

# TITLE OF THE PAPER

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**Abstract:** *These instructions are formulated for presenting the template used for editing the articles for the scientific journal Bulletin of the Transilvania University of Braşov. The material presents the camera ready form of the articles. The abstract should synthetically outline all the pertinent results, in a short but intelligible form. The abstract should begin through clearly stating the purpose of the paper and should end by formulating the most important conclusions. There will be used short, direct and complete sentences, written in a single paragraph, without "tab"-s. The abstract will have 7...10 lines.*

**Key words:** *3...5 significant key words.*

## 1. Introduction

The format of the bulletin will be A4. **The article, inclusively the tables and the figures, should be of 6-8 pages, an even number of pages being compulsorily.** The last page will be filled at least 70%.

A person may participate, within a volume, with a paper as first author and one as co-author. The Ph.D. coordinators may be co-authors for several papers of their doctoral students, if they contributed to their development.

The paper will be written in British English, using Times New Roman (TNR, Microsoft Word). We strongly advise to use this template and insert the text of the paper directly within this file.

## 2. Instructions for Editing

The papers will be handed on quality printing machine paper, of colour flat white, in the standard form described herein, printed by a quality printing machine on a single facet of the page, and also in electronic format, identical with the printed copies.

### 2.1. Format of the Papers

There will be used the format A4 (210 mm x 297 mm), the limits of the printing zone being set using „Page setup”: margins: upwards - 5 cm, downwards, left, right - 3.5 cm; heading - 4 cm; foot margin - 0 cm; „Different” first page; „Different” pages even and uneven.

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<sup>2</sup> Organization of appurtenance for the second author.

### 3. Arranging the Text within the Page

**Title of the paper** - TNR 18 pt. capital letters, bold, centred along the page, indenting left 1 cm, single spacing.

Under the title, there is left a free line (18 pt.).

**Author(s)** - TNR 14 pt., bold, centred along the page, indenting left 1 cm, (single spacing: - first name „title case” and name in capital letters, when there is a single author (ex. Ion POPESCU);

- initial of every author’s first name and the name, in capital letters; they will be not separated through coma and may be written on 2 lines unless they fit within a single one.

Between the authors and the abstract, there will be left a free line (14 pt.).

**Authors’ affiliation** - TNT 9 pt., regular, justified left-right along the page, on one line.

The full affiliation (groups, laboratories and the institutions) of the authors will be specified as references in the footnote (Insert Reference, Footnote, Bottom of page); these ones will be marked with Arabic figures. If several authors are part of the same organization, then its name may be written once and the authors will be marked with the same figure.

**Abstract** - TNR 12 pt., italic, bold; body text of the abstract of the paper: TNR 10 pt., italic, regular, justified left-right (justify) along the page, single spacing.

The abstract of the paper will consist of 7...10 lines, with justification left 2 cm, right 1 cm.

Between the abstract and the key words, there will be left a free line (10 pt.).

**Key words** - TNR 12 pt., italic, bold. There will be written 3...5 significant key words (or groups of words): TNR 10 pt., italic, regular, justified left-right (justify) along the page, single spacing, justification left 2 cm, right 1 cm.

Between the key words and the text of the article, there will be left 2 free lines (2 × 10 pt.).

**Text chapter** - TNT 11 pt., bold, “Title case”, justified left, indenting 0, single spacing, hanging 0.4 cm.

The titles of the sections are successively numbered with Arabic figured, followed by full stop and a space.

Sections Acknowledgements and References will not be numbered.

Above and beneath Text chapter, there will be left a free line (11 pt.). If the titles of several sections are to be found on the first line of a page, then they will not be preceded by free spaces.

**Text subchapter** - TNT 11 pt., aldin (bold), “Sentence case” justified left, indenting 0, single spacing, hanging 0.7 cm.

The number of the subchapter includes the number of the main chapter, full stop, the number of the subchapter, full stop and a space.

**Main text** - TNR 11 pt, regular, justified left-right, single spacing. The first line of every paragraph will be indented at 0.3 cm.

