1 ESSENTIAL CRITERIA

1.1 Innovation

IMarEST Learned Society events aim to provide a platform to share knowledge on Marine Engineering, Science and Technology. They strive to close the gap between government, academia, technology institutes and industry.

The Technical Advisory Committees of IMarEST Learned Society conferences select papers based on their synopses and the relevance of that synopsis to the conference and its themes, technical quality, innovation and their potential for generating discussion – essential criteria for an IMarEST Learned Society event.

1.2 Original Work

The technical paper submitted for publication must be original work and you must confirm that the paper has not been previously published, and you will not permit its publication elsewhere prior to the event. The paper will be subject to review by the Technical Advisory Committee as well as online originality checks where available.

1.3 No Sales Pitch

Papers should be technical and scientific articles that describe innovative theory, products or processes in a factual and well-referenced manner. Papers should not refer to company or product names unless unavoidable but should refer to references in literature or applications. Papers will be critically reviewed with relation to product and company names and if the text is considered a 'sales pitch' or contains advertising material or branding, the article must be re-written or will be rejected.

1.4 Approval

Authors are responsible for obtaining company and/or government approval to publish a paper before the paper is submitted to the IMarEST to ensure that sensitive information is not inadvertently released. This process should be undertaken in a timely manner to adhere to the deadline for receipt of the paper set by the event organiser.

1.5 Deadlines

Authors are asked to submit their papers for publication, to the IMarEST, by the date mentioned in the event literature.

If the submitted draft of the paper is found to breach any of the criteria detailed above, the paper will be returned to the Author(s) with some explanation for re-writing or will be rejected.

2 PREPARING THE PAPER

2.1 Overview

The Technical Advisory Committee are looking for a technical paper of up to 4000 words, **excluding synopsis and references** but **including** captions, footnotes and endnotes, which can also contain up to 15 figures and tables. Papers that greatly exceed this will be critically reviewed with respect to length. Authors should include a word count with their paper and must follow the style and formatting guidelines. Any paper received not presented in the required format will be returned to the author for reformatting.

2.2 Narrative style

- Papers should be clear and concise; the narrative style should be objective, informal and impersonal and authors are encouraged to standardise their terminology throughout;
- The paper should be written in English, with English(UK) spelling and punctuation;
- The main text should be written in the third person (e.g. 'in the Author's opinion', rather than 'in my opinion'). Please use single quotation marks, except where 'a quotation is "within" a quotation'. Long quotations of 40 words or more should be indented without quotation marks;
- The paper should be relevant to its subject and whilst being technically accurate should be broadly comprehensible to non-specialists;
- It is recommended that an impartial opinion of a paper be sought (including suggestions for improvement) before it is submitted for consideration. All papers are refereed prior to publication.
- All symbols, terms and abbreviations should be clearly defined and explained upon their first use in the paper and thereafter used consistently throughout the paper, such that they can be understood by a general engineer, not necessarily an expert in the field of the paper. Alternatively a list of used symbols and of terms and abbreviations may be included at the end of the paper.

AUTHOR GUIDELINES

2.3 Referencing

Sources of information should be referenced but extended extracts from previously published works should be avoided.

Reference should be made in the text using the Harvard Reference Style; sources are cited within the body of the paper by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography. Please refer to the guidelines provided by IMarEST publishing partner Taylor and Francis:

http://www.tandf.co.uk/journals/ authors/style/reference/tf_V.pdf

Reference made in the paper to individuals should avoid personal bias and company names should be mentioned only in the biography and Acknowledgement Section.

Ensure you have permission to use any tables or figures you are reproducing from another source, reference this source and explicitly state approval of reproduction in the Acknowledgements Section.

3 FORMATTING GUIDELINES

3.1 Overview

Papers should be compiled in the following order: title; authors; synopsis; keywords; biographies; main text (including introduction, table(s), figure(s), table caption(s), figure caption(s)), conclusions) acknowledgements; references; bibliography (as appropriate) nomenclature (as appropriate); appendices (as appropriate); glossary (as appropriate).

