How to prepare your full paper for the European Wave and Tidal Energy Conference (Nov 2018)

First A. Author, Second B. Author, and Third C. Author

Abstract—*[[1]](#footnote-1)*These instructions give you guidelines for preparing papers for EWTEC2019. Use this document as a template if you are using Microsoft Word 2010 or later. Otherwise, use this document as an instruction set. The electronic file of your paper may be formatted further at EWTEC Proceedings. Paper titles should have only the first letter and proper nouns in capitals, not each word capitalized or all uppercase. Avoid writing long formulas with subscripts in the title. Initials and surname are required. Put a space between authors’ initials. The abstract must be a concise yet comprehensive reflection of what is in your article. In particular, the abstract must be self-contained, without abbreviations, footnotes, or references. It should be a microcosm of the full article. The abstract must be between 150–250 words. Be sure that you adhere to these limits; otherwise, you will need to edit your abstract accordingly. The abstract must be written as one paragraph, and should not contain displayed mathematical equations or tabular material. The abstract should include three or four different keywords or phrases, as this will help readers to find it. Ensure that your abstract reads well and is grammatically correct.

Keywords—Enter at least three key words or phrases in alphabetical order, separated by commas.

1. Introduction

T

HIS document is a template for Microsoft Word 2010 or later. If you are reading a paper or PDF version of this document, please download the electronic file, EWTEC2019-template-Nov18.docx, from the EWTEC Web site at https://ewtec.org/conferences/ewtec-2019/guidelines-for-contribution/ so you can use it to prepare your manuscript.

When you open EWTEC2019-template-Nov18.docx, type over the sections or cut and paste as plain text from another document and use the appropriate mark-up styles. The styles are all prefixed “EWTEC\_” (for example, the style at this point in the document is “EWTEC\_Normal”). Highlight a section that you want to designate with a certain style, and then select the appropriate name on 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.Use italics for emphasis; do not underline.

Section and subsection headings should have only the first letter and proper nouns in capitals, not each word capitalized or all uppercase. The first word of the first section is capitalized, with the first letter as a “drop cap” spanning two lines.

To insert images or tables in Word, first create a text box (Insert | Text box) and specify its position with respect to the page margin (for column and margin dimensions, please see section V.E). Then insert the image or table into the text box.

The proceedings of EWTEC2019 will be made available on USB. Submissions of a full paper can be made via the online system in Portable Document Format (pdf) only. Please note, EWTEC cannot guarantee that other than pdf submissions will be formatted properly in the final version of the proceedings.

The online submission system will be made available at https://ewtec.org/conferences/ewtec-2019/ . **Please use the file naming convention**:

 first\_author\_surname--paper\_title--EWTEC2019.pdf

using underscores rather than spaces between words. Full papers **must not exceed 10 pages in length**. This includes all references, acknowledgements, etc. If you have any questions regarding the template and instructions, please direct them to info@ewtec.org.

1. 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 EWTEC, 3D, and GIS do not have to be defined. Abbreviations that incorporate periods should not have spaces: write “C.N.R.S.,” not “C. N. R. S.” Do not use abbreviations in the title unless they are unavoidable.

1. Other recommendations

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

Use a zero before decimal points: “0.25,” not “.25.” Use “m3,” not “cumec.” Indicate dimensions as “0.1 km × 0.2 km,” not “0.1 × 0.2 km2.” The abbreviation for “seconds” is “s,” not “sec.” Use “kW/m2” or “kilowatts per square meter,” not “kilowatts/m2.” 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 is punctuated within the parentheses.) Avoid contractions; for example, write “do not” instead of “don’t.” The serial (or “Oxford”) comma is not required in lists.

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your first language is not English, please get an appropriate person to carefully proofread your paper.

1. Mathematical formulae
2. Equations

If you are using *Word 2010* or later*,* copy and paste the table below and edit the equation as required. It is a borderless three-column table, with the first and last columns measuring 10 mm and with top and bottom margins of 4 mm.

Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). First use the equation editor to edit the equation. Then add an un-labelled caption, which must then be cut and paste into the final column. To make your equations more compact, you may use the solidus ( / ), the exp() function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators.

|  |  |  |
| --- | --- | --- |
|  | $$ P=\frac{1}{2}ρU^{3}A$$ | (1) |

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols (*T* might refer to temperature, but T is the unit tesla). Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ... .”

1. Units

Use SI (MKS) as primary units. Imperial units may be used as secondary units (in parentheses). An exception is when Imperial units are used as identifiers in trade, such as “3½-in pipe.” Avoid combining SI and CGS units, such as flow in cm/s. 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.

Table i

Example variables and units for marine renewable energy

|  |  |  |
| --- | --- | --- |
| Symbol | Quantity | Unit |
| *U* | Flow speed | 1 m/s = 0.514 kna  |
| *p* | Pressure | Pa |
| *μ* | Dynamic viscosity | Pa·s |
| *ν* | Kinematic viscosity | m2/s |
| *L* | Distance | 1000 m = 1 km = (250/463) nmia |
| *E* | Energy | 1 kJ = 0.27 kWh |
| *a* | Acceleration | m·s-2 |
| *F* | Force | N |
| *P* | Power | W |
| *M* | Mass | 1000 kg = 1 t |
| *Q* | Flow rate | m3/s |

Vertical lines in tables are deprecated. Statements that serve as captions for the entire table do not need footnote letters.

aThe Admiralty measured mile and Admiralty knot should not be used to avoid confusion.

1. Some common mistakes

The word “data” is plural, not singular. 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.”

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 not italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

The suffix “-ize” is correct, both phonetically and etymologically, in both British and American English and there is no reason to use “-ise.” For further information, please see the relevant entry in the Oxford English Dictionary.



Fig. 1. Flow rate as a function of pressure difference. Note that “Fig.” is abbreviated. There is a period after the figure number, followed by two spaces. It is good practice to explain the significance of the figure in the caption.

1. Guidelines for graphics preparation
and submission
2. Types of graphics

The following list outlines the different types of graphics published in EWTEC proceedings. They are categorized based on their construction, and use of colour / shades of grey:

1. *Colour/grey-scale figures*

Figures that are meant to appear in colour, or shades of black/grey. Such figures may include photographs, illustrations, multicolour graphs, and flowcharts.

1. *Line art figures*

Figures that are composed of only black lines and shapes. These figures should have no shades or half-tones of grey, only black and white.

1. Tables

Data charts which are typically black and white, but sometimes include colour.

1. Multipart figures

Figures compiled of more than one sub-figure presented side-by-side, or stacked. If a multipart figure is made up of multiple figure types (one part is line-art, and another is grey-scale or colour) the figure should meet the stricter guidelines.

1. File formats for graphics

Format and save your graphics using a suitable graphics processing program that will allow you to export images as PostScript (PS), Encapsulated PostScript (.EPS), Tagged Image File Format (.TIFF), Portable Network Graphics (.PNG) or JPEG (.JPG) at suitable resolution (see below). It is strongly recommended that graphics be saved in PNG format rather than DOC, XLS, or PPT native formats. Doing so will protect your figures from common problems that occur when working on the files across multiple platforms.

Figures and tables must be centred in the column. Large figures and tables may span across both columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page.

Graphics may be full colour. All colours will be retained on the USB. Graphics must not use stipple fill patterns because they may not be reproduced properly. Please use only SOLID FILL colours, which contrast, well both on screen and on a black-and-white hardcopy.

EWTEC Proceedings use page size A4 with a column measurement of 86 mm. The column spacing is 6 mm. The left and right margins are 16 mm, top margin 22 mm (including header) and bottom margin 14 mm. The header height is 10 mm.

