

TBIS PAPER FORMAT INSTRUCTION

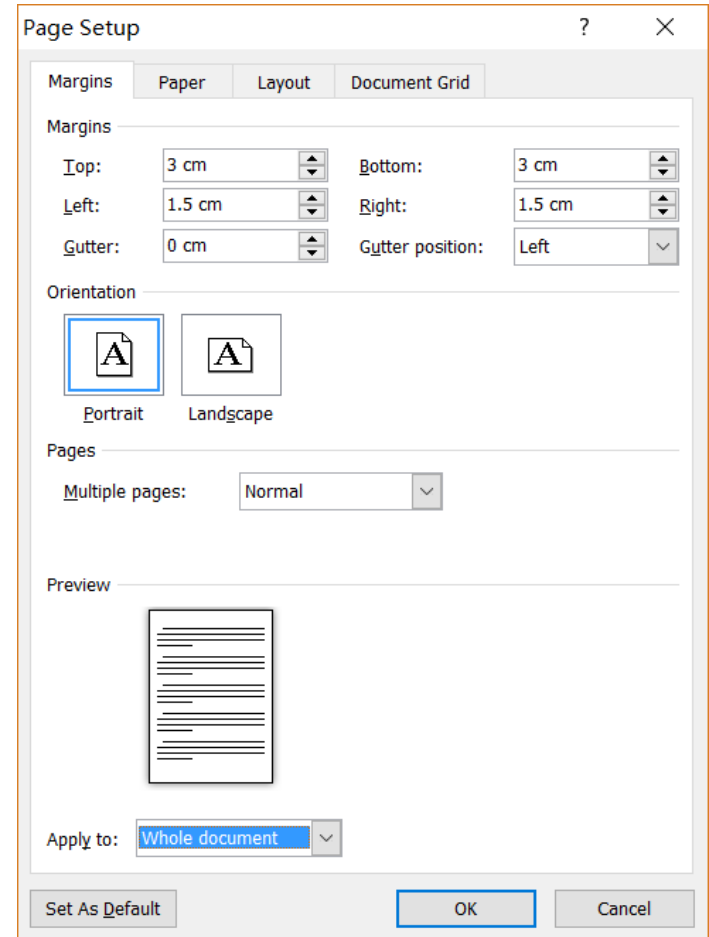
www.tbisociety.org

Content

1. Page setup
2. Paragraph setup
3. Title
4. Abstract and key words
5. Paper's main body
6. Chapter headings
7. Diagram
8. Column
9. Reference
10. Three-line table

1. Page setup

- (1) Check whether there are page numbers on the bottom of the page, if any, delete it;
- (2) Check “Page Layout”- “Margins”- “Custom Margins”
- (3) Check “Page setup” "custom page margins", set the top and bottom:30mm, left and right:15mm, binding thread: 0mm;
- (4) Orientation: **Portrait**; Multiple Pages: **Normal**; Apply to: **Whole Document**



Microsoft Word 2010

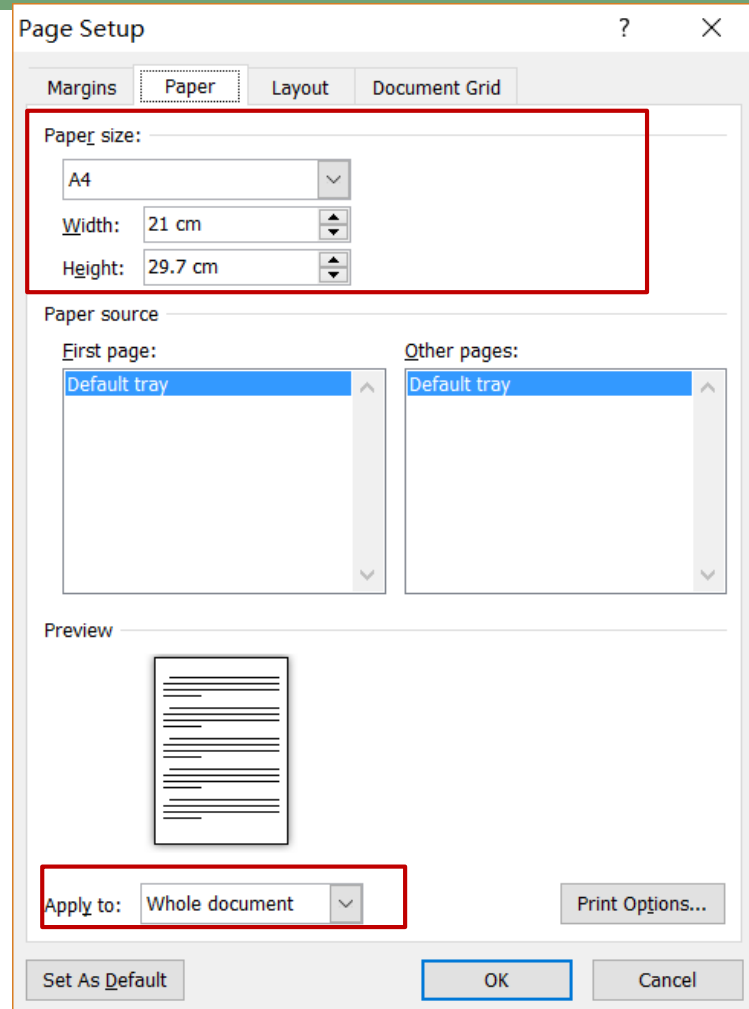
1. Page setup

(5) Paper size: **A4**;

Width: **210mm**;

Height: **297mm**;

Apply to : **whole document**;