3.2 Title

The title of the paper should be informative but concise. It should clearly indicate to the reader the subject matter under discussion.

3.3 Authors

All authors of a paper should include their full names, honours, academic qualifications, and affiliations. One author should be identified as the Lead Author. Please give the affiliation where the research was conducted, if applicable. If any of the named co-authors moves affiliation during the peer review process, the new affiliation can be given within the

biographical note. Please note that no changes to affiliation can be made after the paper is accepted.

All persons who have a reasonable claim to authorship must be named in the paper as co-authors in line with ethical publishing guidelines (see 9). The Lead Author must be authorised by all co-authors to act as the Lead Author on their behalf in all matters pertaining to publication of the paper, and the order of names should be agreed by all authors.

3.4 Synopsis

Synopses should contain a maximum of 500 words and are required for all papers submitted. The synopsis should be a concise summary of the paper, introducing the subject and summarising methods and conclusions.

3.5 Keywords

Please provide five or six keywords to help readers find your article.

3.6 Biographical notes

Biographical notes are required for the proceedings. This should be a summary (approximately 50 words) of the current work (including job title) and study and work history of the author(s).

3.7 Main body of text

The main body of the text should commence with an introduction, which describes the purpose of the paper and introduces the reader to the main subject matter, giving the reasons for writing the paper or undertaking the study reported. Where appropriate, the introduction may also be used to refer to earlier work undertaken on the subject. Footnotes should be used sparingly if at all.

3.8 Section headings

Section headings should be concise and all sections should be numbered. DO NOT number your pages.

3.9 Figures

Please embed figures or tables within the technical paper and number all figures in the order in which they appear in the paper (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).

Both photographs and line drawings must be included in the same number sequence.

Figure captions must be clear and concise for every figure and placed underneath the figure. The figure, together with its caption, should be self-explanatory. While text in figures should be kept to a minimum, all symbols and abbreviations should be explained in the figure or caption.

Please provide the highest quality figure format possible. To improve the print and online display, please ensure that all figures and graphics are supplied at the appropriate resolutions listed below: Minimum 1200 dpi for line art; Minimum 600 dpi for greyscale; Minimum 300 dpi for colour.

3.10 Tables

Tables must be clear and well-spaced with horizontal rules at the top and bottom separating column headings from column text, and, if applicable, footnotes from column text. All tables must be numbered and cross-referenced consecutively, as they appear in the text, eg, Table 1, Table 2, etc. A clear and concise caption must be provided for every table, placed above the table. The table and its caption should be self-explanatory and all symbols and abbreviations used, should be explained in the table, its footnotes or caption.

3.11 Trademarks

When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

3.12 Equations

Authors must embed equations or image files within their paper. They should appear consecutively in the text and should be numbered. All symbols should be defined either just before or directly after the first time they are used in an equation or alternatively in a list at the end of the paper.

3.13 SI Units

Authors must also incorporate SI Units, except for approved non-SI units of wide engineering, technical, meteorological or oceanographic usage. Units are not italicised.

3.14 Conclusion

The main body of the text should end with a concluding section to bring the main text to a close. This should summarise the results/major findings of the work reported in the paper in a logical manner and should include any recommendations made by the author.

3.15 Acknowledgements

Acknowledgements should appear after the concluding paragraph and immediately before the References. References made in this section to individual people, companies and other associations would not be considered as advertising.

3.16 Agency grants

Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement in the Acknowledgement Section of the paper, in a separate paragraph, as follows:

For single agency grants: "This work was supported by the [Funding Agency] under Grant [number xxxx]."

For multiple agency grants: "This work was supported by the [Funding Agency 1] under Grant [number xxxx]; [Funding Agency 2] under Grant [number xxxx]; and [Funding Agency 3] under Grant [number xxxx]."

