

The full manuscript including the abstract, photos, graphs and tables shall be limited to 12 pages maximum. The manuscript that will appear in the *Conference Proceedings* must be prepared by the author(s) and submitted to the Vibration Institute as follows:

All materials must be submitted as follows:

- Text should be in an electronic file in MS Word format.
- Include a brief biography of the presenter(s) in MS Word and photo(s) in a JPG format.
- Materials must be prepared as an 8 ½ x 11-inch document with 1-inch margins, as a single column, using a 12-point Times New Roman or Arial font.
- Also submit a copy of the finished paper in PDF format, with any images/figures/tables inserted in their appropriate places so we are sure of the final layout.
- Submit the signed Publishing Release Form.

Additional information for preparing your manuscript:

- Begin the title one line below the top one-inch margin. The title should be centered, single-spaced and in CAPITAL LETTERS.
- Name(s) of author(s) should be two spaces below the title. Names should be centered, single-spaced and with initial CAPS only. The name of the presenting author should be underlined.
- Author's affiliation and complete address (e-mail may be included), should begin one line below the name of the author and be centered, single-spaced and with initial CAPS as appropriate.
- Begin the abstract two lines below the author's affiliation. The abstract should contain no more than 200 words. It must be single-spaced and should be flush with the left margin of the manuscript paper beginning with the word "Abstract:" in the first line of text.
- Two lines below the end of the abstract and flush with the left margin should be typed the words, Keywords. Keywords should be underscored or in bold type followed by a colon and a list of several (no more than 8) keywords in alphabetical order. Capitalize only the first letter of the initial key word except for proper nouns and separate key words by semi-colons.
- Begin the text two lines below the key words. The text must be single-spaced and must be flush with the left margin. It should go as close as possible to the right margin, but not beyond it. The first line on all pages after the title page must be flush with the top margin, but not extend above it. The text may not extend below the bottom margin.
- Use block-style format. Do not indent paragraphs or double space between paragraphs.
- If headings or sub-headings are used, they should be at the beginning of a paragraph and should be in bold type, underlined and followed by a colon.
- Refer to tables and figures in the text by number (e.g., Figure 4). Figure captions should be the same size as the text type.
- Consecutively numbered figures and tables should be legible. Submit as separate files and reference in the body of the text for proper placement. Save the files with Figure number (e.g., Figure 4), and note them within the body of the text using the same Figure number.
- Scanned photos or figures should be in black and white to ensure that proper contrast is achieved. Figures should be Line drawings, not hand drawn, must be presented in black. Lettering on graphs and figure labels should be large, clear and "open".

- Wide tables should be centered in the column. Narrow tables may be placed to one side with text wrapping around them. Unlike figures, table numbers are Roman numbers and titles should be placed above the table.
- Equations should be numbered consecutively, with the number appearing in parenthesis, flush-right to the margin. In the text, refer to equations by number, and keep the number in the parenthesis. For example: see Eq. (4). Please note that an abbreviation, if it is the first word of the sentence, should be spelled out as well as for its first use.
- Material intended for footnotes should be inserted in the text as parenthetical material whenever possible.
- References should be cited in the text by placing Arabic numerals in brackets [4] immediately after the reference, author's name or the relevant statement. All references must be cited; any not cited must be placed in a bibliography which should follow the Reference section. References and Bibliography should appear at the end of the paper. References must be complete and include the author(s)' initials and last name, title of paper or book, name of journal, year of publication, volume and pages on which the article appears, etc. Please reference only currently available publications (e.g., Chicago manual of Style).

In addition to the Paper Submittal Guidelines, a Paper Submittal Template is hereby provided in order to facilitate the Submittal Process.

If you have any questions, please contact the RITEC - The Condition Monitoring Company at: vimeconf@ritec-eg.com or call directly at +20-(0)2-2358-2875.

[TITLE OF PAPER GOES HERE]

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Abstract: The abstract is a crucial part of the article. This is the first thing your readers and conference technical committee will see to gain an idea of what are the important elements of your article. It should start with a brief and precise statement of the problem, followed by description of the methods and methodology, the major findings, and finally the conclusions reached. It should describe your article, not analyze and defend arguments and claims. It should be no more than 200 words, and covers the main points of the article and the conclusion.

Keywords: Keyword1, keyword2, keyword3, keyword 4, keyword5, keyword6, keyword 7, keyword 8 (8 keywords max).

Introduction: The Introduction is the first section after the abstract. It should not be a repetition of the abstract. There are no findings, measurements or conclusions in the introduction. It does, however provide detailed information regarding the background of the subject or topic. In a research paper, the introduction would provide an explanation of the hypothesis, the methodology used to analyze, or the issues to be resolved. It is a good idea to wait until the rest of the paper is completed before drafting your introduction. This will help you to stay focused on the paper's important points. The introduction, unlike the abstract, should contain citations to references.

Subsection N: Depending on the Paper Topic a number of subsections should be used to divide up independent topics within the body of the paper.

Conclusions: Conclusions should state concisely the most important findings of the paper as well as elaboration by the author on the implications of the findings, if any.

References:

1. Zadie Smith, Swing Time (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, A Curious Mind: The Secret to a Bigger Life (New York: Simon & Schuster, 2015), 12.

Bibliography (References not cited in the References Section go here):

[1] ISO standard 13373, Condition Monitoring and Diagnostics of Machines - Vibration Condition Monitoring of Machines, International Organization for Standardization, Geneva, Switzerland.

[2] Eshleman, R. L., 1999, Basic Machinery Vibrations, VIP Press, Clarendon Hills, IL.