#### 3.1. Other Data with Reference to Drawing up the Content of the Paper

There is recommended to divide the paper in the following chapters: *Introduction, Objectives, Material and Methods, Results and Discussions, Conclusions, Acknowledgements, References.*

At the beginning of every page, except the first, above one demarcation line, there will be written the heading with 10 pt., straight, with a demarcation line of 0.1 mm and of the

length of 140 mm. Between the demarcation line and the text, the distance is the normal one between two lines (11 pt.).

On the even pages, there will be written the title and the number of the bulletin, TNT 10 pt., justified to the left, and on the uneven pages there will be written the title of the paper (on a single line), TNT 10 pt., “Title case”, justified to the right. The current number of the page will be written, with 10 pt., on the margin which has not been filled in yet. In the final editing process, the page number will be changed by the editor.

### • Tables and Figures

The figures (drawings, diagrams, images) and the tables will be included, in order, within the text, centred. Those of small dimensions will be inserted within the paragraphs; those of larger dimensions may be introduced on the entire width, preferably at the beginning or in the end of the page.

The figures (of high quality) will be placed as closely as possible to the place they are first being mentioned in (there is recommended to avoid the placement of the figures before their first mentioning within the text).

The text with the explanation of the figure, placed under the figure (TNR 11, italic, centred, spacing 6 pt. before, on one line), will be preceded by „Fig.” followed by a space, the number of the figure (Arabic figures), full stop and space (TNR 11 pt., regular) as in the examples presented for the Figures 1 and 2.

Within the text, the references to the figure (table) will be made by writing Figure x (Table x), inclusively within the sentence. The texts within the figures (in English) will be of a size that should ensure a good readability.

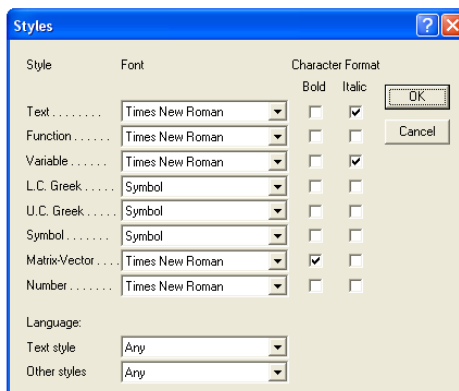


Fig. 1. Drawing inserted within the text

There will not be accepted papers that contain blurred figures or that have not all the elements grouped. Therefore we kindly ask you to use the command Group (in the Drawing toolbar).

The tables (numbered with Arabic figures) will be placed in the text as closely as possible to the first reference to them. The size of the font used for tables is TNR 10 pt., regular, on one line (Table 1). For bigger tables, there may be also written with TNR 9 pt.

All the tables have to be created using the utility Table. The measuring units will be put down within square brackets, in the head of the table.

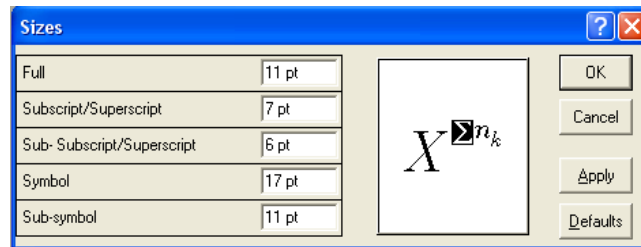


Fig. 2. Image of ...

*Denomination of the table*

Table 1

<b>Efficiency [%]</b>	94.37	96.58	93.18	83.66	75.30
...	...	...	...	...	...
...	...	...	...	...	...

The text with the explanation of the table will be placed above the table (TNR 11, italic, centred, spacing 6 pt. afterwards, on a single line, followed by „Table x” (TNR 11, regular, justified to the right).

There is preferable to use tables no longer than the useful length of a page. In exceptional cases, there may be also used tables placed on a page type landscape.

Unless the tables and the figures are original, at the end of the title, the references must be quoted.

#### • Mathematical relations

In the formulas, the letters will be written in italic), excepting the functions and the constants (for instance: sin, exp, e = 2.71 etc.), the Greek figures and characters, which will be written straight; the symbols in the text are written as in the formulas.

