

# Preparation of the Papers for the International Journal of Biophotonics and Biomedical Engineering (IJBBE)

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## ABSTRACT

*These instructions give you guidelines for preparing papers for International Journal of Biophotonics and Biomedical Engineering (IJBBE). Use this document as a template if you are using MS-Word 6.0 or later versions. Otherwise, use this document as an instruction set. Copy from this file or define all the paragraphs and section styles in your file and select appropriate style for different parts of your paper. Define all the symbols used in the abstract. Do not cite references in the abstract. Do not delete the blank line(s) immediately above or below the paragraphs.*

## KEYWORD

*Please write 3-7 keywords or phrases in alphabetical order, separated by commas.*

## I. INTRODUCTION

This document is a template for Microsoft Word versions 6.0 (2003). If you are preparing a manuscript for International Journal of Biophotonics and Biomedical Engineering (IJBBE), download this electronic file named: **IJBBE Paper Format**, from the Journal site <http://ijbbo.tabriz.iau.ir>. At the moment, there is not possibility for accepting papers in word processors other than MS-Word-2003.

You can use this file as a template and type your manuscript in it. You can copy the texts from another document and paste to the corresponding place of this file. All the sections, titles, captions, etc have special format **Styles**. For example, the style of the paper title, authors names and affiliations, abstract, keywords, body text, etc. are defined and given in Table 1. If you type in this file, all the styles

will be selected automatically. If any style is changed, you can use markup styles from the pull-down style menu at the left of the Formatting Toolbar at the top of your Word window.

You can **copy all the styles** from this file to your manuscript. To copy the styles from this file to your own document, follow the steps: Tools → Templates and Add-ins → Organizer... (Left box file is this file) → Close the right box file and open your own file → Select all the lines of the left box Styles (Click on the first line, keep Ctrl Shift and click on the last line of this box) → Copy → Save All. Then you will have all the pre-defined IJBBE styles in your document.

**Table 1** Styles of different parts of the manuscript

Manuscript part	Style
Title	Title

Authors names and affiliations	Authors
Abstract	Abstract
Keywords	Keywords
Body text	Body
Main sections Title	I. Heading 1
Subsections Title	A. Heading 2
Figures	Figure
Figure Captions	Figure Caption
Table Heading	Table Heading
Appendix,	
Acknowledgment, and	Reference Title
References Title	
References	[1] References

If you check the style of each part of this file, you can click on that part of your own manuscript and select the same style from the **Style Menu**. The style will adjust your fonts and line spacing. Do not change the font sizes or line spacing to squeeze more text into a limited number of pages.

To insert **images** in the MS-Word file, position the cursor at the insertion point and either use: Insert → Picture → From File → find the image file, or copy the image to the Windows clipboard and then paste to your file. The format style of the figure must be Figure.

Check the format of your manuscript to be exactly the same as this template file. Check the **spelling** of the file to remove any red underlines that indicate spelling errors. Also, read carefully the file to remove any mistake caused by common spelling words, such as to, two, and too. When your manuscript is completed, save it as an MS-Word file with extension ".doc." You can print your MS-Word file to Adobe pdf to create and save the **pdf file** required for the submission.

## II. PROCEDURE FOR PAPER SUBMISSION

### A. Submission

Please **submit** your manuscript **electronically** in the Journal site <http://ijbbo.tabriz.iau.ir>. You have to **register** first and then submit it step by step by giving all information required. Incomplete submission or lack of any required information may postpone the publication of your paper.

### B. Final Stage

If your paper has been accepted, send your **final revised** version according to this two-column format, including figures and tables, electronically to [ijbbe@iaut.ac.ir](mailto:ijbbe@iaut.ac.ir). For large files, compress files using Pkzip, Winzip or WinRar.

Designate one author as the "**corresponding author**." This is the author for journal communication. **Proof files** will be sent to the corresponding author only. Please send the "**annotated proof file**" or your "**IJBBE corrections file**" to [ijbbe@iaut.ac.ir](mailto:ijbbe@iaut.ac.ir).

### C. Figures, Photograph, and Tables

You have to have exact control over the appearance of your figures to prepare electronic image files.

If you have a scanner, **scan** the figure and save it in the jpg format. High-contrast color figures should be prepared with 200-300 dpi resolution and saved with no compression. The **width** of the figures must be up to **75mm** (**5mm** less than one-column width).

Experienced computer users can convert figures and tables from their original format to TIFF. Some useful image converters are Adobe Photoshop, Corel Draw, and Microsoft Photo Editor. No matter how you convert your images, it is a good idea to print the TIFF files to make sure nothing was lost in the conversion.

