

CIRP Annals: Instructions for Authors

Authors can only be CIRP members / or must be co-authored or sponsored by a CIRP member

Paper Submission

1 – Submission of your Abstract by November 15th: Please register on the Elsevier Editorial System (EES) to submit your Abstract: <http://ees.elsevier.com/cirp> . Please submit your Abstract in **Word format or in pdf format**, and **upload your file** under the **Item: *Manuscript** and **Description: Abstract**.

Cooperative works between CIRP members should be justified at the Abstract stage, with a request letter added to the Abstract explaining the history of the cooperative work.

2 – Submission of the full Paper (called ‘Manuscript’) by January 20th: Please ensure you submit your full paper manuscript on EES as a **revision of your Abstract now mentioning the CIRP STC reference** and not as a 'new' submission. Although EES requires the “Source file” for the “Manuscript”, you must submit your full Paper **in pdf format only (for the time being)**, following the informal template given in the Guidelines for Authors on the CIRP site (on **2 columns and four pages**, with the figures inserted). The **pdf version** will spare you some equations pdf conversion problems and will also allow the Editorial Committee reviewers to have an easier reviewing of your paper.

Be careful: after the reviewing by the Editorial Committee in February, you are no longer allowed to modify the list of the authors of your paper.

3 - After approval of the paper: submission of the revised Paper by April 1st: Please ensure you submit your revised paper manuscript on EES as a **revision** of your previous version and not as a 'new' submission. You must submit your final Paper version in Microsoft **Word format (.doc only) and pdf version in addition**. The source file should be uploaded on EES as Item ‘Manuscript’, while the pdf file should be uploaded as Item ‘Supplementary file’. We suggest you keep your layout on two columns with the figures inserted into the text, so that the typesetters can follow the same layout visible in your pdf version. Please also upload your high resolution figures and tables under jpg in additional files separately on EES so that they can be printed in a better quality.

Deadlines Reminder:

- **Your abstract must be submitted online by November 15th the latest.**
- **Your full paper must be submitted online by January 20th the latest (no hard copy is requested).**
- **If required, the Certificate of Sponsorship should be sent by email by the sponsor to the CIRP Office (cirp@cirp.net) by January 20th the latest (available in the Member’s Dashboard online).**

The author of a paper has to accept two commitments (included in the electronic submission form):

- The first commitment certifies that the paper will be orally presented by one of the authors. If such a commitment cannot be given the Editorial Committee will have the right to **refuse the paper**. Authors who do not attend during the STC paper sessions to orally present their paper without having given a notification and a valid reason will be excluded from submitting a paper for the following two years.
- The second commitment certifies that the author’s work has not been previously published/presented elsewhere before next CIRP General Assembly, in any language, and that this work is substantially different from any prior CIRP technical presentation.

In exceptional cases, the Editorial Committee may accept papers of up to six printed pages. In such a case, you **must write a letter of justification** addressed to the Editorial Committee Chairman. This letter and the manuscript must be uploaded on EES before the paper submission deadline. **Papers longer than 4 pages not accompanied by a letter of justification will be rejected.**

The official language of CIRP Annals is English. If English is not your mother tongue, make sure that the English is checked by a competent editor. **Papers written in what is considered to be poor English will be rejected.**

A publication fee will be requested: 66 Euros for 4 printed pages. The fee for additional pages is 25 Euro per page. This is not an Elsevier fee. This is requested by and should be made payable to CIRP.

Paper Preparation

General

You must give full details of the title and authors (first name + family name) of your paper in your file (see Template). Mark CIRP Fellows by the number (1) following the name, mark Associate Members by the number (2) and Corporate Members by the number (3).

Affiliations of authors should be indicated by superscript numbers. **Do not use academic titles.** (Prof. Dr. etc.)

Only for papers written by non-members, Research Affiliates or Corporate Members (without Fellows or Associate Members being co-authors), the name and affiliation of the author(s) should be followed by a separate sentence indicating the Fellow sponsoring the paper: **`Submitted by *name* (1), *city*, *country*'**.

Note: Sponsored papers must be **supported by the written approval of the sponsoring Fellow (the "Certificate of Sponsorship")** signifying that he/she has read the full paper and that the paper is, in his/her opinion, in accordance with the CIRP standards of quality. **Without the Certificate of Sponsorship sent by email by the sponsor to the CIRP Office in Paris (by January 20th), the paper will not be considered for review.**

The sponsor certificate is available for members through the 'submit a paper' page on the CIRP site (<http://www.cirp.net>)

Abstract

Your abstract should not exceed 100 words. It should provide a brief summary of the contents of your paper.

Keywords

Select keywords that can be used to identify the subject of your paper (the CIRP search engine uses the keywords for the identification of your paper). These keywords should be separated by comas, e.g Casting, Forming,

The first two keywords must be taken from the latest CIRP List of Keywords, available from the CIRP web page 'Authors: Submit a paper'. The last keyword may be taken from the list or may be freely chosen by the author. Frequently occurring keywords will be included in the CIRP keyword list on a regular basis.

Headings and heading spacing

We recommend using no more than two levels of headings for Volume 1, and no more than three levels of headings for Volume 2, indicated in these instructions as Heading 1, Heading 2 and Heading 3.

Font

The font used by the typesetting process will be Gulliver, however please submit your paper in Cambria point 9 (or Times point 9.5) for the main text, in Cambria 8 (or Times 8.5) for captions and Cambria 7 (or Times 7.5) for references. Elsevier will convert the paper to the Gulliver font upon acceptance.

HEADING 1

To denote the major sections of your paper, use Heading 1. These sections should be numbered.

Heading 2

To denote logical subsections of major sections, if any, use Heading 2. Number the subsections accordingly.

