



## **DEPARTMENT OF MATHEMATICS TECHNICAL REPORT**

### **Technical Report Author Guidelines**

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# Technical Report Author Guidelines

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**Abstract.** The purpose of this document is to say a little history of the Mathematics Department Technical Report Series (MDTRS) and provide the author guidelines of how to prepare and submit a report.

**Keywords:** Guidelines, Committee, Technical Report, Preparation.

## §1 INTRODUCTION

As the chair for the Math Dept Technical Report Series (MDTRS) Committee, I have prepared this document to help any of the interested authors to prepare his or her contribution to the MDTRS.

The Math Dept Technical Committee (TRC) was appointed and formed by the department head following his memo dated January 31, 2006. The committee chair is Dr. Lian and committee members include Drs. Davies, Michev, Pemba, & (late) Roberts.

- Immediately after receiving the memo, the TRC had its first meeting on Tuesday, 12:25 a.m., February 7, 2006, at the Faculty Dinning Hall. During this brief meeting, the TRC came up with the conclusion that such a series within the math. Dept. was necessary.
- The TRC conducted another meeting on Friday, 11:00 a.m., February 10, 2006, at our departmental conference room. The meeting was over after 30 minutes. During this meeting, the TRC submitted the dept. head the “Recommendation of Mathematics Department Technical Report Series”.
- The dept. head then asked for comments from all math faculty on Friday, March 6, 2006, after which it was announced approved.

In summary, the TRC has done some significant work in less than 2 months. All the committee members showed up during the two meetings and were over 100% supportive. With the two fruitful meetings, TRC agreed upon that:

1. Initiate a “Mathematics Department Technical Report Series” which is necessary since it can serve as a bridge in such a way that not only our “work in progress” will be registered but also it will stimulate among faculty and student research activities.
2. The editorial board is recommended:
  - Editor or Editor-In-Chief—Dr. Haghighi, *Ph.D., Professor, & Head* of the Dept. of Math.

- Advisory-Editorial-Board—Drs. Lian, Michev, & Pemba (in alphabet order)
3. Any article/manuscript/paper/work-in-progress in the series uses “MDTRS No. #...” (meaning *Mathematics Department Technical Report Series No. #...*)
  4. MDTRS guidelines for the authors and format of the hard (paper) and soft (electronic) copies will be established.

Here is the outline of this sample “Technical Report.” We will continue to describe every aspect of a technical report in the following sections. Sections 2 and 3 are dedicated to the terms of submission and a simple reviewing procedure, while Section 4 lists the requirements for manuscript title, abstract, keywords, and introduction section. Then, font, font size, references preparation of figures, tables, styles and languages, typing software, copyright issues, and acknowledgments are consequently presented in Sections 5 to 12.

## **§2 TERMS OF SUBMISSION**

Manuscripts must be submitted on the understanding that they have not yet been published elsewhere as a full paper. Any paper that is submitted but has not been yet officially accepted can also be an eligible MDTRS report. The corresponding author is responsible for ensuring that the manuscript’s publication has been approved by all the other coauthors. It is also the authors’ responsibility to ensure that the manuscripts emanating from a particular institution are submitted with the approval of the institution of interest. Authors are advised to retain a copy of any manuscript submitted for publication in case of revision, rejection, loss, or damage. Further correspondence will be sent to the corresponding author before publication unless otherwise indicated. It is a condition of submission of any manuscript that the authors permit editing of the paper for readability. All enquiries concerning the publication of accepted reports should be addressed to [JiLian@pvamu.edu](mailto:JiLian@pvamu.edu).

## **§3 REVIEW PROCEDURE**

All manuscripts are subject to a simple review procedure and are expected to meet standards of academic excellence. Publication of a paper as a MDTRS report will take place after this. Acceptance will be recommended by the MDTRS’ Advisory-Editorial-Board and approved by the Editor-In-Chief (Dr. Haghighi).

## **§4 TITLE, ABSTRACT, KEYWORDS, AND INTRODUCTION**

On the title page please include the (a) paper title; (b) full author names; (c) email addresses. The abstract section should be one paragraph, self-contained, citation-free, and should not exceed 200 words. The up-to five AMS Classification keywords should be listed in the next paragraph, followed by the introduction section. The introduction section should be succinct and with no subheadings.

## **§5 FONT AND FONT SIZE**

All fonts should be Times New Roman. The title of the manuscript is 16pt boldface and body is 12pt regular. However, the title of each section should be 12pt “small caps.”

## **§6 REFERENCES**

Authors are responsible for ensuring that the information in each reference is complete and accurate. Inconsistencies between the reference list and the text citations may lead to a delay in publication. All citations of references in text should be identified using the author’s name, year of publication and page numbers, if necessary. For instance, “Mathematics was successfully applied to communications by Author and Buther (1987),” “Lian(2006) also studied bivariate scaling functions and wavelets,” and “The basic theory of how to write a math book was previously studied by Smith (2010, pages 16—27).” Any reference appeared in the reference section should be cited in the report otherwise it should be excluded.

## **§7 PREPARATION OF FIGURES**

Figures should be cited consecutively in the text by Arabic numbers (Figure 1, Figure 2, etc.) and their appropriate locations indicated in the text margin. Each figure must be submitted as a separate file and should not be embedded in the text file. All figures should have a short descriptive title which should be included in the main manuscript text file, immediately following the references, rather than be part of the figure file. All sections of the figure and all abbreviations and symbols used should be clearly defined. Drawings and lettering must be clear and of sufficient size to be legible when reduced for publication.

## **§8 PREPARATION OF TABLES**

Tables should be cited consecutively in the text by Arabic numbers (Table 1, Table 2, etc.) and their appropriate locations indicated in the text margin. Each table should be typed double-spaced and submitted as a separate file. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used.

## **§9 STYLE AND LANGUAGE**

Manuscripts should be typed in clear, grammatical, idiomatic English. All text should be of letter quality and single-spaced throughout with margins of 1” in single-column format. Abbreviations should be spelled out at their first occurrence.

## **§10 TYPING SOFTWARE**

To facilitate publication and reduce proofreading effort where possible, manuscripts accepted for publication should be typeset from an author-supplied machine-readable version of the paper. The standard formats include formats such as **T<sub>E</sub>X** or **Microsoft Word**. Electronically

supplied artwork is accepted in the following formats: 1000 dpi line drawings in Freehand, Enhanced Postscript (EPS file) , Postscript (PS file), Photoshop (EPS, TIFF, JPEG, GIF) formats; halftone figures (photographs) at a 300 dpi minimum resolution.

Electronic submission is mandatory. Both original/raw file (either **Microsoft Word** or **T<sub>E</sub>X**) and its portable document format (pdf) are required to be submitted together whenever possible.

## **§11 COPYRIGHT ISSUES**

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The copyright issues mentioned here apply only on the MDTRS and has no effect on the papers published later in professional journals.

## **§12 ACKNOWLEDGMENTS**

All acknowledgments (if any) should be included at the very end of the paper before the references and may include supporting grants, presentations, and so forth.

**Acknowledgments.** I wish to thank all committee members of the TRC in the Department of Mathematics for giving me this opportunity to work with each one of you. The department head Dr. Haghighi's initiation and help in each stage of the development of the MDTRS is also greatly appreciated.

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