There will be used only Microsoft Equation Editor, set according to the images presented in Figures 1 and 2.

Ex.:

$$a = \sum_{n=4}^{22} \sqrt{\frac{x^2 + 243\cos(\alpha) + \prod_{i=1}^{333} \frac{\sqrt{x - 34^{2^{\ln(\alpha-23)}} - 45\text{tg}(i + j\text{ctg}\alpha)}}{2 - x - 34^{\ln(\alpha-23)-45}}}{x^2 + 34 - 234\cos\alpha}}. \quad (1)$$

The formulas will be numbered with Arabic figures, written within round brackets, to the right of the page (TNT 11, First line 0.3 cm, Tab stop position 6.75 cm, justified to the right). The measuring units will be framed within square parentheses and will be placed in the end of the relation.

Before, between and after every equation, there will be left a free line (11 pt.).

#### • Symbols and acronyms

There is recommended the use of standard symbols and ISO abbreviations. The international system of units (SI) is compulsory. The use of the British units may be done

only as secondary units (in brackets). There will be avoided the combination of the SI and CGS units. Define every acronym during its first apparition in the text. For the documents with several acronyms, there is recommended to display them in a list in the end of the article.

### **Acknowledgements**

This short section will be written right before *References* and will have the format as the title of the chapter without being allotted a number. The acknowledgements may be addressed to the persons or to the institutions that are not being mentioned elsewhere in the text and that played an important role in obtaining the results submitted within the paper.

### **• Quotations and references**

The bibliography will be written after the last chapter. The word *References* will be formatted as the title of the chapter and will not be numbered.

Every title will have a number, followed by full stop (there will not be used the parentheses) and will contain the author's (authors') name and initials(s) of the first name, separated through coma, the title of the reference in original and the one translated in English (between parentheses), in italic, followed by the locality, the publishing house and the year of issuing (for the monographies) or by the title of the magazine, the number of the volume, the number of the magazine and the pages of the article (for the periodicals). In order to mention the works published in Slavonic languages, there will be used the system of transliteration in the Latin alphabet.

The references will be organized in alphabetical order, considering the name of the first author, and in chronological order for the publications of the same author.

All references have to be quoted in the text. Within the text of the paper, the bibliographical references will be made through mentioning the current number in the bibliographical list, framed within square brackets [1], [2], [3]... If there are more than two references, continuously numbered, the numbers have to be separated through a line (hyphen) [1-6].

Models for arranging the bibliographical references:

- *books*: (Surname1, N1., Surname2, N2.: *Name of the book in original (translation in English), in Italics, Title Case*. Place of Publication. Publisher, Year. See: [2], [4], [5];

- *articles in periodicals*: (Surname1, N1., Surname2, N2.: *Name of paper*. In: Name of Journal x (year) No. w, p. (first-last). See: [8], [10];

- *articles in conferences*: (Surname1, N1.: *Title of conference paper*. In: Proceedings of Conference Name, Editor Name (Ed.), Conference location, Publisher, City, Country, month and year, p. (first-last). See: [11].

- *articles or chapters in books*: (Surname1, N., Surname2, N2.: *Name of paper*. In: *Name of Book*, Name(s) of Editor(s), (Ed.). Publisher, Place of publication, Year, p. (first-last). See: [1].

In case there are several authors, there will be written the first 2 authors followed afterwards by *et al.* For the periodicals, the entire name or the usual international abbreviations will be used.

**Authors are encouraged to quote papers published in the previous editions of BUT.**

### • Other specifications

The entire responsibility for the content of the paper pertains to the author. The author has to obtain the right to make use of any material undergoing copyright protection.

The affirmations and the opinions submitted in the published articles are understood as individual expressions pertaining to the author and not to the editors of the journal.

The per-reviewing of the articles and the supervision of the English translation will be assumed by the members of the Editing Committee, together with the editing secretaries. The supervision of the translation is only accomplished by the professorial staff of the Faculty of Letters, named upon the faculties.

### References

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