As shown in Table 1, the **tables** must be prepared in MS-Word-2003. Use horizontal lines but no vertical lines. Check spelling of the table to remove any red underlines that indicate spelling errors.

All **tables** and **figures** should be created or embedded in your document. Place "**figure captions**" below the figures and "**table heading**" above the tables. If your **figure** has **two parts**, include the labels "(a)" and "(b)" as part of the artwork. Try to place all parts of the tables and their headings, and figures and their captions in **one column**. The figure and table size must be **5mm less** than the column width, which is **80mm**.

The **figures' layout** should be "**In line with text**". To do this, follow the steps: Right click on the figure → Format picture → Layout (click on "In line with text"). With the same method you can change the **size** of your figures in **Size**.

The method of inserting large figures and tables in your document, is explained in Section III.

Please verify that the **figures and tables** you mention in the text actually **exist**. Please refer to all the figures in the file. Please do not include captions as part of the figures. Do not put borders around your figures. Use the abbreviation "**Fig.**" except at the beginning of a sentence. Do not abbreviate "**Table**."

In some journal volume, due to the facility of the publishing sponsor, **color printing** of the figures **may not be available**. Therefore, modify the figures to be matched with color as well as gray scale printing.

**Figure axis labels** are often a source of confusion. Use words rather than symbols. Put units in parentheses after one or two space(s). As an example, as shown in Fig. 1, write the quantity "Magnetization{spaces}(A/m)," or "Magnetization{spaces}(A · m<sup>-1</sup>)," not just "M{spaces}(A/m)," or "M{spaces}(A · m<sup>-1</sup>)." Do not label axes only with units. Multipliers can be especially confusing. Write "Magnetization{spaces}(kA/m)" or "Magnetization{spaces}(10<sup>3</sup> A/m)." Do not write "Magnetization (A/m)×1000" because the reader would not know whether the axis label in Fig. 1 means 16000 A/m or 0.016 A/m. Figure labels and all writings must be legible and with proper font size.

#### D. References

Add **citations'** numbers consecutively in square brackets [1]. The sentence **punctuation** follows the brackets [2]. Multiple references [2], [3] are each numbered with separate brackets [1]–[3]. When citing a section in a book, please give the relevant page numbers [2]. In sentences, refer simply to the reference number, as **in [3]**. Do not use "Ref. [3]" or "reference [3]" except at

the beginning of a sentence: "**Reference [3] shows ...**" Type the reference list at the end of the paper using the "References" style.

Please note that the references at the end of this document are in the preferred referencing style. Give all authors' names; do not use "et al." for any number of authors. Use a space after authors' initials. Papers that have not been published should be cited as "**unpublished**" [4]. Papers that have been submitted for publication should be cited as "**submitted for publication**" [5]. Papers that have been accepted for publication, but not yet specified for an issue should be cited as "**to be published**" [6]. Please give affiliations and addresses for private communications [7].

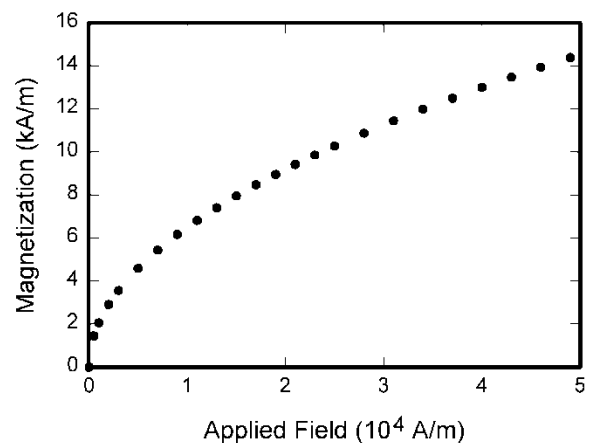


Fig. 1 Magnetization Vs. applied field. Note that "Fig." is abbreviated. It is good practice to explain the significance of the figure in the caption.

**Capitalize only the first word** in a reference paper title, except for proper nouns and element symbols. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [8].

In this template, **extra references** for giving guidelines are added to the "Reference Section" without citation in the paper. Contrary to this template, all the references given in your paper "Reference Section" must be cited in the manuscript.

### E. Copyright Form

An **IJBBO copyright form** should accompany your final submission. You can get a pdf, html, or MS-Word version at:

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### III. PAGE SETUP

In the **Page Setup** (from Bottom):

Preview is **Whole document**.

The **Pages** is **Mirror margins**.

The **Orientation** is **Portrait**.

The **Top** and **Bottom** margins are 24mm.