Heading 3

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered.

Terminology and Symbols

Authors should use CIRP approved terminology and symbols, for example: ISO 3002 Parts I-V. We also recommend that authors adopt the terminology used in the CIRP Dictionary and that they use SI units.

Style

The following list summarizes several important points of style to keep in mind when preparing your paper for the CIRP Annals:

- Use **bold** for emphasis, but keep its use to a minimum. Avoid using underlining in your paper
- Use a consistent spelling style throughout the paper (US or UK)
- Use single quotes
- Use %, not percent
- Do not use ampersands (&) except as part of the official name of an organization or company
- Keep hyphenation to a minimum. Do not hyphenate 'coordinate' or 'non' words, such as 'nonlinear'
- Do not end headings with full stops
- Do not start headings at the foot of a column or with only one line of text below; put the heading on the next column or page
- Leave one character space after all punctuation

Equations

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold italic (***U***) for variable matrices. Use *i*th, *j*th, *n*th. The order of brackets should be $\{[(())]\}$, except where brackets have special significance.

Lists

Mark each item with a solid bullet or with an Arabic numeral followed by a full stop, e.g., 1. 2. 3. and so on. Be consistent in marking list items.

The following is an example of a numbered list:

1. For complete or near complete sentences, begin with a capital letter and end with a full stop.
2. For short phrases, start with lower case letters and end with semicolons.
3. Do not capitalize or punctuate single items.
4. Use a colon to introduce the list.

Figures and Tables

General appearance

Make sure that all figures, tables, graphs and line drawings are clear, sharp and of the highest quality. **Lines should be thick enough to allow proper reproduction.**

Diagrams, graphics and photographs should be either in **grey scale or in colour** of excellent quality with good contrast. **Use RGB colours, not CMYK.**

It is important that you make sure that all lettering inside figures or tables is clearly legible.

Ensure that you supply the original source file of tables or figures, recommended file formats: TIFF, JPG, EPS, PDF, Microsoft office programs (Word, Excel, Powerpoint). Do not paste tables in picture format or as an Image object in Microsoft Word.

For all information on figures and tables, please see our [EES Instructions for Figures and Pictures](#) available from the page 'Submit a paper' on the CIRP Website.

Numbering, captions and positioning

Number figures and tables consecutively, e.g., Figure 1, Figure 2, Figure 3; Table 1, Table 2, Table 3, 'Fig' is also acceptable. Use (a), (b), (c) to distinguish individual subjects in a composite figure. See Figures 1 and 2 for examples of figure and caption placement. Refer to Table 1 for an example of a table centred across two columns.

Each figure and each table must have a caption (font in Cambria 8 or Times 8.5). Captions should be centred at the foot of the figure. Begin the caption with a capital letter and end with a full stop. Place the figure or table on the text page as close to the relevant citation as possible, ideally at the top or at the bottom of a column. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page. **Do not wrap the text around the figures.**

References (Vol. 1 – Vol. 2)

Relevant works must be cited in the reference list (font in Cambria 7 or Times 7.5).

For publications **in Vol. 1** of the annals the references must be listed in **order of citation (chronologically)**. For **Vol. 2** of the annals (all keynote papers) the references must be listed in **alphabetical order**.

Number the references chronologically: [1] [2] [3]. Cite the references in the body of the paper using the number in square brackets [1]. All references listed must be cited, and all cited references must be included in the reference list.

Please use the following style for references:

Last name, initial, year of publication, full paper title, journal name, volume, first and last page. Use only common abbreviations in journal names.

Here are some examples of a reference list:

[1] Krause, F.-L., Kimura, F., Kjellberg, T., Lu, S.C.-Y., 1993, Product Modelling, Annals of the CIRP, 42/2:695-706.

[2] Samet, H., 1990, Applications of Spatial Data Structure, Addison-Wesley, Reading, M

Processing of Accepted papers

After the review by the Editorial Committee (EC) during the CIRP Paris Winter meetings, the authors of accepted papers will receive suggestions for improvements and the correction of errors (**emailed by March 10th the latest**). Please read the recommendations for improvements and the textual corrections suggested by the EC reviewers carefully, make the required changes, and re-submit the revised manuscript on EES (through the "Revision" folder) **by April 1st the latest**.

Typeset format for 4 pages

Your paper is limited to **four printed pages in the typeset format used by Elsevier**. Please note that an informal template is available from the CIRP website to assist in formatting your paper. However, if you do not use the template, ***this is the way to estimate whether your paper will fit the limit:***

1. Four printed pages is equivalent to approximately 4,200 words without figures or tables. This is approximately 600 words on the title page and 1,200 on three subsequent pages

2. For each figure or table in your paper you should look at the size of the figure in relation to the final printed page (not the title page) and subtract, pro rata, the number of words from your total allowance. For example, a figure which is about 1/4 of a page will use the space of 300 words (1,200/4); 1/6 will use 200 words (1,200/6) and so on. **Please note that figures must be large enough to be legible; sizing may be adjusted during the typesetting process if figures are deemed too small, which may affect the page count**
3. Approximately 10 references are equal to 200 words. These must be subtracted from your total word count. For example if you have 20 references and no figures or tables your paper must not exceed 3,800 words
4. The abstract and keywords do not count towards the total.

Please see the example article for further guidance. This paper has approx 2,145 words excluding the abstract, title and keywords, all figures, tables and references. The 7 references add approx 180 words to the total word count; the 10 figures about 1600 in total and the 3 tables' 400, totalling approx 4,325 words. This paper *just* fits to 4 pages in the standard Elsevier format. This demonstrates the absolute maximum that can fit to four pages.

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Proofs

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