

# INSTRUCTIONS FOR AUTHORS

## SUBMISSION OF PAPERS (MANUSCRIPT + ELECTRONIC TEXT ON DISKETTE)

Two duplicate copies of the original manuscript complete with abstract, key words and illustrations should be submitted to the Editor-in-chief.

All contributions should be written in Slovene or English, with title, abstract, key words and figure captions in both languages. The Editor-in-chief will take care of the review process.

Authors are encouraged to list the names, addresses and telephone numbers of three or four individuals who are qualified to serve as referees for their paper, however, the referees selected by the Editor will not necessarily be from the list suggested by the author. Failure to provide information on several possible referees may delay processing of the manuscript.

The manuscript will be returned to the author together with the notes of the referees.

If the paper is accepted the author will be asked to amend the manuscript in accordance with the referees' comments (for both language and technical content) and return it to the Editorial Board (hard copy plus electronic form with original illustrations) in one of the widely used word-processing programs such as Word for Windows or Word Perfect. If the author wishes to use any other word-processing program the final product should be converted into normal ASCII (text).

### Preparation of the manuscript

- Manuscripts should be typed on A4 paper, double-spaced, with 3 cm margins (for corrections) on numbered pages.
- Contributions in electronic form can also be submitted by e-mail: mit@imt.si.

Note: In all cases the Publisher reserves the right to decide whether to accept the paper for publication.

The author should obtain all the necessary authority for publication. Submission of an article implies it is not under consideration for publication elsewhere and that the author is satisfied that no copyright will be infringed. Upon acceptance of an article, the copyright is transferred to the publisher. This transfer will ensure the widest possible dissemination of the article.

Style of manuscript:

- title of the paper (in Slovene and English)
- authors' full names with affiliations
- abstract (in Slovene and English)
- key words (in Slovene and English)
- text of the paper (in Slovene or English)
- tables (table titles in Slovene and English)
- illustrations (drawings or photographs)
- captions to figures (in Slovene and English)
- references (in English)

The paper should be as short as possible and should not exceed 4-6 print pages. Review papers may be up to

12 printed pages, papers presented at conferences should be restricted to 2-4 printed pages.

### *Title page*

Papers should be headed by a concise but informative title which should not exceed one line, words from the title should be suitable for indexing and searching.

The title should be followed by the name(s) of the author(s) and by the name and address of the institution(s) or laboratory(ies) where the work was carried out. Telephone and fax numbers as well as an e-mail address for a contact author should also be supplied.

### *Abstract*

Papers must include an abstract. This summary should present a brief and factual account of the content and conclusions of the paper and an indication of any new information presented in the paper. The abstract should be understandable in isolation. The abstract should be written in the past tense, because it refers to work which was already done. References to formulae, equations and references that appear in the text is not allowed. Uncommon expressions and abbreviations should be avoided.

The length of the abstract should not exceed 250 words.

### *Key words*

The author may supply up to six key words, that describe the content of the article and are suitable for indexing and searching.

### **Symbols, equations (units of measurement)**

Units of measurement should comply with the Law of Units of Measurement and Measures (Official Gazette of the Republic of Slovenia 1995/1) i.e. international SI units. Equations should be marked on the right-hand side of the text with numbers in round brackets.

### **Tables**

Tables should be typed on separate sheets.

Written names of quantities should not be used in tables, only the corresponding symbols.

Tables should be clearly referred to in the text using Arabic numerals.

Each table should have a title which makes the general meaning understandable without reference to the text.

### **Illustrations**

Illustrations (drawings, diagrams, photographs) should be numbered and provided separately, not inserted in the text.

The drawings or gloss prints for the line pictures should be 1.5-3 times larger than the printed size of the figures and should contain carefully applied lettering. Figures are reduced to a single-column width (7.9 cm) except in special cases (max. printed size ~16 cm).

Inappropriately sized lettering on a figure may prevent its reduction to the size optimum for its information content.

The lettering used on a figure should be chosen so that after reduction the height of numbers and capital letters falls within the range 1.2-2.4 mm.

Lines and arrows should also be of sufficient thickness so as to remain clear after the reduction process.

The photographs supplied for reproduction should be original, sharp, with good contrast and of appropriate size. It is important that the photographs supplied are not already screened. When necessary, the top side of a photograph should be marked on the back. A reduction factor should be recommended for a photo when it is not obvious what detail in the photo is of interest.

Diagrams and figures should be drawn and saved in any supported format, e.g. BMP, GIF, JPG. Use Correl Draw if available, since figures can be saved as vector images.

Figure captions (in Slovene and English) should be listed together at the end of the manuscript and not inserted in the text.

The publisher requires a set of good quality drawings and photographs to ensure good quality printing. Photo copies cannot be accepted.

Illustrations can be printed in colour when they are judged by the Editor to be essential to the presentation. The publisher and the author will each bear part of the extra costs involved. Further information concerning colour illustrations and the costs to the author can be obtained from the publisher.

Upon request original drawings and photographs will be returned after publication of the paper.

## References

The references should be collected at the end of the article, and numbered in the order of their appearance in the text.

Each reference should be complete, the use of *ibid.*, *idem.*, *et al.*, etc. is not permitted.

References to unpublished or not readily accessible reports should be avoided.

References should be cited in English.

We recommend the authors to avoid self-citing in the references.

