

# Turbomachinery Laboratory Writing Style and Standards

## 40<sup>th</sup> Turbomachinery Symposium

Updated May 3, 2011

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*Due to manpower and time constraints, most correspondence will be done with the contact author only. (Note: the contact author is the person who sends the abstract in originally. This is generally the person about whom we have the most complete contact information. If you would like to change the contact author, please notify Heather Rodriguez.) It will be up to the contact author to see that all coauthors receive copies of all correspondence. Please follow these instructions or make certain that they are passed on to whomever actually prepares the paper for submittal.*

### PREPARING THE PAPER

**A Turbomachinery Laboratory template is provided on our website for Lectures and Tutorials. This template, and only this template, must be used for preparation of manuscripts for review and for submission of final papers for publication.** If you have any questions regarding use of this template, please contact Joanne Burnett (contact info at the bottom of this document.)

The written manuscript must be a technical report, not an outline or written form of the verbal presentation. For clarity, write in the active voice, not passive. Refrain from using the first person or personal pronouns (we, our, etc.). **The entire document and visual aids must be free of commercialism, including artwork.** Use American Standard spelling. If you want something emphasized, you may place it in italics within the text, but avoid overuse. One author must submit the manuscript and clearly labeled artwork, with a *separate* list of figure and table captions. Manuscripts will *not* be returned.

### ORGANIZATION OF THE PAPER

The paper is to be organized in the following order:

- NARRATIVE BIOGRAPHY (optional, max of 150 words if used)
- ABSTRACT
- INTRODUCTION
- MAIN TEXT
- CONCLUSION
- NOMENCLATURE (optional, but encouraged)
- APPENDIX (optional)
- REFERENCES (if other work is cited)
- BIBLIOGRAPHY (optional)
- ACKNOWLEDGEMENT (optional)

#### ***Abstract***

The term abstract may be confusing, because we have two types. The first is the abstract proposal (maximum of 500 words) submitted in response to the call for papers. The second is the published abstract (about 150 words) included in your final paper.

The abstract at the beginning of the final paper should *not* be the same abstract submitted in response to the call for papers. The published abstract should be brief, providing a synopsis of the final paper. It should contain no product names, no explanatory terms—just narrative. These abstracts will also appear on our website.

#### ***Introduction***

The introduction should lead into the paper by defining the problem and stating the proposed method of solution. The use of company names and company products should be limited to this introductory section and only with written consent of the company or products mentioned; thereafter they must be referred to generically. This written consent must accompany your final submittal.

#### ***Main Text***

##### *Headings*

Give a heading for each important section of the paper to help organize and improve the visual appearance of the paper

in print. Do not write or refer to different sections as chapters. Roman numerals will not be used. With the exception of the first paragraphs of the paper that include the narrative biographies of the authors, all sections should have a heading. The four levels of headings follow.

**MAJOR HEADINGS** (Use all capital letters flush with the left margin)

*Italics* (Use upper and lowercase flush with the left margin)

*Italics* (Use upper and lowercase and indent one tab)

*Italics* leading into the text or *Italics*—leading into the text

#### *Bullets*

Always capitalize the first letter of the first word after a large bullet. Use bullets instead of numbered or lettered statements, whenever possible. Small bullets are used for subcategories under large bullets. Use periods after bullet statements *only* if the statement completes a sentence or is a complete sentence. Use one space between the bullet symbol and the bullet text. The first level of bullets will not be indented. The first line of the second level of bullets will be indented one tab.

#### *Equations*

Capitalize the word “Equation” in the sentence and place the number in parentheses. Symbols should be clearly defined immediately after the equation in which they appear. Number equations consecutively, and cite in text by number. **Example:** ...in Equation (1).

#### *Figures and Captions*

All figures and tables **must be cited** in the text, numbered consecutively as they appear, and be placed as closely as possible after the paragraph in which they are cited. **All figures and tables must have captions.** Captions are always placed below figures, and above tables, and are to be kept as brief as possible. Each figure caption should be unique, with **one** figure per caption. Captions are capitalized in the same way a title is capitalized. Articles, prepositions, and conjunctions are in lowercase. **Example:** Figure 1. Diagram of a Compressor.

#### *Measurements*

All measurements must be in United States Customary Units **and** SI (Metric) Units in the text. **Example:** 32°F (0°C). The preferred measurement for tables and figures is US Customary Units.

