

Publications – Format & Layout

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Abstract: This guideline on Format and Layout describes the requirements to be fulfilled by authors for preliminary consideration in publishing their articles with The Institution of Engineers, Sri Lanka. A soft copy of this document could be obtained from the Institution website <www.iesl.lk> or by e-mailing a request to dir.pub@iesl.lk or ieslpub@gmail.com, to be used as a basic template in structuring the prospective articles.

Keywords: Format, Engineers, Template

1. Introduction

This paper is intended to serve the dual purpose of providing instructions to prospective authors and acting as a template for structuring the intended papers in the required format. Strict adherence to this format is a pre requisite for a paper to be considered.

2. General Rules

Rule for publication are as follows;

- The paper must be an **Original** Technical Paper based on research by the author(s) (intended for Section I) or an **Original** Article of Professional or Technical interest related to **Engineering**. (Section II)
- On matters regarding publications, decision of the Editor in consultation with the Editorial Board shall be final.
- It is necessary for the Author to **have a membership** in the Institution of Engineers, Sri Lanka. When papers are co-authored, at least one of the Authors should have a membership. Exceptional papers by non-members may be considered on the discretion of the Editorial Board.
- Manuscripts **should not contain** any derogatory remark/s whatsoever about any person or organization.
- Presentation of the paper should be in '**Third Person**'.
- A representative abstract of **not more than 200 words** should be provided as indicated above.
- It is expected that the **International System of Units (SI)** is used. If other units are used,

relevant SI unit should be given within brackets.

- Name(s) and Address(es) of Author(s) should be provided in the required format (*iesl/journal/offer*) obtainable in hard/soft forms from IESL. The details include a brief outline of qualifications and professional affiliations (including the affiliation with the IESL) and current employment with position. (In this context, author(s) should also fill the text box placed at the right hand bottom corner of the first page of the Paper).
- It is mandatory for the corresponding author to have a valid email address which should be included in the author information text box.
- Correctly formatted papers received, (soft copy, MS-Word format & 2 hard copies) will be scrutinized for basic requirements and forwarded to two appropriate referees in anonymity (double-blind-refereeing), for evaluation and comments. First author will be provided with comments of referees on the paper. Attended amendments/corrections may be re-directed to the referees for concurrence. After amendments are completed in consultation with the editorial staff to the satisfaction of the referees, the final version of the Manuscript should be submitted to the Institution as a soft copy and a printed hard copy for record purposes. The soft copy may be e-mailed.

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3. Format

The Journal is published in standard A4 size (297x210) with a two-column layout for text. Diagrams and tables should be in portrait orientation with one or two column width.

3.1 Size of the Paper

Size of the paper composed in this required format is limited to ten (10) pages. On special occasions this maximum limit may be waived on the discretion of the Editor.

3.2 Font and Margins

The Font for general text should be 'Book Antiqua' with 10-point size. Main headings shall be with the same font of 12-point size bolded, while sub headings shall be 10-point size, bolded. Main and sub headings shall be numbered in the manner adopted in this paper.

Margins shall be 20 mm all around and an additional binding gutter of 10 mm on the appropriate edge (Mirror Margins). Width of a text column shall be 75 mm with a space of 10 mm in between.

3.3 Headings and Order of Presentation

The author is free to name headings according to the context and content of the paper. However, it is preferable to have main headings in the following order for consistency.

Introduction
Literature Review
....
....
Conclusions
References
Acknowledgement (if any)

References (all cited in main text) and Acknowledgement should not be given a paragraph number.

3.4 Format Limitations

Due to the adopted format, authors are advised not to use 'headers', 'footers' or 'foot notes'.

4. Presentation

For the message delivered by the article to be more effective, the text should be supplemented by 'tables', 'figures' 'equations' & 'photographs' as appropriate and references to publications.

4.1 Tables

Tables should be either one or two column width in portrait orientation. Each table should

be sequentially numbered and titled above its top. (e.g.: **Table 1 – Material Properties.**)

4.2 Figures and Photographs

Figures and photographs should be either one or two column width in portrait orientation. Photographs should be preferably scanned (at 100 dpi in .jpg or .tif format) and sized before placement in the manuscript. Each figure should be sequentially numbered and titled below. (e.g.: **Figure 1 – Stress/Strain Curve for High Tensile Steel.**)

4.3 Equations (Mathematical Expressions)

Equations should be indented and separated from the text and identified by consecutive numbers placed at the far right side of the line.

e.g.: $F = 9C/5 + 32$ (3)

4.4 Citing References

References should be cited within square brackets in the main text. (e.g.: [1], Wu et al. [2]) Formats for listing references vary according to the type of publication. Authors are therefore advised to adhere to following formats given in the reference list (in **Book Antiqua** 9 pt.), which should be listed and numbered sequentially; Books [1], Journals [2], Conferences [3], and Internet references [4].

5. Conclusions

It is expected that by complying with the simple guidelines presented in this paper, the authors would be able to present their research and professional articles in a logical and coherent manner so as to comply with internationally accepted standards.

Acknowledgement

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References

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2. Wu, B., Maekawa, K., & Okamura, H., "Contact Density Model for Stress Transfer Across Cracks in Concrete", *J. Faculty of Eng., The University of Tokyo*, Vol. 11, No. 01, March, 1989, pp. 9-52.
3. Somes, N. F., "Hoop Reinforced Concrete", *Proc., ASCE*, Vol. 96, ST7, July, 1970, pp. 1495-1509.
4. <http://www.iesl.lk/>, Visited, 2018/05/12.