

# Instructions to Authors

## for *Transactions of the Canadian Society for Mechanical Engineering*

### Overview

The *Transactions of the Canadian Society for Mechanical Engineering* aims to provide a fast and rigorous review process for publishing the latest research in mechanical engineering. Submissions are sought from leading engineers and researchers to reach a broad audience in mechanical engineering.

### Scope

The *Transactions of the Canadian Society for Mechanical Engineering* is a quarterly journal that features comprehensive research articles and notes in the broad field of mechanical engineering. New advances in energy systems, biomechanics, engineering analysis and design, environmental engineering, materials technology, advanced manufacturing, mechatronics, MEMS, nanotechnology, thermo-fluids engineering and transportation systems are featured.

### Types of papers

The journal publishes the following paper types:

**Articles** - studies reporting on original, fundamental research (should not exceed 5000 words)

**Methods** - papers reporting on the development of new design methods (should not exceed 5000 words)

**Reviews** - review papers that provide a critical synthesis of information on important topics (should not exceed 9000 words)

**Notes** - brief reports on original, fundamental research or design (should not exceed 1500 words)

**Letters** - letters to the editor are considered (should not exceed 1500 words)

### Page charges

Please note that a page charge of \$35 CAD plus applicable taxes is required for accepted manuscripts. For authors from outside Canada, the page charge is \$35 USD.

### Editorial Office

*Transactions of the Canadian Society for Mechanical Engineering*

Canadian Science Publishing

65 Auriga Drive, Suite 203

Ottawa, ON K2E 7W6, Canada

Fax: 613-656-9838 | [tcsme@cdnsiencepub.com](mailto:tcsme@cdnsiencepub.com)

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## Manuscript submission

### New manuscripts

Submitted manuscripts are screened for suitability and compliance with these instructions to authors. Manuscripts that do not meet the guidelines are returned to authors for corrections. When submitting a manuscript for peer review, low-resolution versions of figures should be uploaded to limit file size.

Authors must submit manuscripts via our online submission and peer review system at [mc06.manuscriptcentral.com/tcsme-pubs](http://mc06.manuscriptcentral.com/tcsme-pubs).

**Register:** Authors may register at any time on the site, but should register only once. During registration, authors choose a username/password. The security of manuscripts is protected by the username/password system.

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### Revised manuscripts

If a revised manuscript is required, the corresponding author will be contacted by email and asked to submit a revised manuscript; the process is similar to initial submission.

### Accepted manuscripts

For accepted manuscripts, the author will be advised via email of acceptance and asked to provide the production files for the final accepted manuscript and all associated tables, figures, and supplementary material.

Text (including tables) should be provided in Microsoft Word format (.docx). TeX files are also acceptable.

All tables and equations must be in a workable format that can be physically manipulated; they cannot be submitted in .gif, .jpg, or other picture formats (neither within the manuscript nor as separate files). See the "Parts of the Manuscript" section below for more information.

## Material to accompany the submission

### Cover letter text box

Use the cover letter text box to offer the Editor any additional information about your submission. You may wish to include the following or any other relevant information:

- Explanation of conflict of interest
- A brief statement of the significance of the work (optional)
- Resubmissions: Include comments to the previous reviewers (pasted or attached). A highlighted copy of the resubmitted manuscript showing all changes should be included as a file upload.

## Just-IN

Authors can choose to have a pdf of the accepted manuscript (prior to copy editing and page composition) loaded to the Journal's website while their paper is undergoing the regular production process. Authors may wish to submit a copy that does not show track changes or corrections, as no changes can be done after upload to the Just-IN website. Just-IN manuscript will only be loaded to the web if license to publish forms and any necessary permissions for previously published material have been received.

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## Editorial process

### Peer review and evaluation process

Peer review is required for all manuscripts. Authors should provide the names and email addresses of up to four suggested reviewers. Qualified and eligible reviewers are other researchers in the field who are not in direct or indirect conflict of interest with the submitted manuscript. Please consider suggesting international reviewers.

### Resubmitted manuscripts

Resubmitted manuscripts are treated as new papers. Authors resubmitting a manuscript after a previous rejection or withdrawal must indicate the manuscript number assigned to the previous submission in their cover letter. Authors must submit the new manuscript via the online submission and peer review system [mc06.manuscriptcentral.com/tcsme-pubs](http://mc06.manuscriptcentral.com/tcsme-pubs), along with a detailed, point-by-point reply to all issues raised during the previous evaluation

## Publication process

### General

The Editorial Office checks all accepted manuscripts for conformation to these Instructions to Authors and ensures that all necessary paperwork is present. Any problems will be addressed by the Editorial Office in consultation with the corresponding author. Once the Editorial Office has resolved any problems, the manuscript is forwarded to Canadian Science Publishing in Ottawa (Canada) for publication. The papers are prepared for publication by a professional copy editor responsible for ensuring that the final published work is consistent in form and style. The copy editor may make editorial changes as required but will not make substantive changes without consulting with the author and the Editor.