#### *References*

##### *In the Main Text*

Within the main text, cite references by giving the last name of the author and the year of publication of the reference. Enclose the year of publication in parentheses; whether or not the author's name should be enclosed within the parentheses, depends on the context. **Example:** Jones (1964) developed an alternative model *or* An alternative model (Jones, 1964) was developed.

If there are two authors, include both last names in the citation separated by “and.” **Example:** Jones and Smith (1972) explored...

If there are more than two authors, include the last name of the first author, followed by “et al.” **Example:** Jones, et al. (1973), believed...

If there are two or more references with the same author and the same year of publication, distinguish the references in the text by adding a lowercase letter (“a” to the first cite, “b” to the second cite, etc.) **Example:** Jones (1985a) felt that... *and* The theory Jones (1985b) had...

##### *Reference Listing*

- References must be complete. Include for books (for example): author, year of publication, title of book (italicized), place of publication, name of publisher; for articles: author, year of publication, title of article (within quotation marks), title of book or journal in which article appears, page number.
- References should be listed alphabetically.
- Use two initials in author's name (if given), and put a space between the two initials. Do not use first names, just initials.

- Use commas between names in a series of three or more, but no commas between two names.
- Date is directly after author's name.
- Put a period at the end of the reference.

### *Examples*

API 682, 1994, "Shaft Sealing Systems for Centrifugal and Rotary Pumps," First Edition, American Petroleum Institute, Washington, D.C.

Dufour, J. W. and Nelson, W. E., 1980, "Maintenance of Small Steam Turbines," *Sawyer's Turbomachinery Maintenance Handbook 2*, Turbomachinery International Publications.

Hoppock, W. G., Silvaggio, J. A., and Van Bramer, K. G., 1982, "Abradable Seals in Turbomachinery," *Proceedings of the Eleventh Turbomachinery Symposium*, Turbomachinery Laboratory, Texas A&M University, College Station, Texas, pp. 61-68.

Lobanoff, V. S. and Ross, R. R., 1985, *Centrifugal Pumps: Design and Application*, Houston, Texas: Gulf Publishing Company.

Lupfer, D. E., Johnson, M. L., and Smith, D. R., 1980, "Analog Computer Controls Cuts Distillation Costs," *Instrument Society of America Journal*, 13, pp. 55-58.

Piotrowski, J. D., June 1984, "How Varying Degrees of Misalignment Affect Rotating Machinery: A Case Study," *Machinery Vibration Monitoring and Analysis Meeting*, Claredon Hills, Illinois, pp. 15-22.

### *Punctuation and Symbols*

#### *Degrees*

Use the degree symbol in temperature measurements. Use the word when referring to angles. **Examples:** The inlet temperature was 200°F. The lines met in a 90 degree angle.

#### *Hyphens*

Use a hyphen when a first word modifies a second word in forming a compound adjective (well-known man, full-time employee). However, most words are not hyphenated. Do not use a hyphen if the words could be better written as one word (multistage, turboblower). Avoid using hyphens after prefixes. **Examples:** prearranged, reopen, online, startup.

#### *Numbers*

In text, spell out the numbers one through nine, and use numerals for 10 and above. In the case of amounts, use numerals. **Examples:** 5 percent, .035 inch, 125 Hz.

#### *Percent*

Always spell out the word percent. Use the symbol only in an equation or table.

#### *Periods*

Leave only one space after periods between sentences.

#### *Abbreviations*

Do not use periods within or after abbreviations. **Examples:** ASME, ft, gpm, rpm

#### *Preferred Spelling*

data (plural), datum (singular)  
barrel-type compressor  
O-ring  
off-design  
state-of-the-art  
ten-hour

(Words listed below are one word)  
flowrate  
rotordynamics  
troubleshooting  
turboexpander  
turbomachinery

#### *Size of Artwork*

Figures and tables are to be sized to a one column width (3.25 inches wide). You will want to be sure that the text within the figures or tables is legible.

*Numbering Artwork*

Number all artwork in consecutive order by category (i.e., Figures or Tables). Even if a paper is written in several sections, there can be only one “Figure 1” in the paper. Do not submit multiple figures, such as Figure 3a, Figure 3b, ... Figure 3f.

*Labeling Artwork*

Label illustrations, graphs, photographs, etc., as Figures. Label tables as Tables.

*Award Plaques*

Only the **first six authors** will be provided award plaques by the Turbomachinery Symposium. However, if you have more than six authors and would like for them to receive plaques, please contact Heather Rodriguez and arrangements can be made for you to be billed for them directly by the vendor.

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