1. Page setup

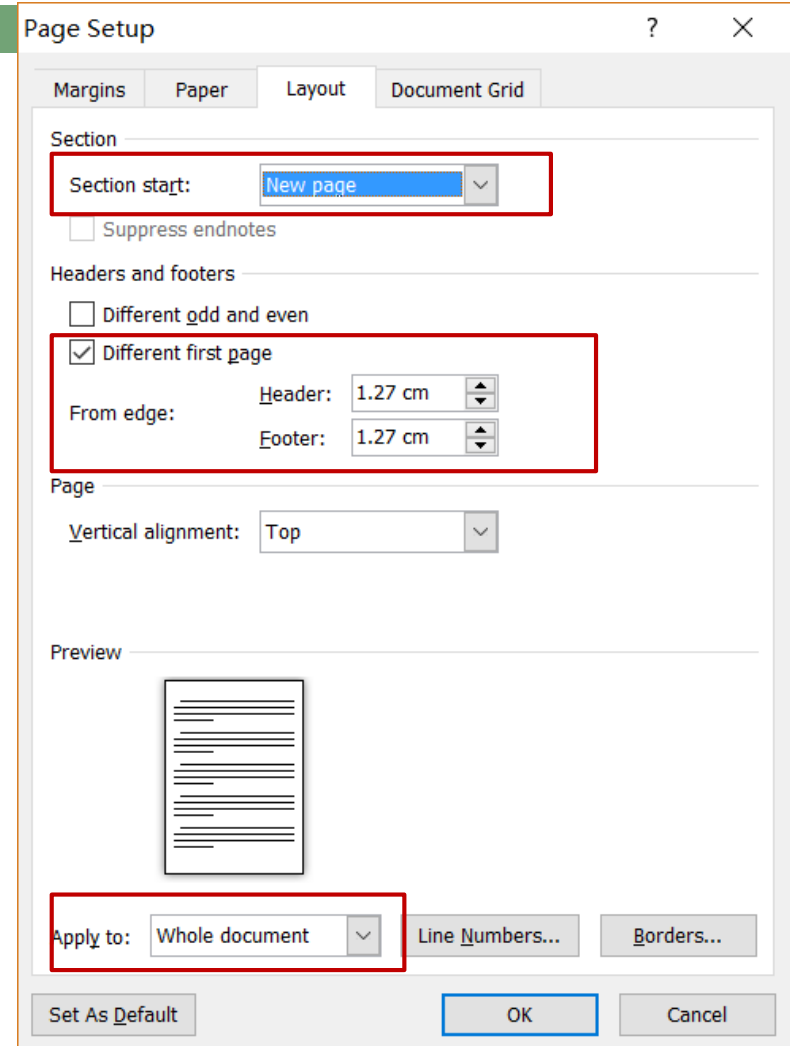
(6) Starting position of section: **new page**;

Page header and page footer: **Different first page**;

Page header: **12.7mm**;

Page footer: **12.7mm**;

Apply to: **whole document**;