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Once the paper has been accepted, all correspondence should be with Canadian Science Publishing, 65 Auriga Drive, Suite 203, Ottawa, ON K2E 7W6, Canada (fax: 613-656-9838; email: [pubs@cdnsiencepub.com](mailto:pubs@cdnsiencepub.com)).

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The corresponding author must affirm that all of the authors have read and approved the manuscript. In addition, the corresponding author should ensure that all individuals listed as authors have made a substantive creative contribution to the work. Clerical or mechanical contributions or provision of financial support are not grounds for ascribing authorship but may instead be acknowledged in the "Acknowledgements" section of the manuscript. Conversely, all those, regardless of status, who have made a creative contribution to the generation or analysis of the data are entitled to authorship.

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## Parts of the manuscript

### Format and organization of text

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Submitted manuscripts should be organized in the following order: title page, abstract, key words, text, acknowledgments, references, labeled tables, figure captions, labeled figures, appendices, and supplementary material. All pages of text must have line numbers. Figures and tables must be included in the text after their first citation. Once accepted for publication, authors must remove tables and figures from the text and provide the labeled tables and labeled figures in separate files.

### Title

Keep the title brief, but include descriptive words to aid information retrieval. The title should reflect all the important aspects of the article.

### Abstract

The abstract should not be more than 200 words and should appear on a separate page. References should not be cited in the abstract unless they are absolutely essential, in which case full bibliographic information must be provided. State the rationale, objectives, methods, results and impact of the study.

### Key words

Authors must include a list of up to 6 key words or phrases.

### Organization of text

The body of most papers should be divided into Introduction, Materials and methods, Results, Discussion, Acknowledgements, and References. Headings must be concise, with a clear indication of

the distinction between the hierarchies of headings. When ancient Chinese monographs are referenced in the manuscript, use the English translation in the text and create a separate appendix that lists the monographs in both Chinese and English. Both traditional and simplified Chinese characters are acceptable but should be consistent in the manuscript.

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Footnotes to material in the text should not be used unless they are unavoidable, but their use is encouraged in tables. Where used in the text, footnotes should be cited in the manuscript by superscript Arabic numbers (except in the tables, see below) and should be numbered serially beginning with any that appear on the title page. Each footnote should be typed on the manuscript page upon which the reference is made; **footnotes should not be included in the list of references.**

### Appendices

An appendix should be able to stand alone, as a separate, self-contained document. Figures, equations, and tables used in an appendix should be numbered sequentially but separately from those used in the main body of the paper, for example, Fig. A1, eq. (A1), Table A1, etc. If references are cited in an appendix, they must be listed in an appendix reference list, separate from the reference list for the article.

### Supplementary material

Supplementary material (or data) consists of extra tables, figures (maps), detailed calculations, and data sets produced by the authors as part of their research, but not essential for understanding or evaluating the paper. This material is not edited, converted, or scanned, and therefore will appear exactly as submitted. This is to prevent any errors from being inadvertently introduced during file manipulation. Tables and figures should be numbered in sequence separate from those published with the paper (e.g., Fig. S1, Table S1) and all supplementary material should be referred to in the manuscript by footnotes. Supplementary material must be submitted with the article in electronic format. During submission, relevant files should be attached under "Supplementary data".

### Mathematical expressions

A letter or symbol should represent only one entity and be used consistently throughout the paper. Each variable must be defined in the text or in a "List of symbols" to appear after the reference list. Variables representing vectors, matrices, vector matrices, and tensors must be clearly identified. Numbers identifying equations must be in parentheses and placed flush with the left margin. Equations should be represented in true editable format, preferably using a math editor (MathType); however, authors should insert simple inline equations in text without using MathType. When inserting symbols from Word's "Symbol" palette, authors should use the "normal text" or "symbol" fonts. Symbols should be inserted using MathType ONLY if they cannot be found in the "Symbol" palette under one of those two fonts.

### Units of measurement

SI units (Système international d'unités) should be used or SI equivalents should be given. For practical reasons, some exceptions to SI units may be allowed.

### Illustrations

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The figures (including halftones) must be numbered consecutively using Arabic numerals, and each

one must be referred to in the text and must be self-explanatory. All terms, abbreviations, and symbols must correspond with those in the text. Only essential labelling should be used, with detailed information given in the caption.

Figure captions should be listed on a separate page and placed after the tables.

Vector images should be saved as eps, or pdf, and bitmaps should be saved as psd, or tiffs. For additional information, see Preparation of graphic files at [nrcresearchpress.com/page/authors/information/graphics](http://nrcresearchpress.com/page/authors/information/graphics).

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### Tables

Tables must be in a workable table format or an Excel spreadsheet format. Tables must be typed on separate pages, placed after the list of references, and numbered with Arabic numerals in the order cited they are in the text. The title of the table should be a concise description of the content, no longer than one sentence, which allows the table to be understood without detailed reference to the text. Column headings should be brief, but may be amplified by footnotes. Vertical rules should not be used. Footnotes in tables should be designated by symbols (in the order \*, †, ‡, §, ||, ¶, #) or superscript lowercase italic letters. Descriptive material not designated by a footnote may be placed under a table as a Note. Numerous small tables should be avoided, and the number of tables should be kept to a minimum.