The **Inside** and **Outside** margins are 16mm.

The **Gutter** is 8mm.

The paper size is **A4**, not Letter.

The **Headers** and **Footers** are with:

☒ Different odd and even pages and

☒ Different first page.

The spaces from the edge of **Header** and **Footer** are 10mm and 12mm, respectively.

The paper has a **Double column** format:

Format → Columns → click on **Two columns** → click on **Equal column width**, then **Column width** and **Spacing** must be 80mm and 10 mm, respectively.

In the case of **large figures and tables**, you need to put a section break:

Insert → Break → Section break (Continuous). Then change the format from standard Toolbar to **Single column** and insert the large figure or table. Again insert a new section break (Continuous), and change the format to **Double column** one.

### IV. MATHEMATICS

Use the **Microsoft 2003** or **MathType Equation Editor** for equations in your paper:

Insert → Object → Create New → Microsoft or MathType Equation:

$$\nabla \times \mathbf{E} = - \frac{\partial \mathbf{B}}{\partial t} \quad (1)$$

$$\nabla \times \mathbf{H} = \frac{\partial \mathbf{D}}{\partial t} \quad (2)$$

where  $\mathbf{E}$ ,  $\mathbf{H}$ ,  $\mathbf{D}$ , and  $\mathbf{B}$  are the electric and magnetic fields and flux densities, respectively.

All the **parameters** of the equation must be defined one by one. Be sure that the parameters in your equation have been defined with **the same format** (Italic, Bold, etc.), before the equation appears or immediately following it. Parameter  $T$  might refer to the temperature, but  $\mathbf{T}$  is used for a vector or tensor. All **vectors** must appear regular and bold. To do so, it is better to select the **vector** and in style click on **Vector-Matrix**.

For numbering the equations, after creating the equation, close the editor and insert a tab after it and with the sign  $\lrcorner$  on the top of the left vertical ruler of the window, click on the horizontal ruler and drag it to the far right of the column. Type two parentheses, (). The **equations' numbers** can be added automatically:

Insert cursor between two parentheses → Insert → Reference → Caption → Equation (☒ Exclude label from equation). The equation style is "**Body**" and its format must be the same as figures "**In line with text**".

Use parentheses to avoid ambiguities in denominators. Always use **parentheses and brackets from the equation editor**, and not the keyboard. The size of the parentheses and brackets of the Equation Editor vary with the parameters inside. Punctuate equations when they are part of a sentence, as in:

$$\int_0^{r_2} F(r, \varphi) dr d\varphi = [\sigma r_2 / (2\mu_0)] \times \int_0^\infty e^{-\lambda |z_j - z_i|} \lambda^{-1} J_1(\lambda r_2) J_0(\lambda r_i) d\lambda. \quad (3)$$

Refer to equations as **Eq. (1)**, not "(1)" or "equation (1)," except at the beginning of a sentence: "**Equation (1) is ...**".

#### A. Units

Use of SI (MKS) is preferred. In some cases such as  $\text{\AA}$  (e.g. for atomic scale thicknesses),  $\text{cm}^{-3}$  (e.g. for concentrations) or  $\text{cm}^{-3}\text{s}^{-1}$  (e.g. for recombination rates) use of CGS is also allowed. However, avoid combining SI and CGS units, such as current in amperes and magnetic field in Oersteds. This often leads to confusion because equations do not balance



dimensionally. If you must use mixed units, clearly **state the units** for each quantity in an equation.

## V. HELPFUL HINTS

### A. Abbreviations and Acronyms

Define **abbreviations** and **acronyms** the **first time** they are used in the text, even after they have already been defined in the abstract. Abbreviations such as IJOP, ISI, AC, and DC do not need to be defined. Abbreviations that incorporate periods do **not need to have spaces**, such as “C.N.R.S,” but with spaces “C. N. R. S,” is also correct. Do not use abbreviations in the title unless they are unavoidable (for example, “IJOP” in the title of this Template).

### B. Other Recommendations

Use **one space after periods and colons**. Hyphenate complex modifiers: “zero-field-cooled magnetization.” Avoid dangling participles, such as, “Using Eq. (1), the potential was calculated.” [It is not clear who or what used Eq. (1).] Write instead, “The potential was calculated by using Eq. (1),” or “Using Eq. (1), we calculated the potential.”

Use a **zero before decimal points**: “0.25,” not “.25.” Use “cm<sup>3</sup>,” not “cc.” Indicate sample **dimensions** as “0.1 μm × 0.2 μm,” not “0.1 × 0.2 μm<sup>2</sup>.” The abbreviation for “seconds” is “S,” not “sec.” Do not mix complete spellings and abbreviations of units: use “A/m<sup>2</sup>” or “Amps per square meter,” not “Amps/m<sup>2</sup>.” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.”

