

Preparation of Papers for the Academic Journal of Nawroz University (AJNU)

No. of Words:
No. of Pages:
No. of Figures:
No. of Tables:

ABSTRACT

These instructions give you guidelines for preparing papers for the ACADEMIC JOURNAL OF NAWROZ UNIVERSITY (AJNU) and abbreviated as ACAD J NAWROZ U. Use this document as a template if you are using Microsoft Word 2010 or later. Otherwise, use this document as an instruction set. This is AJNU.TEMP01En template file uses one columns without author's names and affiliation. The final version AJNU.TEMP02En uses two columns text with 3.5 inch per column and 0.2 inch spacing. The top and bottom margins are 0.7 inch whereas the left and right margins are 0.65 inch. The whole document is written with font type "Book antiqua". The font size of; main title is 24, author names are 12, authors affiliation is 9, Abstract header is 12, Section headers are 10 (all capitals), and sub-section headers are 10, normal. The electronic file of your paper will be formatted further at AJNU. Define all symbols used in the abstract. Do not cite references in the abstract. The abstract should be self-contained and should not exceed 200 words. For the manuscript title, use maximum 13 words, include as many as possible of your keywords.

KEY WORDS: exactly 5 (no more and no less) keywords separated by comma, Use as many as possible of these words in your main title.

1. INTRODUCTION

This document is a template for Microsoft *Word* versions 2010 or later. When you open AJNU.TEMP01En, select “Page Layout” from the “View” menu in the menu bar (View | Page Layout), which allows you to see the footnotes. Then, type over sections of AJNU.TEMP01En or cut and paste from another document and use markup styles. The pull-down style menu is at the left of the Formatting Toolbar at the top of your *Word* window (for example, the style at this point in the document is “Text”). Highlight a section that you want to designate with a certain style, and then select the appropriate name on the style menu. The style will adjust your fonts and line spacing. Use italics for emphasis; do not underline.

To insert images in *Word*, position the cursor at the insertion point and either use Insert | Picture | From File or copy the image to the Windows clipboard and then Edit | Paste Special | Picture (with “float over text” unchecked).

You should follow the instructions in this template before submitting your camera-ready paper. Go to Nawroz journal website for more information.

2. PROCEDURE FOR PAPER SUBMISSION

2.1 Review Stage

For initial submission you may submit your paper electronically to <https://journals.nawroz.edu.krd/index.php/ajnu> in a .DOC or PDF format of one column double-spaced page, Times New Roman font type, and 12 p font size. All authors’ names, affiliations, e-mail addresses, and mobile phone numbers should not be typed in the manuscript. Use this document template for a stage-one submission.

2.2 Final Stage

When you submit your final version, after your paper has been accepted, print it in two-column format, including figures and tables. You must also send your final paper via e-mail. Also, send a PDF page with

complete contact information of all authors. Include full mailing addresses, telephone numbers, and e-mail addresses. This document represents Stage-two template.

2.3 Figures

Format and save your graphic images using a suitable graphics processing program that will allow you to create the images as PostScript (PS), Encapsulated PostScript (EPS), or Tagged Image File Format (TIFF), sizes them, and adjusts the resolution settings. If you created your source files in one of the following you will be able to submit the graphics without converting to a PS, EPS, or TIFF file: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, or Portable Document Format (PDF). See Fig. 1.

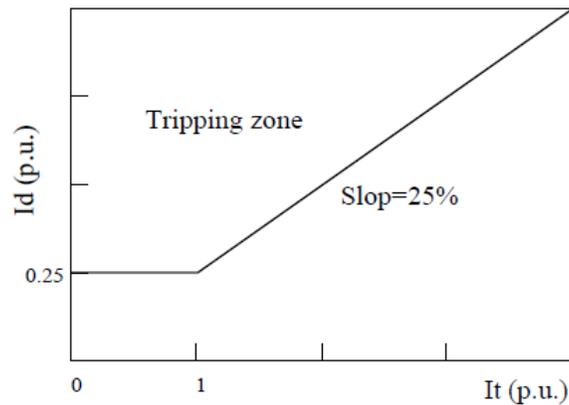


Fig. 1. Percentage differential relay characteristics. I_d is the differential current and I_t is the through current. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

2.4 Electronic Image Files

Import your source files in one of the following: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, or Portable Document Format (PDF); you will be able to submit the graphics without converting to a PS, EPS, or TIFF files. Image quality is very important to how yours graphics will reproduce. Even though we can accept graphics in many formats, we cannot improve your graphics if they are poor quality when we receive them. If your graphic looks low in quality on your printer or monitor, please keep in mind that cannot improve the quality after submission.