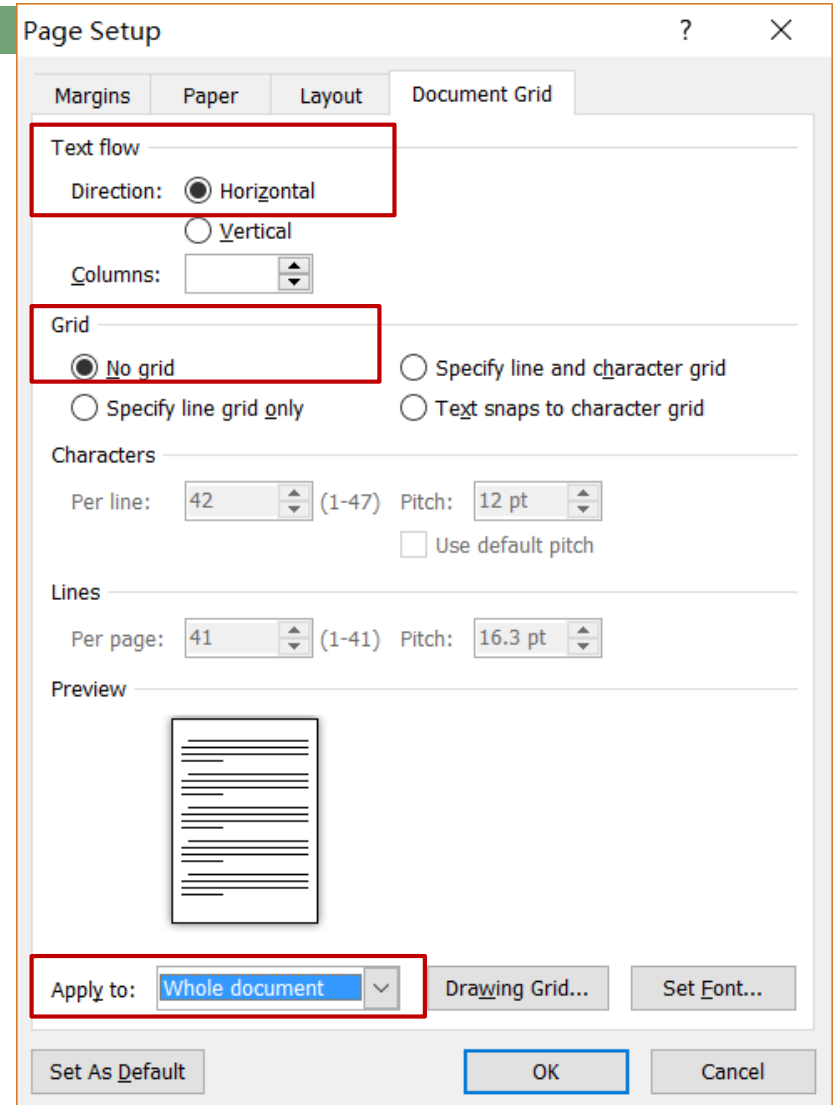


1. Page setup

(8) Text flow: **Horizontal Direction;**

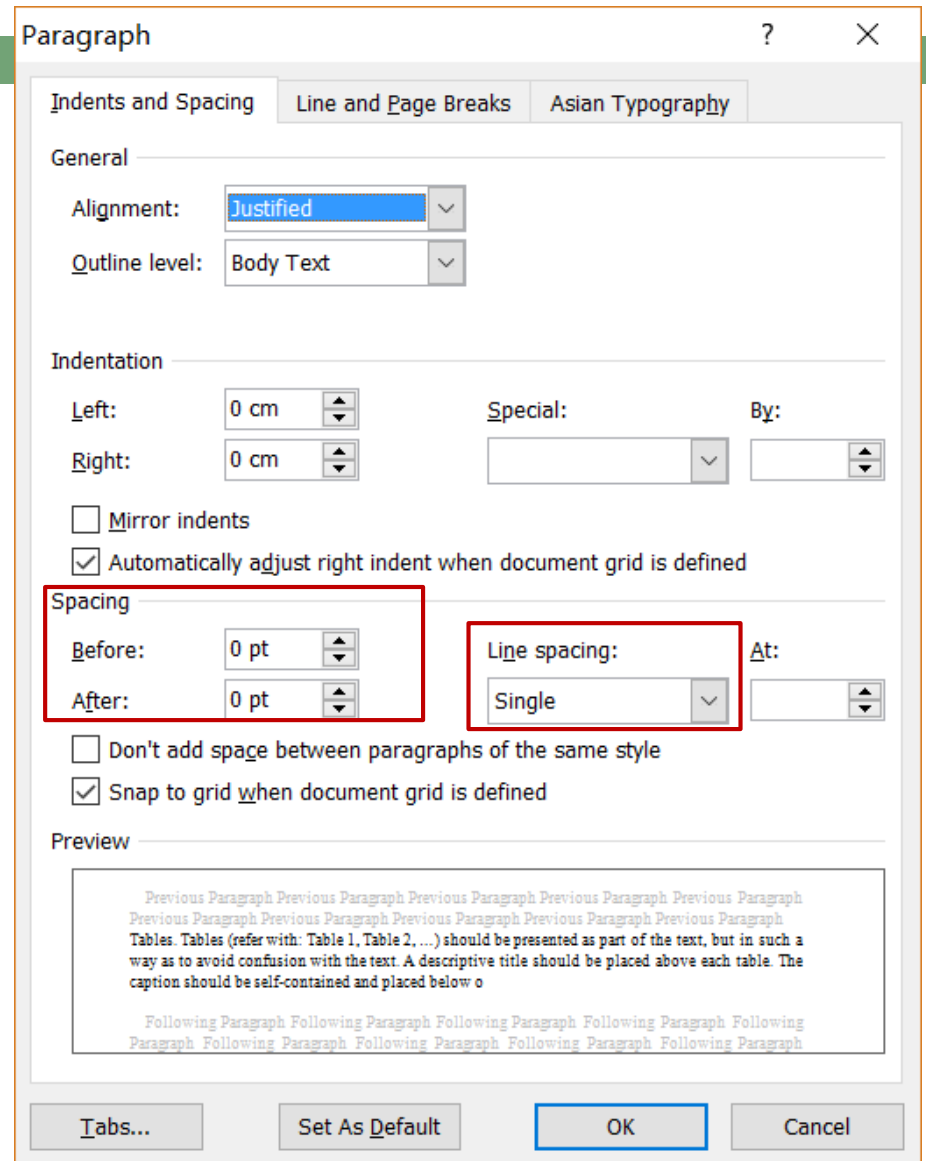
Grid: **No grid;**

Apply to: **the whole document;**



2. Paragraph Setup

- (1) “Ctrl+A” select whole paper;
- (2) Right-click enter “paragraph” Setup;
- (3) Set **Opt** spacing before and after the paragraph;
- (4) Line spacing: **Single**



3. Title

- Title: **No.16 typeface, center, overstriking;**
- Name: **No.12 typeface, center;**
- As for name, capitalize the first letter rather than all letters; eg: **Jian-Guo Zhao, Jason FT Mak, David Jones²**; when the name is double, put “-” between them;
- Blank line between title and name: **No.12 typeface;**
- Address: **No.11 typeface, center, italic;** when the addresses are same, there is no need to write; when they are different, mark them after name; if one author has two addresses, mark both and separate them^{1,2} with “,” and **superscript;**
- Blank line between author’s name and communicational e-mail: **No.12 typeface;**
- Communicational author should put “*” after name and make it superscript;
- Other blank lines in paper: **No.11 typeface;**
- Whole paper is written with **Times New Roman;**

