorcenter.JCSET.org/create-your-JCSET-article/
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**ACKNOWLEDGEMENTS**

Do not place acknowledgements into the manuscript, as these could compromise the blind review process. If authors wish to acknowledge the contribution of individuals or institutions that are not authors, they are encouraged to do so. At the time of submission the website offers a place in which acknowledgements can be directly typed.

**FOOTNOTES**

 Do not use footnotes (or endnotes) in your text. As alluded to above, footnotes should be placed in a separate section of the paper that appears after the author notes and before the tables. This should be treated as a major heading with the word FOOTNOTES (or FOOTNOTE if there is only one) as the title. The heading FOOTNOTES should be centered, bold-faced, and typed in capital letters. Each footnote should be consecutively numbered, beginning with 1 and corresponding to its citation in the text.

**HEADINGS**

 Main headings should be used to designate the major sections of an article. Within the main body of the paper, the major headings typically include such things as INTRODUCTION, METHOD, RESULTS, and DISCUSSION. Supporting material, such as references, tables, and appendices are also treated as major headings. In all cases, major headings should be centered, bold-faced, and typed in all capital letters. Example:

METHOD Secondary headings should be typed flush with the left margin, in title case (small letters with major words beginning with capitals), and in bold.

**II. PROCEDURE FOR PAPER SUBMISSION**

**GUIDELINES FOR MANUSCRIPT PREPARATION**

**A. Review Stage**

Submit your manuscript electronically for review. Prepare it in two-column format, including figures and tables (until it don't fit properly and data is not visible).

**Data and Sample**

Third-order or paragraph headings should begin with a standard paragraph indention, be typed in sentence case (small letters with only the initial word capitalized), followed by a period, and in bold. The text should follow on the same line.

**Example**:

Manager sample: Respondents consisted of a random sample of 300 managers who worked full time at a large manufacturing facility...

 When a section of text is divided, there should be at least two subsections.

**Write - Method**

The method section gives the reader all the details of how you write your research paper

1. **Write the Introduction**

Your introduction should provide the background information needed to understand your study, and the reason why you conducted your research. At the end of your introduction, you should include a clear statement of your aims and a brief sentence or two on how you conducted your study. Although your introduction comes first in your article, you’ll have a clearer idea of how to write it once you’ve written the rest of your paper.

1. **Write up the literature review (if required)**

Literature reviews aren’t always needed, but often form an important part of Management manuscripts. Typically, a literature review should discuss what’s already known about the topic of the article, identify gaps in current knowledge and present your approach to addressing those gaps.

1. **Objective of the Study**

Objectives gives the clear statement of the study. Write three to maximum five objectives in points.

1. **Database and Methodology**

In manuscripts reporting tests of formal hypotheses, these should be explicitly identified as such. State each hypothesis that is tested in your analyses separately and give it a distinct number.

1. **Write up your results**

In the result section, you’re answering the question “What have you found?”. You should state your findings, but don’t interpret the results or discuss their implications in this section.

1. **Discussion and Conclusion**

Your discussion and conclusion are where you interpret your results. Discuss your conclusion in order of most to least important, and end by stating your main conclusion again.

**VARIABLES**

The names of constructs and variables should be expressed using ordinary words; in general, do not use unconventional abbreviations, acronyms, or code names. For industry accepted acronyms, please spell out the term initially then use acronyms in subsequent references.

Example: “Recently, research related to Subject Matter Experts (SMEs) has increased. SME literature….”

Be sure to use the same name for each variable in your text, tables, and figures.

**The following guidance will assist you in creating and submitting tables:**

You will need to send your original, editable files (e.g. in Microsoft Word or Excel). This will reduce the likelihood of errors being introduced during production of your article.

Non-editable files (e.g. JPEG or TIFF images, or images of text boxes in PowerPoint) are not suitable formats but can be included in addition to the editable files for reference. Please present table titles separately for each table, rather than including them as the first row of the table. Table notes should be separate from the titles and included underneath the table to which they apply.

