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- **Length:** A full length paper or review including figures and tables should not normally exceed 16 pages.
- **Format:** The main divisions are suggested to be arranged as follows: 1. Title page (containing: article, title, author (s), affiliation (s), and corresponding author's address, phone number, fax number and email address); 2. Abstract (of 200 words or less); 3. Keywords (of 4 or less); 4. Main text (containing: introduction, methods of solution, results and discussion, conclusion); 5. Acknowledgements; 6. Appendices; 7. Nomenclature; 8. References. Abstracts are not required for short papers.
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- **References:** References should be indicated in square brackets according to the order of appearances in the text, *i.e.* [1,2-4]. The full list should be collected at the end of the paper in numerical order. Examples of layout of references are given below.

1. Brown, H. E., Amstead, B. H. and Short, E., "Temperature and Velocity Distribution and Transfer of Heat in a Liquid Metal," *Journal of Heat Transfer*, **79**, pp. 279-285 (1957).
2. Zienkiewicz, O. C., *The Finite Element Method*, 3rd Edition, McGraw-Hill, Maiden Head, England, pp. 45-48 (1977).
3. Zengerle, R., Richter, A. and Sandmaier, H., "A Micro Membrane Pump with Electrostatic Actuation," *Proceedings of Micro Electro Mechanical Systems Conference*, Germany (1992).
4. Kobayashi, H., "Optimization of Elastic Structure," M. S. Thesis, Department of Aeronautics and Astronautics, Massachusetts Institute of Technology, Massachusetts, U.S.A. (1972).

- **Acknowledgements and financial support:** Authors are required to add Acknowledgement section and Financial Support section before References if any.

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