Title of Your Paper

Jian-Guo Zhao^{1*}, Jason FT Mak^{1,2}, David Jones²

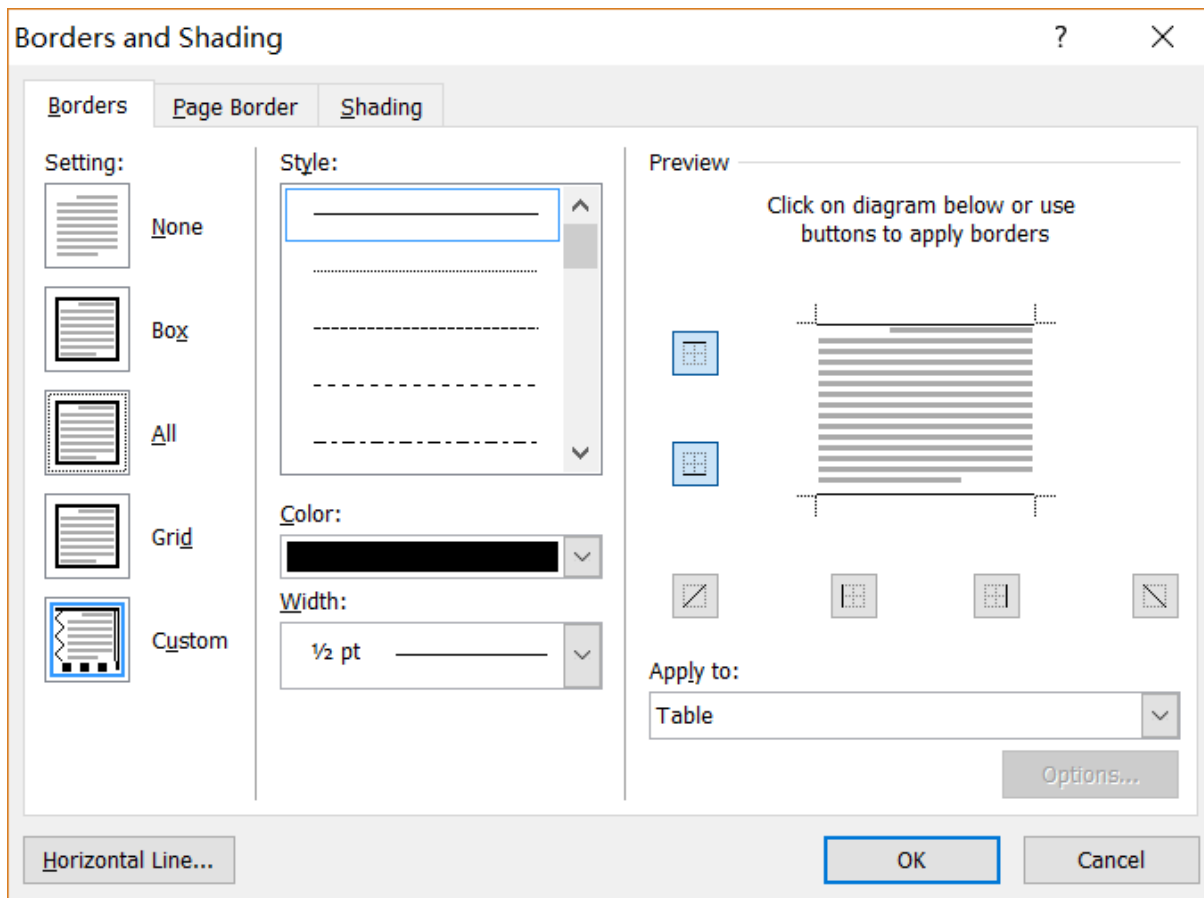
¹*Name of institution of the first author, Street name, City, State, post code, Country*

²*Name of institution of the second author, Street name, City, State, post code, Country*

*Corresponding author’s email: zhaojianguo@yahoo.com

4. Abstract and key words

- (1) Insert 1 line \times 1 column diagram, **only reveal upper and under edge line**; fill the diagram with abstract and key words;



4. Abstract and key words

- (2) “Abstract” and “Keywords” :No.11 typeface, overstriking;
Put “;” between each key word;
Capitalize the first letter of each key word;
No punctuation after the last key word;
The typeface of blank line within abstract, abstract content and key words is No.11;

Abstract

A concise and factual abstract, of around 100 words, 11pt Times New Roman is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It must be able to stand alone, references should be avoided. Non-standard or uncommon abbreviations should be avoided.

Keywords: Heading; Introduction; Times New Roman; Number

5. Paper's Main Body

(1) **No Space** in the first paragraph of each chapter

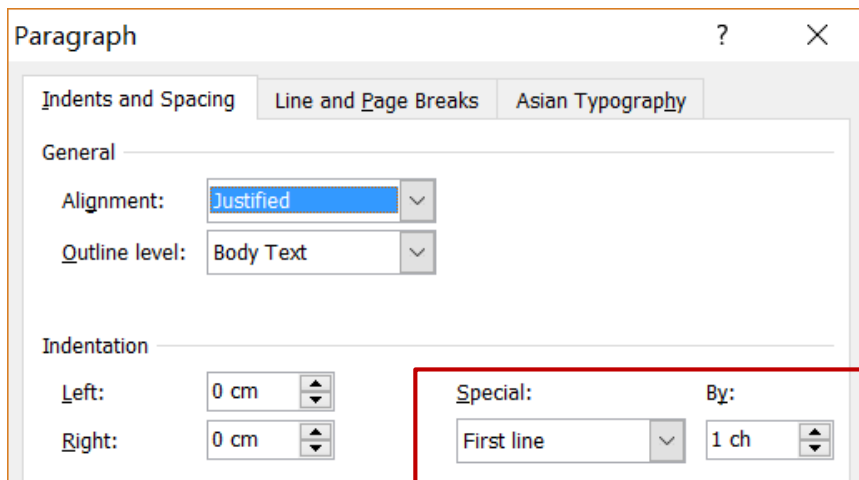
1. Introduction

As you can see for the title of the paper you must use 16pt, Centered, Bold, Times New Roman. Leave one blank line and then type Authors' Name (12pt Times New Roman, Bold, centered), Department, University, Address, City, State, Zip, Country (12pt Times New Roman, centered). Then you must type e-mail address of the corresponding author (11pt Times New Roman, centered).

No Space

The heading of each section should be printed in small, 14pt, left justified, bold, Times New Roman. You must use numbers 1, 2, 3, ... for the sections' numbering and not Latin numbering (I, II, III, ...).

(2) As for the first line of the other paragraph, use “first line ”with **1 character**



5. Paper's Main Body

(3) If the illustration of picture is more than one line, use **justify align** rather than center;

(4) If picture and illustration can't be revealed in the same page, you should adjust the size of picture slightly to let them in the same page;

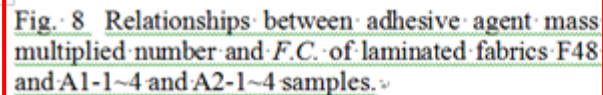



Fig. 8 Relationships between adhesive agent mass multiplied number and F.C. of laminated fabrics F48 and A1-1~4 and A2-1~4 samples.

Fig. 9. Relationship: laminated fabrics.

6. Chapter headings

(1) First-level heading:

No. 14 typeface, overstriking;

Second-level heading:

No. 12 typeface, overstriking;

Third-level heading:

No. 11 typeface, overstriking;

(2) No blank line between paragraphs, otherwise, delete them;

(3) The blank line between title and upper and lower paragraph: No.11 typeface;

As you can see for the title of the paper you must use 16pt, Centered, Bold, Times New Roman, 1 line and then type Authors' Name (12pt Times New Roman, Bold, centered), Country (11pt Times New Roman, centered). Then you must type e-mail address (11pt Times New Roman, centered).