Consider the size of each table and whether it will fit on a single journal page. If the table is cramped in a Microsoft Word document, where the default setting represents an A4 page (210 x 297 mm), it will be difficult to represent it clearly on a B5 journal page (176 x 250 mm). If this is the case, you could consider splitting the data into two or more tables.

When submitting multiple tables, consistency in presentation is advised. Please note that color, shading, vertical rules, and other cell borders are not compatible with the final layout of the table in the published article.

Use notes, italics, or bold text for emphasis with accompanying footnotes explaining their significance. Where superscript notes are used, the letters should follow alphabetical order from the top left of the table to the bottom right. All statistical significance notes should be represented in the table or deleted. Please also add notes explaining any acronyms or abbreviations in table titles or column headings.

When representing information numerically, use as many decimal places as is appropriate for your purposes. This number should be consistent throughout the column, or table if possible.

Please make sure that spelling, punctuation, and reference style within tables are consistent with the rest of the text (when not reproduced from another source). The text in your table will be copy-edited to match the style of the journal.

**Table 1**

 **Descriptive Statistics**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Variable | Mean | Std.Deviation | 1 | 2 | 3 |
| Variable 1 | 1 | 1 | .10 | .10 | .10 |
| Variable 2 | 2 | 2 | .20 | .20 | .20 |
| Variable 3 | 3 | 3 | .30 | .30 | .30 |

\*P > .01

\*\*p< .05

**TABLE CHECKLIST**

1. Center the word Table (in title case) and the number of the table (Arabic numeral) at the

 top of the page.

2. Center the title (in title case) under the table heading.

3. Report the results of only one type of analysis in each table.

 4. Range headings across the top of the table. Do not add new headings in the body of the

 table.

5. Do not use abbreviations or computer code names for variables. Also, please do not use

 table notes. Use the same names you used in the text.

 6. Use only two decimal places for statistics (except p-values, see next).

 7. All reported statistical estimates (e.g., regression weights, mean differences) must have

 corresponding standard errors, and inferential statistics (t, z, or F, depending on which is

 most pertinent) with precise p values reported (e.g., p = .072, rounded to the third decimal

 place) rather than in star notation (\*) or statistical significant cutoff bands (e.g., p < .05).

 8. For most articles, the first table should report descriptive statistics, including means,

 standard deviations, and a full correlation matrix. Correlations should fill the lower-left

 corner of the page.

 9. To distinguish some numerals (for instance, to indicate which loadings define a factor),

 boldface type can be used. Do not use this option when other conventions, such as

 footnotes, are sufficient.

10. Use plain type in capital and small letters—no italic or bold, except as noted above.

11. Designate a general footnote that explains the whole table or a column, row, or item with

 a superscript small letter (a, b, c).

Note that each level is on a separate line.

 **FIGURE CHECKLIST**

• Center the word Figure (in title case) and the number of the figure (Arabic numeral) at the

 top of the page.

• Center the title (in title case) under the Figure heading.

• Spell out all words in the body of the figure.

• Use the same variable names you used in the tables and text.

• Avoid stacking words or numbers (listing characters vertically).

• Make sure lines and graphic elements are crisp and clear.

• Use letters for footnotes, as in tables.

**Graphical formulation (Not Mandatory)**

Please make sure you follow these simple guidelines when formatting your graphical abstract:

* Your image will often be displayed online, so please make sure that the image is legible at this size.
* The image should be saved as a .jpg, .png, or .tiff file.
* Supply your graphical abstract as a separate file, labelled GraphicalAbstract1. Do not embed it in your manuscript file.
* For optimal online display, your image should be supplied in landscape format with a 2:1 aspect ratio (2 length x 1 height).