If you are importing your graphics into this Word template, please use the following steps:

Under the option EDIT select PASTE SPECIAL. A dialog box will open, select paste picture, then click OK. Your figure should now be in the Word Document.

If you are preparing images in TIFF, EPS, or PS format, note the following. High-contrast line figures and tables should be prepared with 600 dpi resolution and saved with no compression, 1 bit per pixel (monochrome), with file names in the form of “fig3.tif” or “table1.tif.”

Photographs and grayscale figures should be prepared with 300 dpi resolution and saved with no compression, 8 bits per pixel (grayscale).

TABLE 1
Units for Magnetic Properties

Symbol	Quantity	Conversion from Gaussian and CGS EMU to SI ^a
Φ	magnetic flux	1 Mx \rightarrow 10^{-8} Wb = 10^{-8} V·s
B	magnetic flux density, magnetic induction	1 G \rightarrow 10^{-4} T = 10^{-4} Wb/m ²
H	magnetic field strength	1 Oe \rightarrow $10^3/(4\pi)$ A/m
m	magnetic moment	1 erg/G = 1 emu \rightarrow 10^{-3} A·m ² = 10^{-3} J/T
M	magnetization	1 erg/(G·cm ³) = 1 emu/cm ³ \rightarrow 10^3 A/m
$4\pi M$	magnetization	1 G \rightarrow $10^3/(4\pi)$ A/m
σ	specific magnetization	1 erg/(G·g) = 1 emu/g \rightarrow 1 A·m ² /kg
j	magnetic dipole moment	1 erg/G = 1 emu \rightarrow $4\pi \times 10^{-10}$ Wb·m
J	magnetic polarization	1 erg/(G·cm ³) = 1 emu/cm ³ \rightarrow $4\pi \times 10^{-4}$ T
χ, κ	susceptibility	1 \rightarrow 4π
χ_p	mass susceptibility	1 cm ³ /g \rightarrow $4\pi \times 10^{-3}$ m ³ /kg
μ	permeability	1 \rightarrow $4\pi \times 10^{-7}$ H/m = $4\pi \times 10^{-7}$ Wb/(A·m)
μ_r	relative permeability	$\mu \rightarrow \mu_r$
w, W	energy density	1 erg/cm ³ \rightarrow 10^{-1} J/m ³
N, D	demagnetizing factor	1 \rightarrow $1/(4\pi)$

Vertical lines are optional in tables. Statements that serve as captions for the entire table do not need footnote letters.

^aGaussian units are the same as cgs emu for magnetostatics; Mx = maxwell, G = gauss, Oe = oersted; Wb = weber, V = volt, s = second, T = tesla, m = meter, A = ampere, J = joule, kg = kilogram, H = henry.

Sizing of Graphics

Most charts graphs and tables are one column wide (3 1/2 inches or 21 picas) or two-column width (7 1/16 inches, 43 picas wide). We recommend that you avoid sizing figures less than one column wide, as extreme enlargements may distort your images and result in poor reproduction. Therefore, it is better if the

image is slightly larger, as a minor reduction in size should not have an adverse effect the quality of the image.

Print Color Graphics Requirements

AJNU accepts color graphics in the following formats: EPS, TIFF, Word, PowerPoint, Excel, and PDF. The resolution of a RGB color TIFF file should be 400 dpi and more.

Web Color Graphics

AJNU accepts color graphics in the following formats: EPS, TIFF, Word, PowerPoint, Excel, and PDF. The resolution of a RGB color TIFF file should be 400 dpi and more.

3. MATH

If you are using *Word*, use either the Microsoft Equation Editor or the *MathType* add-on (<http://www.mathtype.com>) for equations in your paper (Insert | Object | Create New | Microsoft Equation or MathType Equation). “Float over text” should *not* be selected.

