

Language

All manuscripts should be written in English. Authors are responsible for proper spelling, punctuation, and grammar.

Acceptable forms of manuscript

- Any standard format of T_EX (preferable)
- MS Word

Manuscripts (in the electronic form) should be submitted via e-mail. The text should be double-spaced and each page should be numbered.

Acceptable forms of figures

- EPS
- PDF
- PNG
- JPEG

If the figures are incorporated in a MS Word document, they should be duplicated in separate files (each figure in one file).

Structure of the manuscript

- Title of the paper
- Name(s) of the author(s)
- Address(es) of the author(s), optionally also e-mail address(es)
- Grant information (if relevant)
- Abstract
- Key words
- Text of the paper (usually structured into sections)
- References

Acknowledgement (if any) is placed between the text of the paper and references.

Title

The title should be highly descriptive, not involving abbreviations or mathematical formulae. Articles are usually omitted.

Abstract

Since abstracts may be reprinted separately elsewhere—in reviews, on URL, etc., they must be self-contained; hence, abstract must not contain references to bibliographic items, equations, definitions, etc. that are introduced in the paper. Abstract should fully characterize the subject matter of the paper but it should be as concise as possible; be sure to avoid hollow phrases such as “In the present paper the author is concerned with ...” The length of abstract is not strictly specified, 50–150 words are recommended. Avoid mathematical formulae in abstract if possible.

Key words

(Strictly speaking, it means “key words and phrases”.) Present the terms that characterize subject matter of the paper. A key word should not denote too general notion, e.g. “equation” (due to lack of information) but it should not be too complex, either. Articles are omitted.

Footnotes

Footnotes may present only parenthetical remarks—a material that could be omitted without loss of understanding the paper. The shorter footnotes the better. The less footnotes the better. The Editor may add one or more footnotes (with address(es) and possibly grant information) in the title page and re-numerate the original author's footnotes in the further text.

Numbers

Decimal numbers must be written with decimal points, not commas—both in text and tables and figures.

Units

Usage of SI units is strongly recommended.

Symbols

From the manuscript it must be clear which characters in formulae are upright and which slanted. Follow the subsequent conventions—in both displayed and in-text formulae.

Upright roman type:

- Differential 'd', the base of natural logarithms 'e', difference 'Δ', increase 'Δ', imaginary unit 'i' or 'j', real part 'Re', imaginary part 'Im', unspecified constant 'const'

Examples: $\frac{1}{2\pi i} \int_{\varphi} \frac{F(z)}{z - \zeta} dz$, $\lim_{\Delta t \rightarrow 0} \frac{\Delta s}{\Delta t}$, $\frac{d^2 f}{dx^2}$, $\int_0^{\infty} e^{-x} x^k dx$

- Units: 'μm', 'MeV', 'Ω', etc.
- Operator and function names that are abbreviations of words: 'exp', 'log' or 'lg', 'sin', 'cos', 'tan' or 'tg', 'erf', 'lim', 'sup', 'inf', 'max', 'min', 'det', 'div', 'grad', 'rot', etc.
- Numerals, parentheses (), brackets [], braces {}, operation signs '+', '×', '!', etc.
- Chemical elements and formulae composed of them, particles, and quanta

Examples: C_2H_5OH , $n \rightarrow p + e^- + \nu$

- Text inside formulae

Example: $\delta_{ij} = \begin{cases} 1 & \text{for } i = j \\ 0 & \text{for } i \neq j \end{cases}$

Italic (inclined) type:

- Functions, variables, and constants denoted by single letters (also within a text!!)

Warning example: $a(l-1)$... wrong

$a(l-1)$... correct

Bold (italic or sans serif) type:

- Vectors, matrices, and tensors

Examples: $\mathbf{A} = \text{diag}(\lambda_1, \lambda_2, \dots, \lambda_m)$, $\mathbf{Ax} = \mathbf{b}$, $\int (\mathbf{v} \times \mathbf{B}) \cdot d\mathbf{r}$

Remark. Special attention should be paid to typesetting single symbols for physical quantities and mathematical objects within text. Especially Word users are often committing inconsistent notation, writing symbols in upright within text and in italic in displayed formulae. Notice the usage of upright 'f', 'D', 'J', 'v' and italic 'f', 'D', 'J', 'v' in the sentence below—never use such inferior way of typesetting!

Warning example:

The distribution function f satisfies the equation

$$Df = Jf - v \cdot f$$

where D is the streaming operator, J the gain collision operator, and v the collision frequency.

Subscripts and superscripts

Upright, italic, and bold types are used in the same way as specified above.