Most charts, graphs, and tables are one column wide (86 mm) or page wide (178 mm). The maximum depth a graphic can be is 250 mm. When choosing the depth of a graphic, please allow space for a caption. Figures can be sized between column and page widths if the author chooses, however it is recommended that figures are not sized less than column width unless when necessary.

1. Raster graphics

The proper resolution of your figures will depend on the type of figure it is as defined in the “Types of graphics” section. Photographs and colour and grey-scale figures should be at least 300dpi. Line art, including tables should be a minimum of 600dpi. The JPEG format should only be used for photographs; PNG format should be used for diagrams as it preserves sharp boundaries.

1. Vector graphics

In order to preserve the integrity of figures across multiple computer platforms, we accept vector graphics in the following formats: .EPS/.PDF/.PS. All fonts must be embedded or text converted to outlines in order to achieve the best-quality results.

1. Colour space

The term colour space refers to the entire sum of colours that can be represented within the said medium. For our purposes, the three main colour spaces are: grey-scale, RGB (red/green/blue) and CMYK (cyan/magenta/yellow/black). RGB is generally used with on-screen graphics, whereas CMYK is used for printing purposes.

Colour figures should be generated all in RGB or all in CMYK colour space. Grey-scale images should be submitted in grey-scale colour space. Line art may be provided in grey-scale OR bitmap colour space. Note that “bitmap colour space” and “bitmap file format” are not the same thing. When bitmap colour space is selected, .PNG or .TIFF are the recommended file formats.

1. Accepted fonts within figures

When preparing your graphics EWTEC suggests that you use of one of the following fonts: Palatino, Times New Roman, Helvetica, Arial, Cambria, and Symbol. If you are supplying EPS, PS, or PDF files all fonts must be embedded. Some fonts may only be native to your operating system; without the fonts embedded, parts of the graphic may be distorted or missing.

A safe option when finalizing your figures is to strip out the fonts before you save the files, creating “outline” type. This converts fonts to artwork what will appear uniformly on any screen.

1. Using labels within figures
2. Figure axis labels

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Power,” or “Power *P*,” not just “*P*.” Put units in parentheses. Do not label axes only with units. As in Fig. 1, for example, write “Flow speed (m/s)” or “Flow speed (ms−1),” not just “m/s.” Do not label axes with a ratio of quantities and units. For example, write “Pressure (Pa),” not “Pressure/Pa.”

Multipliers can be especially confusing. Write “Pressure (kPa)” or “Pressure (103 Pa).” Do not write “Pressure Pa × 1000” because the reader would not know whether the top axis label in Fig. 1 meant 16000 Pa or 0.016 Pa. Figure labels should be legible, approximately 8 to 10 point type.

1. Subfigure labels in multipart figures and tables

Multipart figures should be combined and labelled before final submission. Labels should appear centred below each subfigure in 8 point Palatino font in the format of (a) (b) (c).

1. Referencing a figure or table within your paper

When referencing your figures and tables within your paper, use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables should be numbered with Roman numerals.

1. Submitting your graphics within the final manuscript

Because EWTEC Proceedings publication is run for and by the marine renewable energy community, without an external publisher and with only limited resources for graphical design, you are requested to position figures and tables at the top of each page, in the correct place in the document, as you would expect to see them in the final manuscript. **All figures should be submitted within your final manuscript.** Place figure captions below the figures; place table titles above the tables. Please do not include captions as part of the figures, or put them in “text boxes” linked to the figures. Also, do not place borders around the outside of your figures.

1. Conclusion

A conclusion section is not 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 acknowledgement.

Acknowledgement

Use the singular heading even if you have many acknowledgements. Avoid expressions such as “One of us (S.B.A.) would like to thank ... .” Instead, write “F. A. Author thanks ... .” In most cases, sponsor and financial support acknowledgements are placed in the unnumbered footnote on the first page, not here.