**Equation’s**

* Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter “ell” and the figure one, and the letter “oh” and the figure zero.
* It is important to differentiate between: K and k; X, x and x (multiplication); asterisks intended to appear when published as multiplication signs and those intended to remain as asterisks, etc.
* In both displayed equations and in text, scalar variables must be in italics, with non-variable matter in upright type.
* For simple fractions in the text, the solidus “/” should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity. Exceptions are the proper fractions available (e.g., ¼, ½, ¾).
* The solidus is not generally used for units: m s-¹ not m/s, but note electrons/s, counts/channel, etc.
* Displayed equations referred to in the text should be numbered serially ((1), (2), etc.) on the right-hand side. Short expressions not referred to by any number will usually be incorporated into the text.
* The following styles are preferred: upright bold sans serif **r** for tensors, bold serif italic **r** for vectors, upright bold serif for matrices, and medium-face sloping serif r for scalar variables. In mathematical expressions, the use of “d” for differential should be made clear, and coded in roman, not italic.
* Braces, brackets, and parentheses are used in the order { [( )] }, except where mathematical convention dictates otherwise (e.g., square brackets for commutators and anticommutators; braces for the exponent in exponentials).
* For units and symbols, the SI system should be used. Where measurements are given in other systems, please insert conversions.

 **CITATIONS**

Giving proper credit to the sources of original ideas and previous work is an important aspect of good scholarship. Inappropriate or inaccurate citations do not do justice to the authors cited and can be misleading to readers.

A tendency and a desire to cite one's own previous or current work is understandable. However, excessive use of self-citations is frowned upon. When submitting your manuscript for publication consideration, use self-citations cautiously. Minimize references that would reveal the manuscript's authorship. Doing this is important for protecting the double-blind review process.

Citations should be made in the text by enclosing the cited authors' names and the year of the work cited in parentheses.

Example: Several studies (Ferris & Kacmar, 1992; Malhotra & Bazerman, 2008; Morrison, 1993a, 1993b) support this conclusion.

Please note the use of alphabetical order and ampersands. Also note that two or more works by the same author (or by an identical group of authors) published in the same year are distinguished by "a," "b," etc., added after the year.

Citations to the source of a direct quotation must give a page number or numbers; these follow the date of publication and are separated from it by a colon. Example: Adams has said that writing a book is "a long and arduous task" (1974: 3). Also cite page numbers when you paraphrase or summarize specific arguments or findings of authors.

 If a work has two authors, give both names every time the work is cited in the text. If a work has between two and six authors, list all authors the first time it is cited, then use "et al."

Example:

 Emotional exhaustion is related to work attitudes (Cropanzano, Rupp, & Byrne, 2003). (first citation)

... exhaustion was also related to job performance (Cropanzano et al., 2003). (subsequent citation)

 For more than six authors, use the "et al." form even for the first citation. But the matching reference at the end of the article should include a complete list of the authors.

 When citing the same manuscript more than once in the same paragraph, provide the date during the initial citation. For subsequent citations in the same paragraph, use only the names of the author(s).

**REFERENCES**

 Include an alphabetically ordered list of the works you have cited in your article. This list should begin on a separate page headed REFERENCES. As this is a major heading, the word “REFERENCES” should be centered, in all capital letters, and bold-faced.

References should follow hanging indentation format. Specially, the first line should be flush with the left margin. Subsequent lines should be indented.

**APPENDICES**

Non-supplementary appendices present lengthy but essential methodological details, such as explanations of the calculation of measures or items in a new survey instruments. Presentation should be concise but not abbreviated. Each appendix should be treated as a major heading. The title of each appendix should be typed in all capital letters, centered, and bold-faced. Multiple appendices are APPENDIX A, APPENDIX B, etc. A single appendix does not require a letter.

**References**

**Citation in text**
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citations to well known facts, statistical and psychological documents, mathematical techniques or articles more than eight years old should, in general, be avoided.

**Reference links**
Increased discoverability of research and high-quality peer review are ensured by online links to the sources cited. In order to allow us to create links to abstracting and indexing services, such as Scopus, Crossref and PubMed, please ensure that data provided in the references are correct. Please note that incorrect surnames, journal/book titles, publication year and pagination may prevent link creation. When copying references, please be careful as they may already contain errors. Use of the DOI is highly encouraged.

A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar J.C., Russo R.M., James D.E., Ambeh W.B., Franke M. (2003). Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. Journal of Geophysical Research, https://doi.org/10.1029/2001JB000884. Please note the format of such citations should be in the same style as all other references in the paper.