The heading of each section should be printed in small, 14pt, left justified, bold, use numbers 1, 2, 3, ... for the sections' numbering and not Latin numbering (I, II, ...).

2. Problem formulation

First-level heading

Please, leave one blank line between successive sections as here.

Equations. Equations (refer with: Eq. 1, Eq. 2, ...) should be centered. There should be one line of space above the equation and one line of space below it before the text continues. The equations should be numbered sequentially, and the number put in parentheses at the right-hand edge of the text, as if they were an ordinary part of the text. Punctuation appears after the equation number, e.g.

$$c^2 = a^2 + b^2$$

2.1 Subsection

Second-level heading

When including a subsection you must use, for its heading, small letters, 12pt, Times New Roman as here.

2.1.1 Sub-subsection

Third-level heading:

7. Diagram

- (1) In the main body, the format of pictures' numbers (eg: **Fig. 1**、**Fig. 2**) should be unified;
- (2) When mentioned diagram's number, use "**T**able 1 and 2 ", and capitalize first letter; no plural;
- (3) If the diagram can't be revealed in one page, advance latter words and put the whole diagram in next page;

However, it is clear that lami theory as shown in **Fig. 1**. So, adhesive interlining were consi the difference betwe

picture number

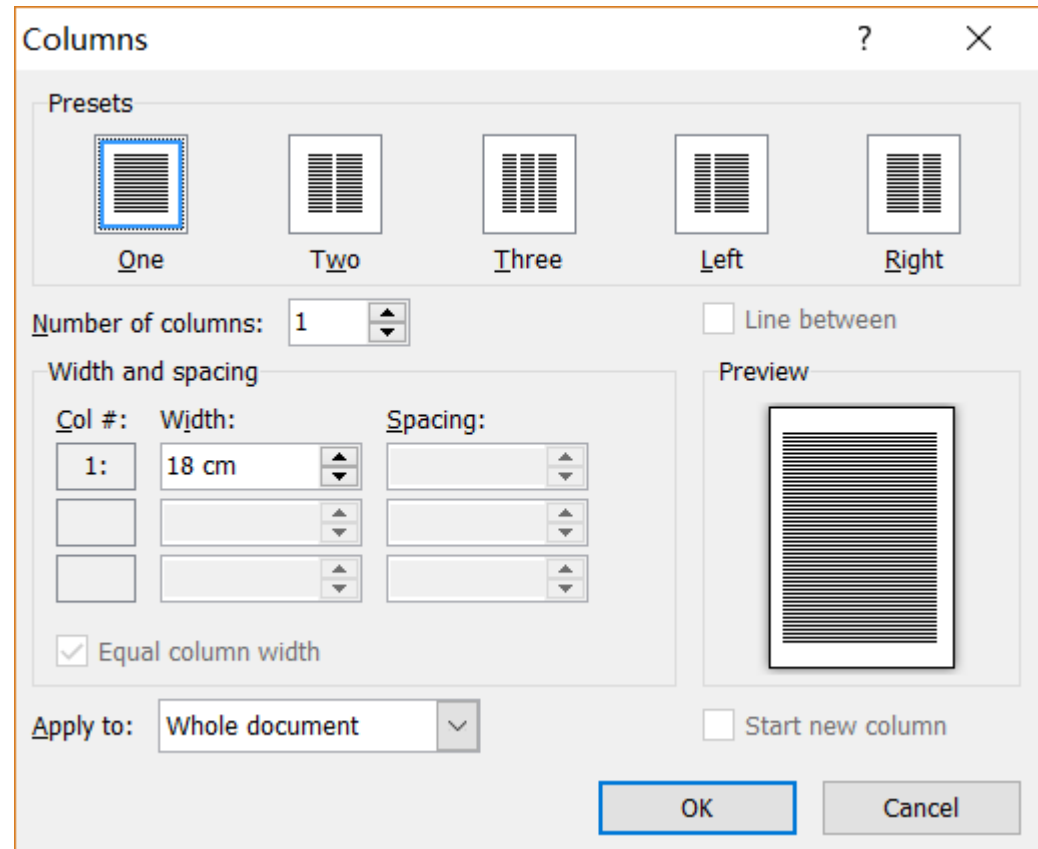
I.R. of shear stiffness was a agent has dot shape **(Fig.2)** therefore, to obtain *I.R.*, torq aminated fabrics by those combinati re shown in **tables 1 and 2**
BE DENKI KOGYOSYO
10-

table number

8. Column

- (1) Apply to **the whole paper**;
- (2) Check “Page Layout”-
“Column”- “More Columns”
 - Number of Columns : **1**;
 - Width: **18cm**

Notice: If there is section break in paper, set each chapter separately;



9. Reference

- (1) In paper, the express of labeling bibliography is [1,2] rather than [1 and 2] and there is no blank space after comma;

rgarments.
inated fabric with adhesive
et al. [1 and 2] suggested a

Wrong, Please kindly Change to
[1,2]

- (2) Name's style of writing in reference: last name first, then acronym of name; as for dual names, there is no blank space between initial;
- (3) Annotation order: Name. Paper name. Journal name: Year ; Issue ; Paper number.
- (4) The punctuation after name, paper name and ending is “.” ;