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (**like this**). (A parenthetical sentence in other places is punctuated within the parentheses.) The **periods and commas** are **within quotation marks**, like “this period.” or “this comma.” **Other punctuations** are **outside** like “outside!” Avoid contractions; for example, write “**do not**” instead of “don’t.” The **serial comma** is **preferred**: “A, B, and C” instead of “A, B and C.”

### C. Some Common Mistakes

The words “**data**” and “**phenomena**”, are plurals, the singulars are respectively **datum** and **phenomenon**. The subscript for the permeability of vacuum  $\mu_0$  is zero, not a lowercase letter “o.” Use the word “micrometer” or symbol “μm” instead of “micron.” A graph within a graph is an “**inset**,” not an “**insert**.” The word “**alternatively**” is preferred to the word “**alternately**” (unless you really mean something that alternates). Use the word “**whereas**” instead of “**while**” (unless you are referring to simultaneous events). Do not use the word “**essentially**” to mean “**approximately**” or “**effectively**.” Do not use the word “**issue**” as a euphemism for “**problem**.” When compositions are not specified, separate chemical symbols by en-dashes; for example, “NiMn” indicates the intermetallic compound Ni<sub>0.5</sub>Mn<sub>0.5</sub> whereas “Ni–Mn” indicates an alloy of some composition Ni<sub>x</sub>Mn<sub>1-x</sub>.

Be aware of the different meanings of the homophones “**affect**” (usually a verb) and “**effect**” (usually a noun), “**complement**” and “**compliment**,” “**discreet**” and “**discrete**,” “**principal**” (e.g., “principal investigator”) and “**principle**” (e.g., “principle of measurement”). Do not confuse “**imply**” and “**infer**.”

Prefixes such as “**non**,” “**sub**,” “**micro**,” “**multi**,” and “**ultra**” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “**et**” in the Latin abbreviation “**et al.**” (It is also italicized). The abbreviation “**i.e.**,” means “that is,” and the abbreviation “**e.g.**,” means “for example” (these abbreviations are not italicized).

An excellent style manual and source of information for science writers is given in [9].

## VI. EDITORIAL POLICY

Do not submit a reworked version of a paper you have submitted or published elsewhere. Do not publish “preliminary” data or results. The submitting author is responsible for obtaining agreement of all co-authors and any consent

required from sponsors before submitting a paper. IJBBO strongly discourage courtesy authorship. It is the obligation of the authors to cite relevant prior work.

The paper will be peer reviewed by at least two expertise reviewers. The final decision will be made by the Journal Editorial Board.

## VII. PUBLICATION PRINCIPLES

IJOP publishes scholarly articles of archival value as well as tutorial expositions and critical reviews of classical subjects and topics of current interest.

Authors should consider the following points:

Technical papers submitted for publication must advance the state of the knowledge and must cite relevant prior work. The authors are responsible for any plagiarism in their article. The IJBBO Editorial Board strongly advises the authors to avoid any type of probable **plagiarism** in their article.

The length of a submitted paper should be commensurate with the importance, or appropriate to the complexity, of the work. For example, an obvious extension of previously published work might not be appropriate for publication or might be adequately treated in just a few pages.

Authors must convince both peer reviewers and the Journal Editorial Board of the scientific and technical merit of the paper; the standards of proof are higher when extraordinary or unexpected results are reported.

Because replication is required for scientific progress, papers submitted for publication must provide sufficient information to allow readers to perform similar experiments or calculations and use the reported results. Although not everything need be disclosed, a paper must contain new, useable, and fully described information. For example, a specimen's chemical composition need not be reported if the main purpose of a paper is to introduce a new measurement technique. Authors expect to

be challenged by reviewers if the results are not supported by adequate data and critical details.

Papers that describe ongoing work or announce the latest technical achievement, which are suitable for presentation at a professional conference, may not be appropriate for publication in IJBBO.

## VIII. CONCLUSION

A conclusion section is required. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

## APPENDIX

**Appendices**, if needed, appear before the acknowledgment.

It is possible to copy one reference from this file and paste in the **References** section of your paper and write on it. Then add other references one by one by pressing enter at the end of the references.

## ACKNOWLEDGMENT

The preferred spelling of the word “**acknowledgment**” in American English is without an “e” after the “g.” Use the singular heading even if you have many acknowledgments. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “S.B.A. thanks ... .”

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