**Web references**
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Please only refer to peer reviewed articles.

**Data references**
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

**Preprint references**
Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part of the reference. The preprint DOI should also be provided.

**References in a special issue**
Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

**Reference formatting**
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

**Reference style**
Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.
Example: '..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result ....'
List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.
Examples:
Reference to a journal publication:
[1] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, The art of writing a scientific article, J. Sci. Commun. 163 (2010) 51–59. https://doi.org/10.1016/j.Sc.2010.00372.
Reference to a journal publication with an article number:
[2] J. van der Geer, J.A.J. Hanraads, R.A. Lupton, 2018. The art of writing a scientific article. Heliyon. 19, e00205. https://doi.org/10.1016/j.heliyon.2018.e00205.
Reference to a book:
[3] W. Strunk Jr., E.B. White, The Elements of Style, fourth ed., Longman, New York, 2000.
Reference to a chapter in an edited book:
[4] G.R. Mettam, L.B. Adams, How to prepare an electronic version of your article, in: B.S. Jones, R.Z. Smith (Eds.), Introduction to the Electronic Age, E-Publishing Inc., New York, 2009, pp. 281–304.
Reference to a website:
[5] Cancer Research UK, Cancer statistics reports for the UK. http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/, 2003 (accessed 13 March 2003).
Reference to a dataset:
[dataset] [6] M. Oguro, S. Imahiro, S. Saito, T. Nakashizuka, Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1, 2015. https://doi.org/10.17632/xwj98nb39r.1.
Reference to software:
[7] E. Coon, M. Berndt, A. Jan, D. Svyatsky, A. Atchley, E. Kikinzon, D. Harp, G. Manzini, E. Shelef, K. Lipnikov, R. Garimella, C. Xu, D. Moulton, S. Karra, S. Painter, E. Jafarov, S. Molins, Advanced Terrestrial Simulator (ATS) v0.88 (Version 0.88), Zenodo, March 25, 2020. https://doi.org/10.5281/zenodo.3727209.

**Journal abbreviations source**
Journal names should be abbreviated according to the [List of Title Word Abbreviations](https://www.issn.org/services/online-services/access-to-the-ltwa/).

AVOIDING SEXIST AND OTHER BIASED LANGUAGE Authors should avoid terms or usages that are denigrating to ethnic or other groups or that may be interpreted as such. Be particularly careful in dealing with gender, where long-established customs, such as the use of "he" as a generic pronoun ("a manager ... he"), can imply gender-based discrimination. Using plural pronouns—changing "the manager ... he" to "managers ... they"—is preferred

1. GUIDELINES FOR GRAPHICS PREPARATION
AND SUBMISSION
2. TYPES OF GRAPHICS

The following list outlines the different types of graphics published in JCSET journals. They are categorized based on their construction, and use of color / shades of gray:

1. Color/Grayscale figures

Figures that are meant to appear in color, or shades of black/gray. Such figures may include photographs, illustrations, multicolor graphs, and flowcharts.

1. Line Art figures

Figures that are composed of only black lines and shapes. These figures should have no shades or half-tones of gray, only black and white.

1. Author photos

Head and shoulders shots of authors that appear at the end of our papers.

1. Tables

Data charts which are typically black and white, but sometimes include color.

1. MULTIPART FIGURES
2. Figures compiled of more than one sub-figure presented side-by-side, or stacked. If a multipart figure is made up of multiple figure types (one part is lineart, and another is grayscale or color) the figure should meet the stricter guidelines.
3. FILE FORMATS FOR GRAPHICS

Format and save your graphics using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Document Format (.PDF), or Portable Network Graphics (.PNG) sizes them, and adjusts the resolution settings. If you created your source files in one of the following programs you will be able to submit the graphics without converting to a PS, EPS, TIFF, PDF, or PNG file: Microsoft Word, Microsoft PowerPoint, or Microsoft Excel. Though it is not required, it is strongly recommended that these files be saved in PDF format rather than DOC, XLS, or PPT. Doing so will protect your figures from common font and arrow stroke issues that occur when working on the files across multiple platforms. When submitting your final paper, your graphics should all be submitted individually in one of these formats along with the manuscript.

