

# Instructions for Paper Preparation and Submission for the TELFOR Journal

First A. Author, *Senior Member, IEEE*, Second B. Author, Jr., and Third C. Author, *Member, IEEE*

**Abstract** — These instructions give you guidelines for preparing papers for the TELFOR Journal. Use this document as a template for the Microsoft Word. Define all symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line immediately above the abstract; it sets the footnote at the bottom of this column. Final version of the paper should be sent in Microsoft Word doc/docx format.

**Keywords** — Key words or phrases in alphabetical order, separated by commas.

## I. INTRODUCTION

THE purpose of the introduction is to present background information for the work with literature references, and to outline the organization of the paper. In section II the requirements for the format of the papers are discussed.

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Papers to be submitted for the TELFOR Journal could include both expert and scientific articles containing original applicable or theoretical results of researches. The authors are welcome to submit the articles comprising the applications of theoretical methods in solving specific engineering problems.

The authors are requested to submit only those papers whose contents have not been notified, published or in any other way presented elsewhere.

The papers should contain original scientific, expert or applied results of the authors themselves. The results included should in no way violate the rights of other authors or organizations.

Survey papers or tutorials, may be offered for consideration, or can be invited by the Editorial Board.

Papers should be written in the English language. The

*(The first line before the Abstract was intentionally left blank. Do not delete it.)*

Financial support acknowledgments (if any) are placed in the unnumbered footnote on the first page.

The given, middle and family names of all authors, as well as their affiliations, mailing addresses, phones and e-mails are placed in the unnumbered footnote on the first page for the purpose of further communication.

First A. Author is with the School of Electrical Engineering, University of Belgrade, Serbia (phone: 381-64-6100100; e-mail: office@telfor.rs).

Corresponding Second B. Author, Jr., is now with the Mihajlo Pupin Institute, Volgina 15, 11050 Belgrade, Serbia; (phone: 381-11-2773545, e-mail: [s.author@kondor.imp.bg.ac.rs](mailto:s.author@kondor.imp.bg.ac.rs)).

Third C. Author is with .....

papers will be accepted for reviewing if they are strictly prepared in accordance with the instructions for authors. The instructions are the same for paper submission for the review process, and for final versions.

The paper submitted for the TELFOR Journal is the subject to reviewing. The anonymous reviewers are appointed by the Editorial Board.

**By submitting the paper, the authors are accepting all the rules listed in the instructions.**

Prior to publication, the author is requested to sign the copyright form.

## II. PAPER SUBMISSION

Papers for the review process are submitted electronically on-line with the web-server interface.

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After that, please follow the link **Paper submission** on the left side menu.

Authors will be notified about the acceptance or rejection of their paper.

## III. PREPARATION OF PAPERS

### A. Paper Format

Please strictly follow this specification when preparing the manuscript.

### B. Word Processor

The Microsoft Word should be used. The document should be prepared and sent in Microsoft Word doc/docx format.

### C. Page layout

The paper should be composed using the A4 paper size (210 mm x 297 mm). The left and right margins should be 19 mm, while the top and bottom margins should be 20 mm.

The paper should be set in **two columns** with 5 mm column separation. Please, equalize the length of the

columns on the last page.

#### D. Paper size

**The full paper must not exceed SIX pages in length. Pages should be without page numbers.**

#### E. Typesetting

All paragraphs should be indented 3.6 mm.

Times New Roman 10 pt font should be used for normal text in the body of the paper.

#### F. Title and author name(s)

The paper title and the author names appear on the first page and should be set centered across the full page width. The title is set in 24 pt size. The author names appear below the title in 11 pt size, normal face. Paper titles should be written in uppercase and lowercase letters, not all uppercase. Full names of authors are preferred in the author field, but are not required. Put a space between authors' initials.

The complete affiliations of the authors should be set in footnote in the first column of the paper.

#### G. Abstract

The paper should start with an abstract giving a short overview on the discussed matter and the presented results. Abstract should be about 150 words. The abstract should be set in 9 pt font for abstract and 9 pt *italic* font for the word “Abstract.”

#### H. Section headings

Regular paper may be divided in a number of sections. Section titles (including references and acknowledgment) should be typed using Times New Roman 10 pt font in the SMALL CAPS option, centered. For numbering use Roman numerals.