This template was originally based on the *IEEE Transactions* template, with significant modifications of style, layout, policy and content. This does not represent any kind of endorsement by the IEEE.

References and footnotes

1. References

EWTEC Proceedings use the IEEE referencing style. References are placed in square brackets, inside punctuation. Multiple references are each numbered with separate brackets. When citing a section in a book, please give the relevant page numbers. In text, refer simply to the reference number. Do not use “Ref.” or “reference” except at the beginning of a sentence: “Reference [3] shows ... .” Please do not use automatic endnotes in *Word*, rather, type the reference list at the end of the paper using the “References” style.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name. Use them all; use *et al*. only if names are not given. Use commas around Jr., Sr., and III in names. Abbreviate conference titles. When referencing a patent, provide the day and the month of issue, or application. References should include enough information for the reader to find the original source. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference.

Capitalize only the first word in a title, except for proper nouns. For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation. See the end of this document for formats and examples of common references.

1. Footnotes

Number footnotes separately in superscripts (References | Footnote).[[2]](#footnote-2) Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

1. EWTEC publishing policy

The general EWTEC policy requires that authors should only submit original work that neither has appeared elsewhere for publication, nor is under review for another publication or conference. The submitting author is responsible for obtaining agreement of all co‑authors and any consent required from employers or sponsors before submitting an article. The EWTEC conference strongly discourages courtesy authorship; it is the obligation of the authors to cite only relevant prior work.

References

Basic format for books:

 J. K. Author, “Title of chapter in the book,” in *Title of their published book, x*th ed. City of publisher, Country: Abbrev. of Publisher, year, ch. *x*, sec. *x*, pp. *xxx–xxx.* [Online]. Available: http://www.web.com

Examples:

1. D. T. Pugh, “Analysis and prediction,” in *Tides, surges and mean sea-level. A handbook for Engineers and Scientists.* John Wiley & Sons, 1987, ch. 4, pp. 96-141. [Online]. Available: https://eprints.soton.ac.uk/19157/
2. J. Falnes, Ocean Waves and Oscillating Systems: Linear Interactions Including Wave-Energy Extraction. Cambridge: Cambridge University Press, 2002.

Basic format for journals:

J. K. Author, “Name of paper,” *Abbrev. Title of Periodical*, vol. *x*, no. *x*, pp. *xxx-xxx*, Abbrev. Month, year. Accessed on: Month, Day, year, DOI: 10.1109.*XXX*.123456, [Online].

Examples:

1. G. I. Taylor, “Tidal oscillations in gulfs and rectangular basins,” *Proc. London Math. Soc.*, vol. 20, pp. 148–181, 1919.
2. I. P. Castro, “Wake characteristics of two-dimensional perforated plates normal to an air-stream,” *Journal of Fluid Mechanics*, vol. 46, no. 3, pp. 599–609, 1971.
3. A. Babarit, J. Hals, M. J. Muliawan, A. Kurniawan, T. Moan, and J. Krokstad, “Numerical benchmarking study of a selection of wave energy converters,” *Renew. Energy*, vol. 41, pp. 44–63, 2012. DOI: 10.1016/j.renene.2011.10.002, [Online].

Basic format for reports and handbooks:

J. K. Author. “Title of report,” Company. City, State, Country. Rep. no., (optional: vol./issue), Date. [Online] Available: site/path/file

*Examples:*

1. R. J. Hijmans et al., “Raster: Geographic analysis and modeling with raster data,” R Package Version 2.6-7, Nov. 13, 2017. [Online]. Available: http://CRAN.R-project.org/package=raster
2. WaveNet, “WaveNet. Results from the work of the European Thematic Network on Wave Energy,” Mar. 2003. [Online] Available: http://www.offshorecenter.dk/log/bibliotek/23WaveNet\_Full\_Report.pdf

Basic format for patents:

Name of the invention, by inventor’s name. (year, month day). Patent Number[Type of medium]. Available: site/path/file

Example:

1. Automatic electricity generating musical toothbrush, by Yang Junmin. (2015, July 22). CN104783484 (A)[Online]. Available: Espacenet.

