Instructions for the Preparation of a Camera-Ready Paper in MS Word[1]
(Minion Pro font Bold 22)

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Abstract. The first sentence of the Abstract should follow the word "Abstract." on the same line. The abstract should be clear, descriptive, and self-explanatory, and contains up to 200 words. It should also be suitable for publication in abstracting services. Do not include references or formulae in the abstract.

1. Introduction

This document provides instructions for style and layout, information on installing the Word template and how to submit the final version. The instructions are designed for the preparation of a camera-ready and accepted paper in MS Word and should be read carefully.

Prepare your paper in the same style as used in this sample document. These instructions also contain the necessary information for manual editing. Authors should realize that once the accepted paper is submitted for publication in the journal, the print and online version will be almost identical to the paper submitted for publication, except for the pagination, volume, and copyright year information.

Manuscripts must be written in English. Authors whose native language is not English are recommended to seek the advice of a native English speaker, if possible, before submitting their manuscripts.

2. Installing and using the Microsoft Word template

Place the file in any of the directories where MS Word looks for templates. These directories are defined within MS Word under *Tools/Options/File Locations*.

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[1] - Footnote in title. Please ensure there is a 24 pt blank line before the title!
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2.1. Creating a new document with the MS Word template

In order to create a new document, do the following:

– Within MS Word, choose *File/New*.
– Define the type area as indicated in Section 4.1.
– Select the two-column page layout as indicated in Section 4.1.
– Use the styles defined in Table 1 to format your text.

2.2. Font

The font type for running text (body text) is 10 point **Minion Pro**. For literal text, please use one of the sans-serif fonts, or Courier. Use **Minion Pro** as default style, and keep bold and italics for section headings, subsection-headings, author's affiliations, and special emphasis. Font sizes and styles are indicated in Table 1. In order to get the correct font size and spacing, use the template styles as much as possible to format your text.

Table 1. The styles defined to format your text file

Style Name	Use for	Short Description
Abstract	The Abstract	Font: 9 pt. Minion Pro.
Affiliation	The affiliation(s) of the author(s)	Font: 10 pt. Minion Pro.
Author	The author(s) of your document	Font: 11 pt. Minion Pro.
Keywords	The keywords	Font: 9 pt. Minion Pro.
Normal	Running text	Font: 10 pt. Minion Pro.
References	Bibliographic references	Font: 8 pt. Minion Pro.
Table	The table text	Font: 8 pt. Minion Pro.
Title	The title of your paper	**Font: 22 pt. Minion Pro.**

3. Structure of the paper

3.1. Title page

The title page should provide the following information:

– Title (should be clear, descriptive and not too long);
– Name(s) of author(s); in the case of multiple authors always indicate who is the corresponding author;
– Full affiliation(s);
– Present address of author(s), if different from affiliation;
– Complete address of corresponding author, including tel. no., fax no. and e-mail address;

Abstract; should be clear, descriptive, self-explanatory and no longer than 200 words, it should also be suitable for publication in abstracting services;

Up to five keywords.

3.2. Body of the text

– The use of first persons (i.e., "I", "we", "our", possessives, etc.) should be avoided, and can preferably be expressed by the passive voice or other ways. This also applies to the Abstract.
– A research paper should be structured in terms of four parts, each of which may comprise of multiple sections:
  * Part One is problem description/definition, and a literature review upon the state of the art;
  * Part Two is methodological formulation and/or theoretical development (fundamentals, principle and/or approach, etc.)
  * Part Three is prototyping, case study or experiment;
  * Part Four is critical evaluation against related works, and the conclusion.
– A review paper may skip Part Three, but should multiply Part Two and elaborate Parts One and Four.

– An application paper may lightly touch Part Two but should elaborate Part Three, with Parts One and Four similar to what the research paper would.

In any article it is unnecessary to have an arrangement statement at the beginning (or end) of every (sub-) section. Rather, a single overall arrangement statement about the whole paper can be made at the end of the Introduction section.

4. Typographical style and layout

4.1. Type area

Always select A4 as the paper size in the document settings. The following margin settings for *A4 size* paper will produce the correct result: top 3.0 cm; bottom: 3.0 cm; left and right: 2.5 cm.

The text should be in a double column format with a space of 10 mm between the two 76 mm width columns.

4.2. General layout

Use single line spacing throughout the document. Keep the abstract, running text and long captions justified; the chapter title, author's name, affiliation, the table text, section headings – aligned left. Indent the first line of each paragraph by 0.37 cm.

4.3. Title page

Use sentence case for the title. Do not use capitals for author's surname. Add "and" before the last author. Do not add a period after the last keyword.

4.4. (Sub-) section headings

Apply the styles defined in Table 1 to the headings. Use sentence case in the headings. Whether or not you use automatic numbering, please check it carefully. Keep headings flushed left. Headings should not have a full stop at the end.

