

## INSTRUCTIONS FOR AUTHORS

### I. *Submission of a paper*

1. The submission of a paper implies the author(s) assurance that the reported results have not been published or submitted for publication elsewhere. The presented papers may be written in English (preferable), but also in French, German, Italian or Spanish languages. In all cases an abstract in English is required. The prepared papers adhering to the style of the *Bulletin* are likely to be published sooner than those needing extensive revision.
2. The authors who wish to publish in the *Bulletin* should send at the address given in page 1, two copies of the manuscript in “academic format”, i.e. 125 x 200 mm, including header, text, tables, figures or photographs. Another possible way is to submit the papers in PDF format to one of the editors of the section.
3. The concise, well thought out main text should be paginated starting with the title, authors, abstract, key words, subject classification and ending with acknowledgment, full author(s) address and references. The manuscript must be type written with single spacing, on a single side of an A4 paper. The strongly recommended font size is Times New Roman of 11 pt. for the title and the main text; 9 pt. for the possible subtitle, the full names of the authors, acknowledgements, possible appendices and references; 8 pt. for the abstract, key words, subject classifications and author address. The words to be printed in italics should appear as *italics* or be underlined in the manuscript, while those in bold should appear as **bold** or be double underlined.
4. Paper accepted to publication is to be limited to a printed length of 8-10 pages (even number). In special cases the maximum printed length may be extended till 20 pages.
5. The corresponding author is supposed to give an e-mail address and possibly a telephone number. The proofs are sent in general directly or by e-mail to the corresponding author with the request to send back the correct proofs within two weeks. Corrections or changes should no imply a departure from the paper in its accepted form.
6. A number of 25 copies of each published paper will be supplied free of charge to the corresponding author.
7. All manuscripts become property of the *Bulletin* and will not be returned to the author(s) even if a manuscript is not accepted for publication.

### II. *Details regarding the manuscript*

The structure of the submitted paper should be conforming to the current style of the *Bulletin of the Polytechnic Institute of Iasi*. The following suggestions are to be considered, illustrated by an example.

1. The *title* should be short, specific and informative. It is to be written in bold capital letters, of 11pt., centred.
2. The possible *subtitle* of a single paper or the successive subtitles of a paper split in many parts are typed in bold capital letters, of 9 pt., centred and in the second case assigned with serial Roman numbers.
3. For the full names of all the *authors*, bold capital letters, of 9 pt., centred, should to be used. If the authors are from different departments, universities or research institutes, then an asterisk will be put for the members of the same department as the first author, two asterisks for the members of the same department as the second author and so on.
4. The *abstract*, not exceeding 150 words should be independent of the text, but able to present the aim of the research and the essential of the original reported results. It must no contain abbreviations, bibliographical references or references to figures.

5. The text of the abstract is typed in 95 mm length. Only the first word in the first line is **Abstract**, in bold, of 8 pt., capital first letter.
6. The *key words* aim is to indicate by many significant words, the principal fields and notions deal with in the research. Also of 8 pt., the text in 95mm length begins with **Key words** in bold, capital the first letter.
7. The subject classification is also in 95 mm length, of 8 pt., italic, capital first letters, followed by the respective specifications (example: *2000 Mathematics Subject Classification: 53B25, 53C15*).
8. It is useful and recommended to divide the full text in *paragraphs* (or sections), with titles assigned with serial Arabic numbers and typed in capital all significant first letters, of 11 pt., centred. Reference in text should appear as “Sec.” (ex. Sec. **2**). The first paragraph is usually, but not obligatory, denoted as **1. Introduction**, but the last becomes as a rule entitled **Conclusion**. The last paragraph (section) reflects the findings of the author, in the form of a set of concise sentences numbered sequentially by Arabic numbers.
9. Sometimes some paragraphs are to be divided in subparagraphs, headed by subtitles in italic capital all important first letters, of 11 pt., assigned with bold serial double Arabic numbers (as **1.1.** or **2.3.**), centred. Reference in text should appear also as “Sec.” (ex.: Sec. **1.2.**, Sec **2.3.**). If the author considers necessary to split also a sub paragraph, then each such division receives a title typed also in italic capital all important first letters, of 11 pt., assigned with bold serial Triple Arabic numbers (as **1.1.2.** or **2.3.1.**), not centred, but followed by the respective text. Reference in text appears also as “Sec.” (ex.: Sec. **1.1.2.**, Sec **2.3.1.**). If a word, a composite expression or a sentence is to be emphasized in a text, it should be written in italics or in quotation marks.
10. All illustrations – drawings, diagrams, photographs – are called *figures* and should be denoted and referred to as “Fig.”, with capital first letter. They should be numbered serially by Arabic numbers and appear in text in the order (ex.: Fig. 1, Fig. 7). Casually, the figures may be numbered in the context of each paragraph, being then designed by sets of double numbers (ex.: Fig. 1.2, Fig. 3.2). All composite figures should be mounted together and their parts labelled in italics by *a, b ...* (ex.: Fig. 1*a*, Fig. 2*c*, Fig. 1.2 *b*).
11. Letters and numerals in a figure should not be less than 2 mm high. The maximum size of a simple or composite figure is 120 x 160 mm. The graphs format should be only BMP or EPS. The photographs should be sharp black and white. Colour figures are for the time being not acceptable. All the figures, with the respective captions of 9 pt., are to be presented in a separate list, at the end of the manuscript. The author should indicate in the text the position of all the illustrations. Each caption is to be finally printed beneath the respective figure.
12. The *tables* of 9 pt. are assigned serial Arabic numbers, corresponding to the sequence of their appearance in the text. Each has as title the word **Table** in bold, of 9 pt., capital first letter. Below that title may be written in italics small letters, capital first letter, a brief description of the table content. Both title and possible explication should be centred with respect to the table. The exterior lines and that under the head of a table should be double lines of  $\frac{3}{4}$  size. References to tables in the text should appear as “Table” with capital first letter (ex.: Table 1, Table 5). Casually, as sometimes the figures, also the tables may be designed by double numbers in the limit of each paragraph (ex.: Table 1.2, Table 3.1). The tables should be submitted either in the full text, in their respective place, or in a separate list, as figures, at the end of the manuscript.
13. *Mathematical symbols and equations* should be typed in the font corresponding to the text (11 pt.) or to the abstract (8 pt.). Symbols of scalar quantities, in text or in formulae, should be written in italics, vector quantities in bold, other quantities using other fonts, at options. The subscripts and the superscripts are in general typed in italics (ex.: *li*, *va*,