Basic format for conference proceedings (published):

J. K. Author, “Title of paper,” in *Abbreviated Name of Conf.*, City of Conf., Abbrev. State (if given), Country, year, pp. *xxxxxx.*

Example:

1. A. M. Tuckey, D. J. Patterson, and J. Swenson, “A kinetic energy tidal generator in the Northern Territory - results,” in *23rd International Conference on Industrial Electronics, Control, and Instrumentation*, 1997, vol. 2, pp. 937–942.

Example for papers presented at conferences (unpublished):

1. W. E. Heronomus, P. A. Margarella, R. A. McPherson, and D. L. Ewing, “On the extraction of kinetic energy from oceanic and tidal river currents,” presented at the *MacArthur workshop on the feasibility of extracting useable energy from the Florida current*, 1974.

Basic formatfor theses (M.Sc./M.S./M.Phil/Master) and dissertations (Ph.D./D.Phil):

a) J. K. Author, “Title of thesis,” M.Sc. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

b) J. K. Author, “Title of dissertation,” Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. Country, year.

Examples:

1. E. M. Evans, “Tidal stream energy,” Ph.D. dissertation, Plymouth Polytechnic, UK, 1987.
2. G. M. Postma, “Wave reflection from rock slopes under random wave attack,” Master thesis, Faculty of Civil Engineering and Geosciences, Hydraulic Engineering, TU Delft, Delft, Netherlands, 1989.

Basic format for the most common types of unpublished references:

a) J. K. Author, private communication, Abbrev. Month, year.

b) J. K. Author, “Title of paper,” unpublished.

c) J. K. Author, “Title of paper,” to be published.

Examples:

1. J. Kushner, private communication, June 2016.

Basic formats for standards:

a) *Title of Standard*, Standard number, date.

b) *Title of Standard*, Standard number, Corporate author, location, date.

Examples:

1. Marine energy - Wave, tidal and other water current converters - Part 201: Tidal energy resource assessment and characterization, IEC TS 62600-201:2015.
2. Letter Symbols for Quantities, ANSI Standard Y10.5-1968.

*Example when using et al.:*

1. G. Aad et al., “Combined Measurement of the Higgs Boson Mass in *pp* Collisions at √s=7 and 8 TeV with the ATLAS and CMS Experiments,” *Phys. Rev. Lett.*, vol. 114, no. 19, p. 191803, May 2015.
1. This paragraph of the first footnote (unnumbered: the number is formatted as “hidden”) will contain the ID number of your paper submission and the conference track where the paper was submitted. It will also contain support information, including sponsor and financial support acknowledgement. For example, “This work was supported in part by the EPSRC under grant...”

The next few paragraphs should contain the authors’ current affiliations, including current address and e-mail. For example, F. A. Author is with the Energy and Environmental Sciences Branch Space and Naval Warfare Systems Center Pacific 53560 Hull Street San Diego, CA, 92152 U.S.A (e-mail: f.a.author@domain.tld).

S. B. Author was at the French Research Institute for Exploitation of the Sea (IFREMER) Centre Manche–Mer du Nord, Boulogne sur Mer FR-62321, France. They are now at College of Engineering, Ocean University of China, Qingdao, China, 266100 (e-mail: s.b.author@domain.tld).

T. C. Author is with Department of Physical Oceanography, CICESE, Carretera Ensenada-Tijuana 3918, Ensenada, Baja California, México (e-mail: t.c.author@domain.tld). [↑](#footnote-ref-1)
2. It is recommended that footnotes be avoided (except for the unnumbered footnote with the receipt date on the first page). Instead, try to integrate the footnote information into the text. In order to hide the footnote number on the first page, the label is formatted as “hidden”. [↑](#footnote-ref-2)