### References

Cite only literature that is highly pertinent; avoid multiple citations.

In the text, references should be cited by author and date: for example, (Walpole 1985) or Green and Brown (1990). If references occur that are not uniquely identified by the authors' names and year, use letter "a", "b", etc. after the year (e.g., Green and Brown 1988a, 1988b). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. Use "et al." when there are more than two authors, but give all authors in the list of references.

Include articles that are "in press" (name journal and anticipated date of publication) in the reference list but incorporate manuscript in preparation, unpublished observations, and personal communications in the text of the manuscript.

References must be listed in alphabetical order at the end of the manuscript according to the name of the first author and not numbered. Refer to the List of Title Word Abbreviations available from the ISSN International Centre at [www.issn.org/services/online-services/access-to-the-ltwa/](http://www.issn.org/services/online-services/access-to-the-ltwa/) for accepted abbreviations for journals; only these may be used. References to other publications must be carefully checked for completeness, accuracy and consistency (e.g., pages, volume numbers, and dates).

The Journal allows authors to incorporate audio and video clips into their paper. For submission guidelines and accepted formats, see the List of Accepted Graphic Files at [nrcresearchpress.com/page/authors/information/graphics](http://nrcresearchpress.com/page/authors/information/graphics).



## Example references

(note bolding, spacing of initials, capitalization, and punctuation)

### Journal article with DOI

Lauretta, M.V., Camp, E.V., Pine, W.E., III, and Frazer, T.K. 2013. Catchability model selection for estimating the composition of fishes and invertebrates within dynamic aquatic ecosystems. *Can. J. Fish. Aquat. Sci.* 70(3): 381–392. doi:[10.1139/cjfas-2012-0319](https://doi.org/10.1139/cjfas-2012-0319).

### Journal article with URL

Newbury, M.G., and Ashworth, A.C. 2004. A fossil record of colonization and response of lacustrine fish populations to climate change. *Can. J. Fish. Aquat. Sci.* 61(10): 1807–1816. Available from [www.nrcresearchpress.com/doi/abs/10.1139%2F04-113](http://www.nrcresearchpress.com/doi/abs/10.1139%2F04-113) [accessed 28 October 2005].

### Entire issue of journal

Gordon, D.C., Jr., and Hourston, A.S. (Editors). 1983. Proceedings of the Symposium on the Dynamics of Turbid Coastal Environments. *Can. J. Fish. Aquat. Sci.* 40(Suppl. 1).

### Report

Sanders, W.W., Jr., and Elleby, H.A. 1970. Distribution of wheel loads in highway bridges. National Co-operative Highway Research Program Report 83, Transportation Research Board, National Research Council, Washington, D.C.

### Book

Williams, R.A. 1987. Communication systems analysis and design. Prentice-Hall, Inc., Englewood Cliffs, NJ.

### Book in a series

Scott, W.B., and Crossman, E.J. 1973. Freshwater fishes of Canada. *Bull. Fish. Res. Board Can.* No. 184.

### Part of book

Healey, M.C. 1980. The ecology of juvenile salmon in Georgia Strait, British Columbia. In *Salmonid ecosystems of the North Pacific*. Edited by W.J. McNeil and D.C. Himsworth. Oregon State University Press, Corvallis, Oreg. pp. 203–229.

### Paper in conference proceedings

Kemp, A.L.W. 1969. Organic matter in the sediments of Lakes Ontario and Erie. In *Proceedings of the 12th Conference on Great Lakes Research*, Ann Arbor, Mich., 5–7 May 1969. International Association for Great Lakes Research, Ann Arbor, Mich. pp. 237–249.

### Institutional publications and pamphlets:

Dzikowski, P.A., Kirby, G., Read, G., and Richards, W.G. 1984. The climate for agriculture in Atlantic Canada. Available from the Atlantic Advisory Committee on Agrometeorology, Halifax, N.S. Publ. ACA 84-2-500. Agdex No. 070.

### Corporate author:

American Public Health Association, American Water Works Association, and Water Pollution Control Federation. 1975. Standard methods for the examination of water and wastewater. 14th ed. American Public Health Association, American Water Works Association, and Water Pollution Control Federation, Washington, D.C.

**Thesis:**

Keller, C.P. 1987. The role of polysaccharidases in acid wall loosening of epidermal tissue from young *Phaseolus vulgaris* L. hypocotyls. M.Sc. thesis, Department of Botany, The University of British Columbia, Vancouver, B.C.

**Web site citation**

Quinion, M.B. 1998. Citing online sources: advice on online citation formats. Available from [worldwidewords.org/articles/citation.htm](http://worldwidewords.org/articles/citation.htm) [accessed 20 October 2005].

**Translation**

Koike, A., and Ogura, B. 1977. Selectivity of meshes and entrances of shrimp traps and crab traps. *J. Tokyo Univ. Fish.* 64: 1–11. [Translated from Japanese by *Can. Transl. Fish. Aquat. Sci.* 4950, 1983.]

## Open access

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