4. UNITS

Use either SI (MKS) or CGS as primary units. (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). **This applies to papers in data storage.** For example, write “15 Gb/cm² (100 Gb/in²).” An exception is when English units are used as identifiers in trade, such as “3½-in disk drive.” Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity in an equation.

The SI unit for magnetic field strength H is A/m. However, if you wish to use units of T, either refer to magnetic flux density B or magnetic field strength symbolized as $\mu_0 H$. Use the center dot to separate compound units, e.g., “A·m².”

5. HELPFUL HINTS

5.1 In-text Citation

Citation and references adopted in AJNU template are based on APA system. Each time you refer to someone else's work in your assignment, you need to include the author's name and the date of their work within your text at the point where you discuss their ideas. This is called **citing** the author's work, e.g. the following sentence could be used in your paper where you refer to ideas detailed in a book by Lori Garrett....; It has been suggested that classical music can help to create a calm study environment in which students can focus on their work (Garrett, 2011). There are several different ways that you can cite an information source within the text of your paper. More information can be found in Section 9.

Number footnotes separately in superscripts (Insert | Footnote).¹ Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table 1).

5.2 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. Abbreviations that incorporate periods should not have spaces: write "C.N.R.S.," not "C. N. R. S." Do not use abbreviations in the title unless they are unavoidable.

5.3 Equations

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to create the equation. Then select the "Equation" markup style. Press the tab key and write the equation number in parentheses. To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in

¹It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text.

denominators. Punctuate equations when they are part of a sentence, as in

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

$$\cdot \int_0^\infty \exp(-\lambda |z_j - z_i|) \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda .$$

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),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is”

5.4 Other Recommendations

Use one space after periods and colons. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using (1), the potential was calculated.” [It is not clear who or what used (1).] Write instead, “The potential was calculated by using (1),” or “Using (1), we calculated the potential.”

Use a zero before decimal points: “0.25,” not “.25.” Use “cm³,” not “cc.” Indicate sample dimensions as “0.1 cm × 0.2 cm,” not “0.1 × 0.2 cm².” The abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) In American English, periods and commas are within quotation marks, like “this period.” Other punctuation is “outside”! Avoid contractions; for example, write “do not” instead of “don’t.” The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to carefully proofread your paper.

6. SOME COMMON MISTAKES

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter “o.” The term for residual magnetization is “remanence”; the adjective is “remanent”; do not write “remnance” or “remnant.” Use the word “micrometer” instead of “micron.” A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound $\text{Ni}_{0.5}\text{Mn}_{0.5}$ whereas “Ni–Mn” indicates an alloy of some composition $\text{Ni}_x\text{Mn}_{1-x}$.

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and “discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “*et al.*” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

7. EDITORIAL POLICY

Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining agreement of all coauthors and any consent required from sponsors before submitting a paper. AJNU Journal strongly discourages courtesy authorship. It is the obligation of the authors to cite relevant prior work.

At least two reviews are required for every paper submitted. The decision to accept or reject a paper is made by the journal editors and publications committee, based on the recommendations of the reviewers.

Undecipherable English is a valid reason for rejection.

8. PUBLICATION PRINCIPLES

The contents of AJNU are peer-reviewed and archival. The AJNU publishes scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

Authors should consider the following points:

- 1) Technical papers submitted for publication must advance the state of knowledge and must cite relevant prior work.
- 2) The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.
- 3) Authors must convince both peer reviewers and the editors of the scientific and technical merit of a paper; the standards of proof are higher when extraordinary or unexpected results are reported.

Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen's chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors should expect to be challenged by reviewers if the results are not supported by adequate data and critical details.

9. CITING SOURCES

Based on the Publication Manual of the American Psychological Association (APA), 6th ed. [BF76.7 .P82 2010]. <http://www.apastyle.org/>

9.1 Indirect Quotations (paraphrasing)

Works by one author

- a. First citation of this source in your manuscript:

Walker (2000) compared reaction times... -or-

In a recent study of reaction times (Walker, 2000)... -or- In 2000 Walker compared reaction times...

- b. If citing the same source more than once in the same paragraph:

First citations in a paragraph:

Walker (2000) compared reaction times...

Subsequent citations of same source in same paragraph: Walker also found...