Notice: Journal Titles is Abbreviations

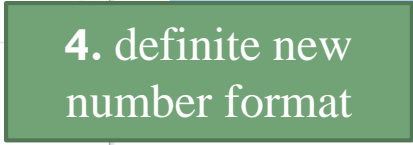
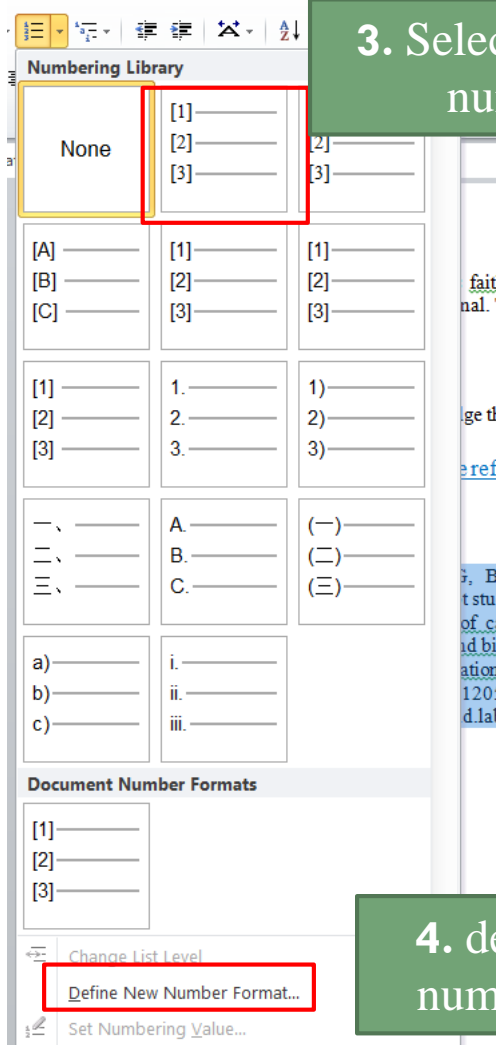
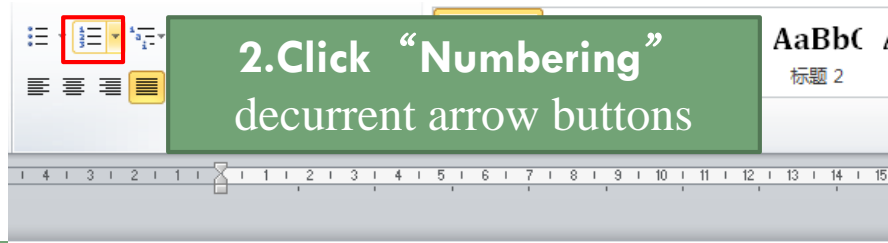
References

Notice: [Reference number]

- [1] Driessens FCM, Boltong MG, Bermudez O, Planell JA. Formulation and setting times of some calcium orthophosphate cements: a pilot study. J Mater Sci: Mater Med 1993; 4: 503-508.
- [2] Nancollas H. In vitro studies of calcium phosphate crystallisation. In: Mann S, Webb J, Williams RJP, editors. Biomineralization. Chemical and biochemical perspectives. New York: VCH, 1989. p. 157-182.
- [3] Brown W, Chow LC. Combinations of sparingly soluble calcium phosphates in slurries and paste as mineralizers and cements. US Patent No. 4612053, 1986.
- [4] Information on <http://www.weld.labs.gov.cn>

9. Reference

- (1) Select all Reference ;
- (2) Click decurrent arrow buttons next to “Numbering”;
- (3) Open small serial number; Select available serial number format.
- (4) If there is no this kind of serial number format, click “definite new number format” which is under this window.



Tachibana
sponge scaffolds for long-term cell cultivation
Katoh K, Tanabe T, Yamauchi K. Novel
controlled pore size and porosity. Biomat
Tachibana A, Kaneko S, Tanabe T, Yamauchi K. Novel
hybrid sponges toward osteoblast
2005;26:297-302.
Aluigi A, Varesano A, Montarsolo A, et al. *Journal of Biomedical Materials Research Part B: Applied Biomaterials* 2005;67B:1205-1210.
Electrospinning of keratin/poly(ethylene glycol) nanofibers for tissue engineering. *Journal of Biomedical Materials Research Part B: Applied Biomaterials* 2007;104:863-870.
Turowski M, Kalisz R. Keratin immobilized on porous polymeric scaffolds for chromatographic modelling of skin permeability. *Journal of Biomedical Materials Research Part B: Applied Biomaterials* 2005;67B:1325-1333.

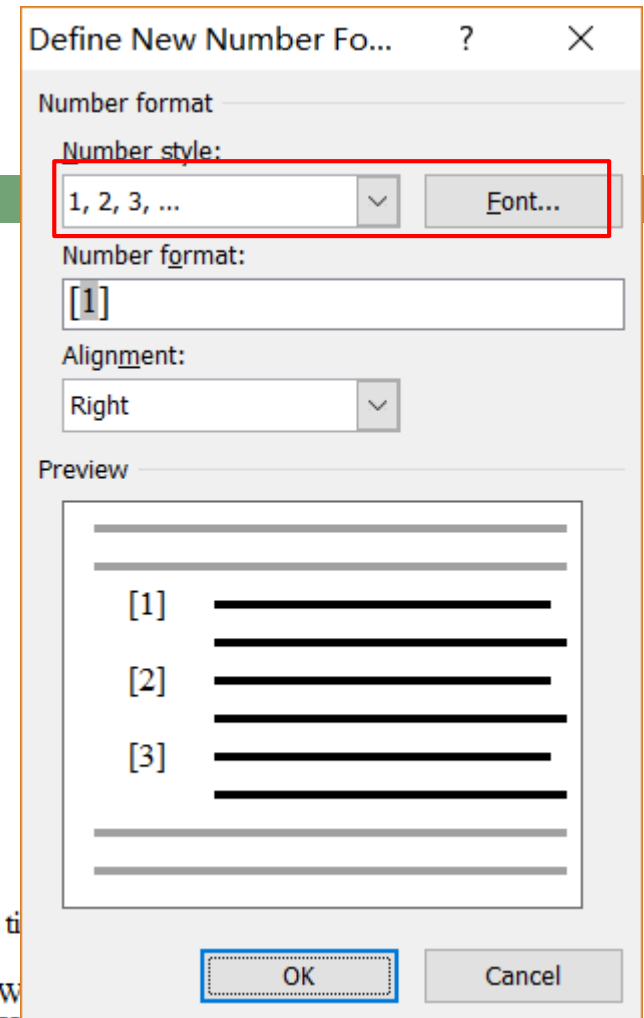
9. Reference

(5) How to definite new serial number format:

1. Like the right picture, select “ serial number pattern “ serial number format” and “alignment”
2. Click the Arabic number which is under “serial number format” then add square brackets before and after it;
3. Click “confirmation” then the literature serial number is as following.