In the list of references monographs, articles in journals, journals, contributions to conference proceedings, patent documents, electronic monographs, articles and other electronic documents should be cited in accordance with the following examples:

1. *Monographs*  
Example: H. Ibach, H. Luth, Solid State physics, 2<sup>nd</sup> ed., Springer, Berlin 1991, p. 245
2. *Articles in journals*  
Example: H. J. Grabke, Kovine zlitine tehnologije, Ljubljana, 27(1993)1-2, 9
3. *Journals*  
Example: Kovine zlitine tehnologije, IMT Ljubljana, 1992-1999, Ljubljana, IMT, 1998. Text in Slovene and English. ISSN 1318-0010
4. *Contributions to conference proceedings*  
Examples: I. Rak, M. Kocak, V. Gliha, N. Gubelj: Fracture behaviour of over-matched high strength steel welds containing soft root layers, Proc. of the 2<sup>nd</sup> Inter. Symp. on Mis-Matching of Interfaces and Welds, Reinsford, 1997, 627-641
5. *Articles and other contributions in electronic form*  
Example: M. P. Wnuk: Principles of fracture mechanics for space applications. Kovine zlitine tehnologije [online]. 34, 1999, 6, 505-508 [cited 2000-01-30]. Available from World Wide Web: <http://www.imt.si/materiali-tehnologije>

## PROOFS

Authors will receive a set of proofs. They are requested to return the proofs with any corrections within two days. In the case of a delay the Editorial Board reserves the right to publish the article without the author's proofs.

## OFFPRINTS

A total of 20 prints of each article will be supplied free of charge to the author(s). Additional offprints can be ordered, prices are available from the Editorial Board.

## COPYRIGHT

In addition to the paper, authors must also enclose a written statement that the paper is original work and has not been published in this form anywhere else and that it is not under consideration for publication elsewhere.

Parts of the paper may have been given in the form of reports.

On publication, copyright will pass to the publisher. The Journal of Materials and Technology must be stated as the source in all later publications.

The Editorial Board of the Journal of Materials and Technology:

- decide whether to accept a paper for publication;
- obtain professional reviewers for papers and decide on any proposals to shorten or extend them;
- obtain correct terminology and edit language.

Manuscripts of papers will be kept in the archives of the journal: Materials and Technology.

## ADDITION: INSTRUCTIONS FOR AUTHORS

### WRITING A TITLE

A good *Title* will have the fewest possible words that adequately describe the contents of the paper.

#### The *Title* should:

- Be concise and not exceed a single line of text.

#### The *Title* should not:

- Begin with the waste words such as "Study of" or "An investigation";
- Be in the form of a question.

### PREPARING THE ABSTRACT

The *Abstract* should be viewed as a miniversion of the paper and not exceed 250 words.

The *Abstract* should be written in the past tense, because it refers to work already done.

#### The *Abstract* should:

- State the principal objectives and scope of the investigation;
- Describe the methodology employed;
- Summarize the results;
- State the principal conclusions.

#### The *Abstract* should not:

- Give information or conclusions that are not included in the paper;
- Cite references to the literature.

### 1 WRITING THE INTRODUCTION

The purpose of the *Introduction* is to supply sufficient background information to allow the reader to understand and evaluate the results of the present study. It should state briefly and clearly the purpose in writing the paper.

Much of the *Introduction* should be written in the present tense, because it relates to the problem and the established knowledge relating to the problem at the start of the work.

#### The *Introduction* should:

- Present as clearly as possible the nature and scope of the problem investigated;
- Review recent literature to orient the reader;
- It should state the method of the investigation, and if necessary the reasons for the choice of a particular method.

### 2 THE EXPERIMENTAL SECTION

The *Experimental* section of the paper must give full details of the experimental apparatus and the methods used in obtaining the results.

It is recommended that authors use passive language in the past tense.

#### The *Experimental* section should:

- Include accurate details relating to the equipment and materials used, including quantities, temperatures, times etc.
- Provide sufficient information for a colleague in the same field to reproduce the experiment.

#### The *Experimental* section should not:

- Introduce any of the results obtained.

### 3 WRITING THE RESULTS SECTION

The *Results* section should provide an overall picture of the experiments without repeating any of the details in the *Experimental* section. The data should be presented clearly and concisely, using graphs and tables where appropriate.

The *Results* section should be written in the past tense, using a mixture of passive and active language.

#### The *Results* section should not:

- Describe any experimental methods;
- Include any discussion of the data obtained (Because of the nature of some papers it may be appropriate to combine the Results and Discussion sections into a single section to improve clarity and make it easier for the reader.);
- Contain results or data which play no part in the Discussion.

### 4 THE DISCUSSION

The purpose of the *Discussion* is present the principles, relationships, and generalisations shown by the *Results*.

The *Discussion* must make clear the significance of the *Results* and compare the findings with previously published work.

The *Discussion* should be written using both the present and past tenses. Active and passive language should be used to enhance the readability.

#### The *Discussion* should:

- Discuss the results not simply repeat them.

#### The *Discussion* should not:

- Avoid commenting on results which do not quite fit.

### 5 THE CONCLUSIONS

The *Conclusion* section should be short. It will present one or more conclusions which have been drawn from the *Results* and the subsequent *Discussion*.

If appropriate, the conclusions should be presented in point form.

#### The *Conclusions* should:

- Be concise and easily understood by the reader.

#### The *Conclusions* should not:

- Be a re-statement of the results;
- Be the same as the Abstract.

### 6 REFERENCES