Works by two authors

Use the same format as you would for one author, except always refer to both authors' names whenever you cite the source in your paper:

Walker and Smith (2000) compared reaction times...

Works by three to five authors

- a. First citation of this source in your manuscript:

Wasserstein, Sapula, Rosen, and Gerstman (1994) showed...

- b. After first citation of your source, use the following rules if using the same source again in the rest of your paper:

First citation in a paragraph:

Wasserstein et al. (1994) studied conditions...

Subsequent citations of same source in same paragraph: Wasserstein et al. also found...

Note: If more than five authors of a work, consult the Publication Manual of the American Psychological Association, 6th ed., section 6.12(p. 175)

Newspaper article with no author named:

A comprehensive study showed dramatic results (“New Drug,” 1993). (The full title of this article is: “New drug appears to sharply cut risk of death from heart failure.”)

9.2 Direct Quotations:

See section 6.03 (p. 170) of the *Publication Manual of the American Psychological Association*, 6th ed., for more on quotations and sources. In general, for a direct quote (rather than a paraphrase), provide a page number in the citation in addition to the reference information shown above.

Resource with page numbers

She stated, “The ‘placebo effect’ disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276).

Electronic resources without page numbers

Use the heading of the section (if available) and the paragraph number in that section preceded by the ¶ symbol:

The current system of managed care and the current approach to defining empirically supported treatments are shortsighted” (Beutler, 2000, Conclusion section, para.1).

10. CONCLUSION

This should clearly explain the main conclusions of the work highlighting its importance and relevance. 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

Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank” Instead, write “F. A. Author thanks”

REFERENCES

Based on the Publication Manual of the American Psychological Association (APA), 6th ed. [BF76.7 .P82 2010]. <http://www.apastyle.org/>

Full bibliographic details for each work you have used, or cited, are given in the reference list at end of your paper. The reference list enables your lecturer to understand what information you have cited and to help them find the original work if they wish to. The reference list contains details of all the things you have cited in your piece of work arranged alphabetically by author. See the full guide for more information.

General Guidelines:

- References are cited on separate pages at the end of a manuscript under the label References (with no quotation marks or underlining), centered at the top of the pages.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work. Your reference list should be alphabetized by authors' last names. Use “&” instead of “and” when listing multiple authors of a single work.

- References should be double-spaced and have a hanging indent: The first line of a reference is set flush, and subsequent lines are indented with 0.25”.
- Italicize titles of books and journals. Do not put quotation marks around article titles.
- A Digital Object Identifier (DOI) must be included whenever available for both print and online sources.

How to write References?

a) Journal article retrieved from a print or Internet version of a journal with available DOI

Drews, F.A., Pasupathi, M., & Strayer, D.L. (2008). Passenger and cell phone conversations in simulated driving. *Journal of Experimental Psychology: Applied*, 14, 392-400. doi: 10.1037/a0013119

b) Journal article retrieved from a print version or Internet database with no available DOI

Douglass, C.B. (1984). “toro muerto, vaca es”: An interpretation of the Spanish bullfight. *American Ethnologist*, 11, 242-258. Retrieved from <http://www.jstor.org>

c) Newspaper article with no author named

New drug appears to sharply cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12.

d) Magazine article

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674.

e) Books and other non-periodical literature (i.e., reports, brochures, manuals, audiovisual materials)

Kirk, H. D. (1964). *Shared fate: A theory of adoption and mental health*. London: Free Press of Glencoe.

f) Book chapter

Ready, S. K. (1987). Search strategy in the research process: Sociology. In M. Reichel & M. A. Ramey (Eds.), *Conceptual frameworks for bibliographic education: Theory into practice* (pp. 75-85). Littleton, CO: Libraries Unlimited.

g) Online book

Cush, C. (2000). *Cybercitizen: how to use your computer to fight for all the issues you care about*. Retrieved from <http://books.google.com>

Note: For more information about the citing resources and referencing, you can refer to [APA style guide](#).

You can also use the [machine citation](#).

Your reference list would look like this....

Drews, F.A., Pasupathi, M., & Strayer, D.L. (2008). Passenger and cell phone conversations in simulated driving. *Journal of Experimental Psychology: Applied*, 14, 392-400. doi: 10.1037/a0013119

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