References

- [1] Driessens FCM, Boltong MG, Bermudez O, Planell JA. Formulation and setting time of orthophosphate cements: a pilot study. *J Mater Sci: Mater Med* 1993;4:503-508.
- [2] Nancollas H. In vitro studies of calcium phosphate crystallisation. In: Mann S, Wronski J, editors. *Biomaterialization*. Chemical and biochemical perspectives. New York: VCH, 1989. p. 157-182.
- [3] Brown W, Chow LC. Combinations of sparingly soluble calcium phosphates in slurries and paste as mineralizers and cements. US Patent No. 4612053, 1986.
- [4] Information on <http://www.weld.labs.gov.cn>



10. Three-line table

(1) Select the three line table which needs to be modified

Table 1. The sample of table

Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

(2) clicking the right mouse button, select “Borders and Shading”

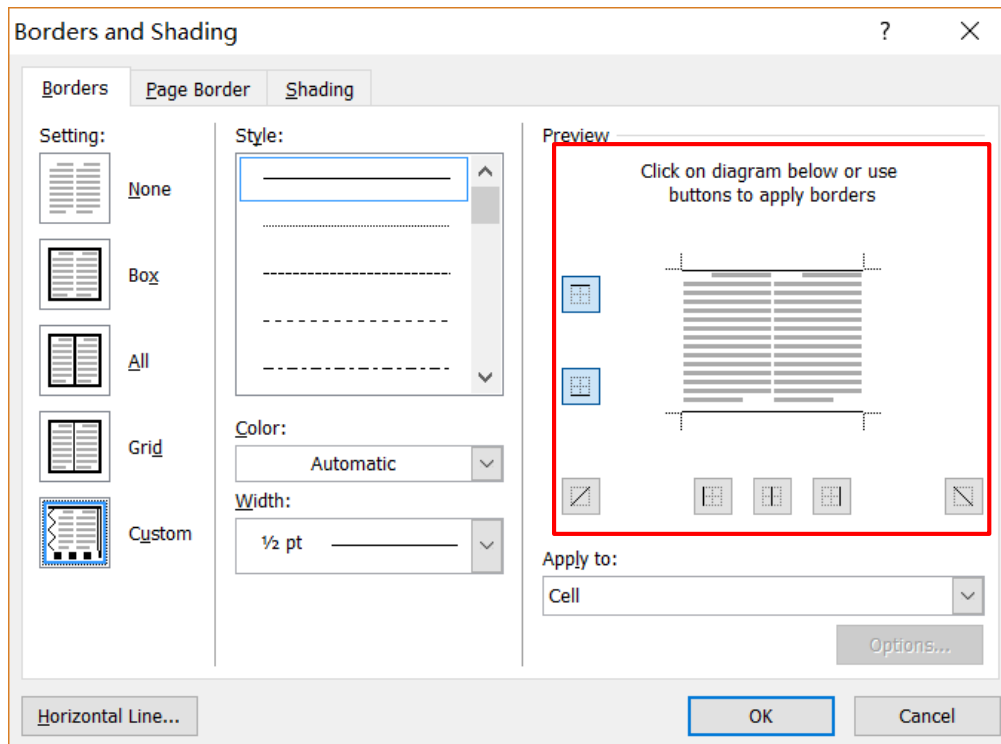
The screenshot shows a Microsoft Word document with a table and a context menu. The table is titled "Table 1. The sample of table" and contains the following data:

Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

The context menu is open over the table, and the "Borders and Shading..." option is highlighted with a red box. Other options in the menu include Cut, Copy, Paste Options, Insert, Delete Table, Merge Cells, Distribute Rows Evenly, Distribute Columns Evenly, Draw Table, Cell Alignment, AutoFit, Insert Caption..., and Table Properties...

10. Three-line table

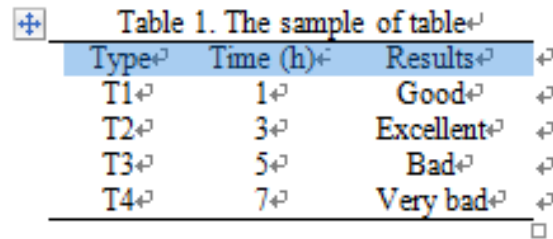
(3) Remove the middle line of the form



Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

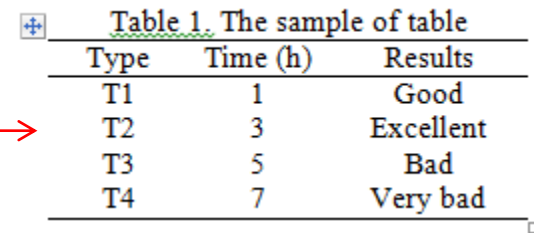
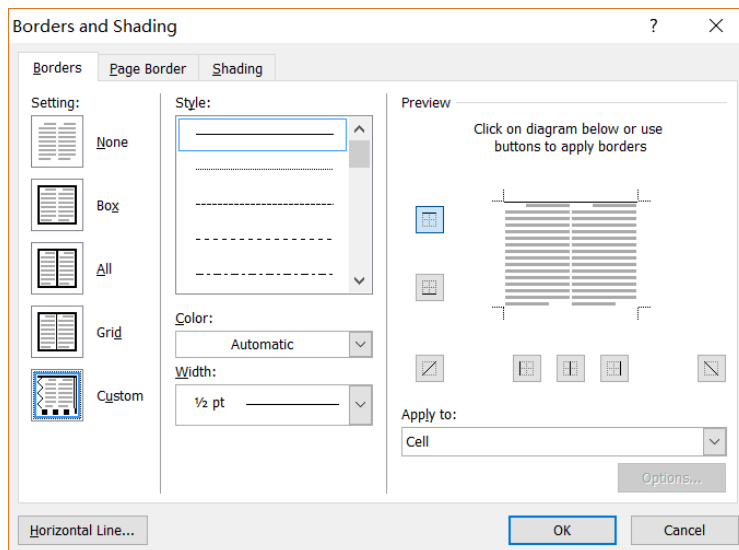
10. Three-line table