3.17 References

References should appear after the Acknowledgements (if included) or Conclusion. References should be arranged alphabetically.

3.18 Bibliography

When an Author wishes to list material or sources not cited in the text, they should appear in a separate section entitled 'Bibliography' which will follow on immediately from the References.

3.19 Nomenclature

If a large number of symbols are used in the text a clear definition of all symbols and physical quantities may be listed in the Nomenclature, which should appear after the References or (if included) Bibliography Section.

3.20 Glossary of terms

The used acronyms and abbreviations may be explained in a Glossary of Terms, after the References, Bibliography (if included) or Nomenclature (if included).

3.21 Appendices

Appendices should be used for lengthy mathematical proofs and derivations, lists of machinery and any other material that is felt necessary to include but would fit uneasily in the main body of the text.

4 LAYOUT GUIDELINES
4.1 Format

- **Page style:** The paper should be justified and presented in one column in A4 (21cm x 29.7cm); use a right and left margin of at least 2.5 cm (or 1 inch).
- **Paragraphs:** Indented with no white lines between paragraphs.
- **Font:** Times New Roman, 10 point, single spaced.
- **Title:** Use bold for your article title, with an initial capital letter for any proper nouns (12 point).
- **Synopsis:** Indicate the synopsis paragraph with the heading Synopsis, reduced font size (9 point) and indented at full page width (1 column). Keywords should be placed under the synopsis.

4.2 Headings

Please indicate the level of the section headings in your paper:
- **First-level headings** (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.
- ***Second-level headings*** should be in bold italics, with an initial capital letter for any proper nouns.
- *Third-level headings* should be in italics, with an initial capital letter for any proper nouns.

4.3 Mathematical scripts

Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the lower case letter "ell" and the number one, and the letter "oh" and the number 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.

If more than 10 equations are within the text then displayed equations 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 anti-commutators; 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.

5 OPEN ACCESS AND COPYRIGHT

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AUTHOR GUIDELINES

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Authors must ensure that the paper contains nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.

6 SUBMISSION OF PAPERS

Authors are asked to submit one electronic copy of the paper. All figures and tables must be inserted in the text and it should be saved as a PDF (CMYK and not RGB), Microsoft Word or Latex document

7 REFEREEING AND ACCEPTANCE

All papers submitted for publication are subject to refereeing and authors may be asked to modify their papers before final acceptance and publication in the Conference Proceedings. Please note: acceptance for publication will depend on the referee's assessment of the final paper. It should be emphasised that in addition to technical quality and accuracy, the quality of the English must be acceptable to the referee.

8 A NOTE ON ETHICAL PUBLISHING[1]

For further information on ethical publishing please visit https://publicationethics.org/
- The work being reported should have been conducted in an ethical and responsible manner and should comply with all relevant legislation.

- Authors should present their results clearly, honestly, and without fabrication, falsification or inappropriate data manipulation.
- Authors should strive to describe their methods clearly and unambiguously so that their findings can be confirmed by others.
- Authors should adhere to publication requirements that submitted work is original, is not plagiarised, and has not been published elsewhere.
- Authors should take collective responsibility for submitted and published work.
- The authorship of publications should accurately reflect individuals' contributions to the work and its reporting.
- Funding sources and relevant conflicts of interest should be disclosed.

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10 ACKNOWLEDGEMENT

These guidelines have been established based on the guidelines produced by Taylor and Francis and have been adapted in cooperation with IMarEST Learned Society events Technical Advisory Committees and the IMarEST Publications Supervisory Board.

[1] Wager E & Kleinert S (2011) Responsible research publication: international standards for authors. A position statement developed at the 2nd World Conference on Research Integrity, Singapore, July 22-24, 2010. Chapter 50 in: Mayer T & Steneck N (eds) Promoting Research Integrity in a Global Environment. Imperial College Press / World Scientific Publishing, Singapore (pp 309-16). (ISBN 978-981-4340-97-7)