4.5. Footnotes

Footnotes should only be used if it is absolutely essential. In most cases, it is possible to incorporate the information in the text. If used, they should be numbered in the text, indicated by superscript numbers and kept as short as possible. Footnotes should be numbered in Arabic numerals.

4.6. References (APA citation Format)

Please use APA reference format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones 1998), and a complete reference should appear in the reference list at the end of the paper. If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

4.7. Figures

4.7.1. General remarks on figures

The text should include references to all figures. Refer to figures in the text as Figure 1, Figure 2, etc., **not** with the section number included, e.g. Table 3.2, Figure 2.3, etc. Do not use the words "below" or "above" when referring to the tables, figures, etc.

Do not collect figures at the back of your article, but incorporate them in the text. Position tables and figures at the top or bottom of a page, with at least 2 lines extra space between tables or figures and the running text. Illustrations should be centered on the page, except for small figures that can fit side by side inside the type area. Tables and figures should not have text wrapped alongside.

Each figure should have a self-explanatory caption. Place the figure captions *below* the figure. Abbreviate 'Figure' to 'Fig.' to start the caption and use roman font for the text of the caption. Keep table and figure captions justified. Center short figure captions only. The minimum *font size* for characters in tables is 8 points, and for lettering in other illustrations, 6 points.

On maps and other figures where a *scale* is needed, use bar scales rather than numerical ones of the type 1:10,000.

4.7.2. Quality of illustrations

Use only Type I fonts for the lettering in illustrations. Do *not* use illustrations taken from the Internet. The resolution of images intended for viewing on a screen is not sufficient for the printed version of the journal. If you are incorporating screen captures, keep in mind that the text may not be legible after reproduction (using a screen capture tool, instead of the Print Screen option of PC's, might help to improve the quality).

 – Line art should be have a minimum resolution of 600 dpi, save as EPS or TIFF;
 – grayscales (incl. photos) should have a minimum resolution of 300 dpi (no lettering), or 500 dpi (when there is lettering); save as TIFF;
 – do not save figures as JPEG, this format may lose information in the process;
 – do not use figures taken from the Internet, the resolution will be too low for printing;
 – do not use color in your figures if they are to be printed in black & white, as this will reduce the print quality (note that in software the default is often color, you should change the settings);
 – for figures that should be printed in color, please send a CMYK encoded EPS or TIFF.

4.7.3. Color figures

It is possible to have figures printed in color, provided the cost of their reproduction is paid for by the author. Please contact editorial office if you wish to have figures printed in color. See section 4.7.2 for the required file formats.

4.8. Tables

Number tables as Table 1, Table 2 etc, and refer to all of them in the text. Each table should have a brief and self-explanatory title. Place table captions *above* the table. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead. Any explanations essential to the understanding of the table should be given in footnotes at the bottom of the table. SI units should be used, i.e., the units based on the meter, kilogram, second, etc.

4.9. Equations

Position equations flush left with the margin 0.7 cm, preceded as well as followed by one blank line. Number equations consecutively, not section-wise. Place the numbers in parentheses at the right-hand margin, level with the last line of the equation. Refer to equations in the text as Eq. (1), Eqs. (3) and (4).

5. Fine tuning

5.1. Type area

Check once more that all the text and illustrations are inside the type area and that the type area is used to the maximum. You may of course end a page with one or more blank lines to avoid 'widow' headings, or at the end of a chapter.

5.2. Capitalization

Use sentence case in the title and headings.

5.3. Page numbers and running headlines

You do not need to include page numbers or running headlines. These elements will be added by the publisher.

6. Submitting the paper

Submit your manuscript as the following:
MS Word document;
Identical high resolution PDF file with all fonts embedded
to the journal Editorial office online submission form via:
http://jra-tabriziau.ir/
Please make sure you do not submit more than one version of any item.

7. Manuscript Length / File Size

Manuscripts should normally not exceed 15 formatted pages including illustrations.

The electronic submission file should not exceed 2 Megabyte in length. Typically, most papers will be less than 1MB in size.

8. Copyright

Authors submitting a manuscript do so in the understanding that they have read and agreed to the terms of the Author Copyright Agreement posted in the journal website: http://jra-tabriziau.ir/index.php?sid=1&slc_lang=en

8.1. Quoting from other publications

An author, when quoting from someone else's work or when considering reproducing figures or tables from a book or journal article, should make sure that he/she is not infringing a copyright. Although in general an author may quote from other published works, he should obtain permission from the holder of the copyright if he wishes to make substantial extracts or to reproduce tables, plates or other figures. If the copyright holder is not the author of the quoted or reproduced material, it is recommended that the permission of the author should also be sought. Material in unpublished letters and manuscripts is also protected and must not be published unless permission has been obtained. Submission of a paper will be interpreted as a statement that the author has obtained all the necessary permission. A suitable acknowledgement of any borrowed material must always be made.

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