(4) select subject line, clicking the right mouse button, select “Borders and Shading”



Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

(5) Add the bottom line of the form



Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

Title of Your Paper

Jian-Guo Zhao¹, Jason FT Mak^{1,2}, David Jones^{2*} (Given name Surname)

¹Name of institution of the first author, Street name, City, State, post code, Country

²Name of institution of the second author, Street name, City, State, post code, Country

*Corresponding author's email: Davidjones david@yahoo.com

(*This email address will be shown up in proceedings only)

Presenting author's email address:

1st author's email address: jzz@yahoo.com

Or 2nd author's email address: Jason@yahoo.com

Abstract

A concise and factual abstract, of around 100 words, 11pt Times New Roman is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It must be able to stand alone, references should be avoided. Non-standard or uncommon abbreviations should be avoided.

Keywords: Heading; Introduction; Times New Roman; Number

Note:

- Abstract: Using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of". List 4-6 keywords.
- Leave one blank line after the Abstract. For papers liked to be indexed by EI, key words should be the words included in EI Thesaurus (please visit the website: www.engineeringvillage.com). (11pt Times New Roman)
- Length of paper should range from 3,000 to 6,000 words.

1. Introduction

As you can see for the title of the paper you must use 16pt, Centered, Bold, Times New Roman. Leave one blank line and then type Authors' Name (12pt Times New Roman, Bold, centered), Department, University, Address, Country (11pt Times New Roman, centered). Then you must type e-mail address of the corresponding author (11pt Times New Roman, centered).

The heading of each section should be printed in small, 14pt, left justified, bold, Times New Roman. You must use numbers 1, 2, 3, ... for the sections' numbering and not Latin numbering (I, II, III, ...).

2. Problem Formulation

Please, leave one blank line between successive sections as here.

Equations. Equations (refer with: Eq. 1, Eq. 2, ...) should be centered. There should be one line of space above the equation and one line of space below it before the text continues. The equations have to be numbered sequentially, and the number put in parentheses at the right-hand edge of the text. Equations should be punctuated as if they were an ordinary part of the text. Punctuation appears after the equation but before the equation number, e.g.

$$c^2 = a^2 + b^2 \quad (1)$$

2.1 Subsection

When including a subsection you must use, for its heading, small letters, 12pt, left justified, bold, Times New Roman as here.

2.1.1 Sub-subsection

When including a sub-subsection you must use, for its heading, small letters, 11pt, left justified, bold, Times New Roman as here.

3. Problem Solution

Tables. Tables (refer with: Table 1, Table 2, ...) should be presented as part of the text, but in such a way as to avoid confusion with the text. A descriptive title should be placed above each table. The caption should be self-contained and placed below or beside the table. Units in tables should be given in square brackets [meV]. If square brackets are not available, use curly {meV} or standard brackets (meV).

Figures. Do NOT insert the figures in tables. Figures (refer with: Fig. 1, Fig. 2, ...) also should be presented as part of the text, leaving enough space so that the caption will not be confused with the text. The caption should be self-contained and placed below or beside the figure. Generally, only original drawings or photographic reproductions are acceptable. Only very good photocopies are acceptable. Utmost care must be taken to insert the figures in correct alignment with the text. Half-tone pictures should be in the form of glossy prints. If possible, please include your figures as graphic images in the electronic version. For best quality the pictures should have a resolution of 300 dpi (dots per inch).

Table 1 The sample of table

Type	Time (h)	Results
T1	1	Good
T2	3	Excellent
T3	5	Bad
T4	7	Very bad

If your paper deviates from these specifications, your paper will be rejected immediately. When citing references in the text of the abstract, you should type the corresponding number in square brackets as shown at the end of this sentence [1].

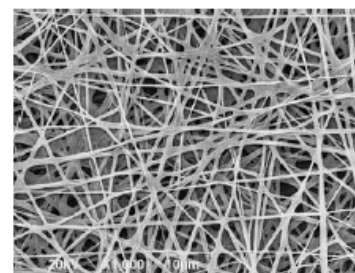


Fig. 1 SEM of sample

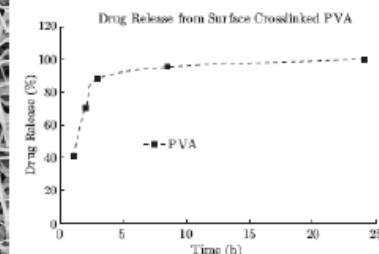


Fig. 2 Example 2

Page Numbers. Do NOT print page numbers.

Literature References. References are cited in the text just by square brackets [1]. (If square brackets are not available, slashes may be used instead, e.g. /2/) Two or more references at a time may be put in one set of brackets [3,4]. The references are to be numbered in the order in which they are cited in the text and are to be listed at the end of the contribution under a heading References, see our example below [5-10].

4. Conclusion

Please, follow our instructions faithfully, otherwise you have to resubmit your full paper. This will enable us to maintain uniformity in the journal. Thank you for your cooperation and contribution.

5. Acknowledgement

The authors wish to acknowledge the ABC program.

[Attention: Please follow the reference format strictly, especially the punctuations.](#)

References

- [1] Driessens FCM, Boltong MG, Bermudez O, Planell JA. Formulation and setting times of some calcium orthophosphate cements: a pilot study. *J Mater Sci: Mater Med* 1993; 4: 503-508.
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- [3] Brown W, Chow LC. Combinations of sparingly soluble calcium phosphates in slurries and paste as mineralizers and cements. US Patent No. 4612053: 1986.
- [4] Information on <http://www.weld.labs.gov.cn>