

INSTRUCTIONS

FOR TECHNICAL PREPARATION OF FINAL MANUSCRIPTS FOR JUMV CONFERENCES

1. The Final Manuscript of your paper offered to JUMV for publication must be written in English language.
2. JUMV will not make any corrections to your paper, so please prepare it carefully, following these Instructions.
3. It should be prepared for A4 LaserWriter output, in an electronic ("**doc/docx**") format using Desktop publishing and Word processing technology (Microsoft Word for Windows 2007 is preferred). Any illustrations (charts, graphs, tables, or photos) must be prepared in an electronic format ("JPG/JPEG" or similar) having appropriate resolution for paper/pdf printing and these must be included in the text.
4. JUMV **will only add heading** to the first page of your Final Manuscript and **page designation**.
5. Please note that your paper **may not** be accepted for publication if it was not prepared in an appropriate way.
6. The paper should be prepared in single-column format. Page format and specifications are as follows:

Body text: **Paper size A4**

Type style: **Arial or Times New Roman**

Type size: **11 points**

Spacing: **Single (13 points)**

Top Margin **first page 100 mm**

Top margin **other pages 25 mm**

Bottom Margin **all pages 25 mm**

Side Margins **all pages 20 mm**

Column Style: **Justified**

JUMV will only use free space of 210 x 100 mm on the top of the First Page for editing purposes!
You are kindly requested to leave this space free.

6. Please use the **separate** Cover Sheet to print on it the following information:
 - (i) Title of the paper
 - (ii) Author(s) - First and Last Name(s) and Affiliation(s)
 - (iii) Photo(s) of Author(s) in 30 x 40 mm size
 - (iii) Short Curriculum Vitae of the presenting author (optional)
7. Elements of the text (Recommended):
 - (i) Abstract - An abstract of about 100 words should be printed at the beginning of your text, starting with the first line bellow the Top Margin of the first page,
 - (ii) Key Words: Indicate about five Key Words under the text of Abstract,
 - (iii) Body text (with paragraphs),
 - (iv) Summary or Conclusions,
 - (v) Acknowledgments (optional),
 - (vi) References,
 - (vii) Appendix (optional)
8. Number of pages: not more than 12-15 (Recommended).
9. **Mailing procedure**: After completing the manuscript, be sure to proofread it carefully. Do not hesitate to use Spelling and Grammar capabilities of Microsoft Word 2007 or higher.
Please email your Final Manuscript prepared in line with these Instructions having "**doc/docx**" format to the following email address (you can use bulk mail services):

cduboka@EUnet.rs or cduboka@jumv.rs

It is also warmly recommended that you send one (1) hard copy of your Final Manuscript in "doc" format in addition to its electronic copy on a CD to the following mailing address:

JUMV c/o Faculty of Mechanical Engineering, University of Belgrade
SRB - 11120 Belgrade 35, Kraljice Marije 16, P. O. Box 34, Serbia

10. For any additional information you may contact JUMV:

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