$G(i)$ ). It is not the case if they refer to a quality (ex.:  $l_{max}$ ,  $D_{int}$ ). The equation editor in MS Word is to have the following set up: full 11 pt., subscript/superscript 8 pt., sub-subscript/superscript 6 pt., symbol 14 pt., sub-symbol 11 pt. Elementary and special functions, the differential symbol and the measuring units should not be typed in italics or bold (ex.:  $\sin \alpha$ ,  $\tan \gamma$ ,  $ex$ ,  $\ln y$ ,  $dx$ ,  $B(x)$ ,  $kg$ ,  $N/m^2$ ,  $^{\circ}C$ ,  $K$ ). Equations should be numbered sequentially with Arabic numbers, in the left side and in parentheses. They should be referred to in text as “Eq.” or “Eqs.”, with capital first letter. The numbering of equations may be unique for the whole manuscript or performed separately, on each paragraph, by sets of double numbers. The respective references in text will be as Eq. (1), Eqs. (2) and (3), Eq. (1.2), Eqs. (2.1) and (3.2).

14. The text of a *theorem, lemma and corollary* is typed in italics, of 11 pt. in the main text, or of 9 pt. in an appendix. The first line heads with the respective word, not italic but double spaced. If numbered, Arabic numbers should be used (ex.: *Theorem 2. Let be ...* or *Lemma 2.4. There exist...*). References in text use a capital first letter (ex.: Theorem 1, Corollary 2.3). The definitions and proofs should be typed with the usual font. The first line heads the same as in the precedent cases. The definitions may be simple or double numbered (ex.: *Definition 1. We say that...*; *Definition 2.3. If  $k$  is a category...*; *Proof. Since  $f$  is a ...*).
15. Remarks are typed with the usual font. The first line heads with the word in italics, possibly simple or double numbered (ex.: *Remark. For every...*; *Remark 1, Remark 2.3.* or *Remarks 1....; 2....*).
16. *Acknowledgements* should follow the main text, but of 9 pt., as a title in italics, capital first letter, in head of the first line, text in the usual font. Personal acknowledgements should precede those of institutions or agencies. The name of persons should be double spaced typed.
17. *Appendices* are encouraged for specific topics, on methodology, mathematical details or some voluminous data. The title and full text is of 9 pt. The title **Appendix** should be typed in bold capital first letter, centred. Many appendices are labelled by capital letters (ex.: **Appendix A, Appendix B...**). The equations numbered sequentially, in parentheses, as (A1), (B3). The references are the usual, Eq. (A1) or Eqs. (A1) and (B3).
18. The final part of the paper presents in italics of 9 pt. the author(s) address(es), namely university or institute, department, addresses and e-mail.
19. As regards the *references*, an alphabetical list of all the authors with the works cited in text should conclude the manuscript, of 9 pt., typed as a rule in their original language. They are headed by R E F E R E N C E S typed in capital letters double spaced, centred. The cited works in the reference list are numbered serially, in Arabic numbers. The authors are responsible for the accuracy of the references quoted in their paper. Citations in the text may use the order number of the respective work in square brackets (ex.: [2]), or in more details, giving the name of the author, double spaced, year of apparition and order number in the reference list (ex.: *D y k e m a, 1994 [2]*). Papers “in preparation” or “submitted” are not valid references. But works in preparation, unpublished results, personal or oral communications may be cited only in text or in a footnote.
20. A reference on the list should have the following structure:
  - a) Arabic order numbers;
  - b) authors: the family name in capital only first letter, double spaced, followed by the initial(s) of their first name (if no author is specified, then three little stars are used);
  - c) title of the book or paper: in English, italics, capital first letter of the main words; in other languages, italics with the respective spelling; in Russian, italics in phonetically

transcription. If nevertheless the title is given in translation, it should be followed by the mention in parentheses of the original language;

d) for books: possibly volume number and/or chapter; publishing house, town(s), apparition year in bold; if is the case, followed by the cited page(s) (ex.: **1999**, p. 51; **2007**, pp. 51-60);

e) for paper in scientific publications: journal in full name or recognized abbreviated form, tome (volume) in bold, fascicle(s) in italics, section, pages and finally the apparition year, bold in parentheses (ex.: *Mathematical Inequalities & Applications*, **5**, *1*, 105-111 (**2002**); *Bul. Inst. Polit. Iași*, **LII (LVII)**, *1-2*, s. Construcții de mașini, 31-38 (**2007**);

f) for paper at conferences: complete title of the conference, town, country, date (possibly publishing house, town, year), pages (ex.: *Conference on Thermodynamics and the Optimization of Complex Energy Systems*, Neptun-Romania, July 13-14, **1999**, pp. 231-244).

21. The papers published in the *Bulletin* ends finally with an abstract in Romanian language, provided by the Editor for non-Romanian authors.

22. A sketch of a standard page of the *Bulletin of the Polytechnic Institute of Iasi* is given.