The subsection headings appear in 10 pt *italic* font and they are enumerated by capital letters followed by periods (“A.”, “B.”, etc.) and are flush left above their sections.

#### I. Figures and tables

Figures and tables should be placed as close as possible to the text where they are first referenced. Figures should be numbered in the order of appearance in the paper. Figures should be positioned within a single column or they can span two columns. In the latter case they should be placed at the top of a page. Place figure captions below the figures; place table titles above the tables. The captions are centered within a column. If your figure has two parts, include the labels “(a)” and “(b)” as part of the figure. Please verify that the figures and tables you mention in the text actually exist. Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Arabic numerals. Table caption should be written using Times New Roman 9 pt SMALL CAPS font.

## IV. UNITS

Use SI units. If you must use mixed units, clearly state the units for each quantity in an equation.

TABLE 1: PAGE LAYOUT DESCRIPTION.

<i>Paper size</i>	<i>A4</i>
Top margin	20.0 mm
Bottom margin	20.0 mm
Left margin	19.0 mm
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## V. HELPFUL HINTS

### A. References

A list of references should appear at the end of the paper as a separate unnumbered section. References should be listed in the order of appearance in the paper. Use square brackets for the reference list and when referring to references in the text. The sentence punctuation follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3].

When citing a section in a book, please give the relevant

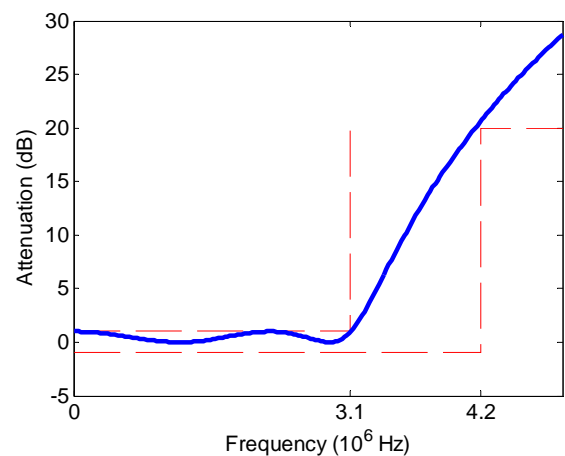


Fig. 1. It is good practice to explain the significance of the figure in the caption.

page numbers [2]. In sentences, refer simply to the reference number, as in [3]. At the beginning of a sentence use “Reference [3] shows ...”

Place the actual footnote at the bottom of the column in which it is cited. It is recommended that footnotes be avoided (except for the unnumbered footnote on the first page).

Please note that the references at the end of this document are in the preferred referencing style. Give all authors’ names. Papers that have not been published should be cited as “unpublished” [4]. Papers that have been accepted for publication, but not specified for an issue should be cited as “to be published” [5]. Papers that have been submitted for publication should be cited as “submitted for publication” [6]. Please give affiliations and addresses for private communications [7].

Capitalize only the first word in a paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

### B. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they

are used in the text, even after they have already been defined in the abstract. Abbreviations such as IEEE, SI, AC, and DC do not have to be defined.

### C. Equations

Equations are centered within columns. They may have a reference number placed on the right. The reference number should be enclosed in parentheses. For example

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)]. \quad (1)$$

Larger equation must be split in multiple lines.

$$y = y_0 + (a+1)x + (b+2)x^2 + (c+3)x^3 + dx^4 + x \sin(x) + x \cos(2x) + \log(x). \quad (2)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but *T* is the unit tesla). Refer to "(1)," and at the beginning of a sentence "Equation (1) is ...."

### D. Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: "zero-field-cooled magnetization." Use a zero before decimal points: "0.25," not ".25." When expressing a range of values, write "7 to 9" or "7-9."

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis.

Remember to check spelling and typing errors. Your paper could otherwise be returned for corrections.

## VI. CONCLUSION

A conclusion section is not obligatory. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

## APPENDIX

Appendixes, if needed, appear before the acknowledgment.

## ACKNOWLEDGMENT

Acknowledgments (if any) should appear as a separate non-numbered section before the list of references. Use the singular heading even if you have many acknowledgments.

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