Examples:

f_t	derivative of function f with respect to variable t
E_t	total energy—‘t’ stands for ‘total’
a_{in}	matrix element in the i -th row and n -th column
U_{in}	input voltage
$\text{grad}_{\mathbf{x}}$	gradient with respect to \mathbf{x}
$\sum_{j=1}^m A_j h^{2j}$...	‘j’ is summation index
$e^{j(\omega t - \varphi)}$	‘j’ denotes the imaginary unit
$\mathbf{Q}^T \mathbf{A} \mathbf{Q}$	product of matrices—‘T’ stands for ‘transposed’
N_{SiH_4}	molecular density N of silane SiH_4
$\lim_{k \rightarrow \infty} z_{n_k}$	limit of subsequence

Fractions

The slashed form is preferred in formulae inside a text, e.g. $(a + b)/(c + d)$, while the form with fraction line, e.g.

$$\frac{a + b}{c + d},$$

is recommended in displayed formulae. The slashed form is also convenient in exponents, e.g.

$$\frac{a + bx^{1/2}}{c + dx^{1/2}}.$$

Punctuation

- If sections and subsections are numbered, attach full-stop after the numbers in headings.
- Do not omit punctuation marks after formulae!
- Never start a sentence with a symbol or numeral! See the two sentences in the subsequent warning example—are they not confusing?

Warning example: Let the chemical potential be μ . μdn represents the increase of energy.

Figures

The lines should be thicker than 0.5 pt (cca 0.2 mm); hairlines might become invisible when printed. Avoid too small symbols (\square , \circ , \blacktriangle , etc.) for marking data points. Characters in figure (legends, axes specifications, tickmark labels) should be sized to cca 8–10 pt. These limits should be increased appropriately if a reduction of the figure is intended. The conventions for typesetting symbols (and units, numbers, etc.) specified above should be also applied in figures. The figure must not include the caption because it will be re-typeset. Do not draw frames around figures. Lettering in figures should be, if possible, consistent with the notation in the text. Every figure must be referenced. Do have in mind that colour figures will be printed in greyscale so that what is quite clear in colours may become indistinguishable when transformed. Use figures only when necessary for clarifying the text; figures must not be mere illustrations.

Tables

Tables are typeset. Do not present them in figure formats. Every table must be referenced.

References

Present all the authors (not only the first author followed by ‘et al.’). Present full titles of journals and proceedings; they will be abbreviated by the Editor. The items of the reference list are labelled by Arabic numerals in brackets. In the same manner the references should be quoted in the text of the paper. References should be listed in either alphabetical order or order of first appearance in the text. For quoting several references use the form [2], [5], [6], not [2, 5, 6]; for quoting successive references [3]–[7], not [3–7]. To refer to a specific page in a publication, use the form [8, p. 107]; in a similar manner refer to an equation, a chapter, etc.

The forms of the references are as follows:

Article in a journal

- *Pattern*
Author(s): Title of paper. Journal, volume (year in parentheses), pagination range.
- *Example*
[2] K. Kuchařová, S. Zhu, J. Čadek: High temperature creep behaviour of copper dispersion strengthened with fine alumina particles. Acta Technica CSAV, 47 (2002), 357–378.

Book

- *Pattern*
Author(s): Title of book. Publisher, place and year.
- *Example*
[4] W. Greenberg, C. van der Mee, V. Protopopescu: Boundary value problems in abstract kinetic theory. Birkhäuser, Basel 1987.

Contribution in proceedings

- *Pattern*
Author(s): Title of contribution. Proceedings (Editor(s) in parentheses). Publisher, place and year, pagination range.
- *Example*
[8] D. Miljavec: Genetic algorithms in optimization of unpredetermined rotor shape. Electromagnetic fields in electrical engineering (A. Krawczyk, S. Wiak, eds.). IOS Press, Amsterdam 2002, 82–87.

References should be written in international languages (English, French, German). The reference list must not involve items that are not available for the reader (such as private communications, papers in preparation, and internal reports). However, the reference list may present a paper which has not yet been issued provided it has been accepted for publication (not only submitted); in such a case the name of the journal and the designation ‘(in press)’ must be given. Keep in mind that the author may seem not to be trustworthy if the list of references contains only his contributions, or if the list does not contain recent publications.

As an alternative way of labelling of references, mnemonic keys (relating authors’ names) in brackets can be used.

- *Example*
[GMP] W. Greenberg, C. van der Mee, V. Protopopescu: Boundary value problems in abstract kinetic theory. Birkhäuser, Basel 1987.

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