1. SIZING OF GRAPHICS

Most charts, graphs, and tables are one column wide (3.5 inches / 88 millimeters / 21 picas) or page wide (7.16 inches / 181 millimeters / 43 picas). The maximum depth a graphic can be is 8.5 inches (216 millimeters / 54 picas). When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

There is currently one publication with column measurements that do not coincide with those listed above. Proceedings of the JCSET has a column measurement of 3.25 inches (82.5 millimeters / 19.5 picas).

The final printed size of author photographs is exactly
1 inch wide by 1.25 inches tall (25.4 millimeters x 31.75 millimeters / 6 picas x 7.5 picas). Author photos printed in editorials measure 1.59 inches wide by 2 inches tall (40 millimeters x 50 millimeters / 9.5 picas x 12 picas).

1. RESOLUTION

The proper resolution of your figures will depend on the type of figure it is as defined in the “Types of Figures” section. Author photographs, color, and grayscale figures should be at least 300dpi. Line art, including tables should be a minimum of 600dpi.

1. VECTOR ART

In order to preserve the figures’ integrity across multiple computer platforms, we accept files in the following formats: .EPS/.PDF/.PS. All fonts must be embedded or text converted to outlines in order to achieve the best-quality results.

1. COLOR SPACE

The term color space refers to the entire sum of colors that can be represented within the said medium. For our purposes, the three main color spaces are Grayscale, RGB (red/green/blue) and CMYK (cyan/magenta/yellow/black). RGB is generally used with on-screen graphics, whereas CMYK is used for printing purposes.

All color figures should be generated in RGB or CMYK color space. Grayscale images should be submitted in Grayscale color space. Line art may be provided in grayscale OR bitmap colorspace. Note that “bitmap colorspace” and “bitmap file format” are not the same thing. When bitmap color space is selected, .TIF/.TIFF/.PNG are the recommended file formats.

1. ACCEPTED FONTS WITHIN FIGURES

When preparing your graphics JCSET suggests that you use of one of the following Open Type fonts: Times New Roman, Helvetica, Arial, Cambria, and Symbol. If you are supplying EPS, PS, or PDF files all fonts must be embedded. Some fonts may only be native to your operating system; without the fonts embedded, parts of the graphic may be distorted or missing.

A safe option when finalizing your figures is to strip out the fonts before you save the files, creating “outline” type. This converts fonts to artwork what will appear uniformly on any screen.

1. USING LABELS WITHIN FIGURES
2. Figure Axis labels

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization M,” not just “M.” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization (A/m)” or “Magnetization (Am−1),” not just “A/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (103 A/m).” Do not write “Magnetization (A/m) × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 8 to 10 point type.

1. Subfigure Labels in Multipart Figures and Tables

Multipart figures should be combined and labeled before final submission. Labels should appear centered below each subfigure in 8 point Times New Roman font in the format of (a) (b) (c).

1. FILE NAMING

Figures (line artwork or photographs) should be named starting with the first 5 letters of the author’s last name. The next characters in the filename should be the number that represents the sequential location of this image in your article. For example, in author “Anderson’s” paper, the first three figures would be named ander1.tif, ander2.tif, and ander3.ps.

Tables should contain only the body of the table (not the caption) and should be named similarly to figures, except that ‘.t’ is inserted in-between the author’s name and the table number. For example, author Anderson’s first three tables would be named ander.t1.tif, ander.t2.ps, ander.t3.eps.

Author photographs should be named using the first five characters of the pictured author’s last name. For example, four author photographs for a paper may be named: oppen.ps, moshc.tif, chen.eps, and duran.pdf.

If two authors or more have the same last name, their first initial(s) can be substituted for the fifth, fourth, third... letters of their surname until the degree where there is differentiation. For example, two authors Michael and Monica Oppenheimer’s photos would be named oppmi.tif, and oppmo.eps.

REFERENCING A FIGURE OR TABLE WITHIN YOUR PAPER

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APPENDIX A

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