

Guidelines for Authors

Technical Journal, University of Engineering and Technology, Taxila

1. General Submission Guidelines

All manuscripts must be submitted through the journal's Open Journal System (OJS) online submission portal. Authors are encouraged to read these guidelines carefully before submitting their manuscript for publication in the Technical Journal.

Papers may be submitted at any time throughout the year. After receipt, the similarity index and AI index of the paper are checked. If both are within the acceptable range, the paper is then sent to multiple referees of international repute for double-blind peer review. Papers reviewed and declared fit for publication by at least two reviewers will be published in the coming issue after proper incorporation of reviewers' comments. Technical Journal is a quarterly publication, with four issues published each year in the last week of the respective quarter — namely, the March, June, September, and December issues.

Submission link: <https://tj.uettaxila.edu.pk/index.php/technical-journal/about/submissions>

2. Manuscript Structure

The manuscript should be compiled in the following order:

- Title (clear and descriptive)
- Name(s) of the author(s) with full affiliation(s); use “*” to indicate the corresponding author
- Complete address of the corresponding author, including telephone number, fax number, and e-mail address
- Abstract
- Keywords
- Main text — including an Introduction (incorporating a literature review), Materials and Methods, Results and Discussion, and Conclusion — along with any figures, equations, and tables.
- Acknowledgments (if any)
- References (IEEE numbered style)

The paper may be written in IEEE format, with references cited in IEEE reference style. The recommended length of a manuscript is 6–10 pages. An indentation of 4 spaces (0.20”) should be inserted at the beginning of each paragraph, and there should be no line breaks between paragraphs belonging to the same section.

3. Title and Author Information

- The title should be in bold, Times New Roman, 14-point font, centered at the top of the page. Capitalize the first letter of each notional word (Title Case).
- Insert two line breaks before the title, and one line break between the title and the author line.
- Provide names of all authors and their affiliations, centered on the page. Author names should be written with the first and middle names (if any) abbreviated, followed by the full last name for example, "Sheikh Asif Ali" should appear as "S. A. Ali." The same format should be followed for the names of all co-authors. However, the complete details including author names and affiliations, postal and email addresses, and telephone/cell numbers must be entered in full in the metadata section of the submission portal on OJS
- Authors should be numbered according to their affiliation, with no space between the author's name and the number.
- Use a comma (“,”) to separate each author's name.
- Affiliations should include the author's Department, Institute, City, and Country.
- The corresponding author should be marked with a superscript asterisk (*).
- Insert two line breaks between the author line and the Abstract.

4. Abstract

The abstract should be clear, descriptive, and self-explanatory, typically 200–300 words in length, and suitable for publication in abstracting services. It should give a clear indication of the objectives, scope, methods, results, and conclusions of the work.

- The abstract should be a single continuous paragraph and must not include reference citations.
- Abbreviations and acronyms should be defined in full the first time they appear, even if already defined elsewhere, and may then be used in parentheses thereafter.
- Insert one line break between the Abstract and the Keywords.

5. Keywords

- Minimum five keywords are required, separated by a coma (.). Only the first letter of the first keyword is capitalized, unless a term is a proper noun or otherwise requires capitalization.

6. Text Layout

Technical Journal follows IEEE format. Authors must prepare their manuscripts in a two-column layout, consistent with the journal's published issues.

- Paper size: A4 (21.0 cm × 29.7 cm).
- Margins: 1.0 inch (2.54 cm) on top, left, and bottom; 0.5 inch (1.27 cm) on the right.
- The manuscript must be formatted in two columns of equal width, with a gutter (spacing) of approximately 0.2 inch (0.5 cm) between columns, and single-spaced text (except for headings, as outlined below).
- The title, author names/affiliations, and abstract should span the full page width (single column) at the top of the first page; the main text should then flow into two columns from the Introduction section onward.
- Font: Times New Roman throughout.
- Title: 14 pt, bold.
- Author line, affiliations, abstract, keywords, and references: 10 pt.
- Main body text: 10 pt, except for special symbols and mathematical notation.
- Use single line spacing, with 3 pt spacing after each paragraph.
- All heading levels should use 12 pt spacing before, and 3 pt spacing after, the heading.
- Use either British or American English spelling consistently throughout the manuscript — not a mixture of both.
- Do not insert page numbers or line numbers; these will be added during composing.

7. Headings

Three levels of headings may be used in the main body of the paper:

- Level 1 (Sections): Bold, flush left, numbered with Arabic numerals (1, 2, 3...).
- Level 2 (Subsections): Bold italic, flush left, numbered after the section number (e.g., 2.1, 2.2, 2.3...).
- Level 3 (Sub-subsections): Italic, flush left, numbered after the subsection number (e.g., 2.1.1, 2.1.2...).
- Capitalize the first letter of each notional word in all headings.
- The Abstract section is not numbered. All subsequent sections are numbered consecutively, starting from 1.

8. Figures

- All figures should be at least 300 dpi resolution, in JPG format, with lines thick enough to remain legible after size reduction during composing.
- Figures should be in their original scale, with no stretching or distortion.

- Since the manuscript is formatted in two columns, figures should generally be sized to fit within a single column width (approximately 8.4 cm / 3.3 in). Larger figures that require the full page width (up to 17 cm / 6.70 in) may span both columns, but should be placed at the top or bottom of a page.
- Figures should carry relevant legends and should not repeat information already covered in the main text.
- All figures should be numbered consecutively using Arabic numerals and placed in the text as close as possible to their first reference.
- Captions should be centered below the figure, in the format: “Figure 1. Caption text...”
- Figures should be referenced within the text using the abbreviation “Fig.” (e.g., “Fig. 1”), including at the start of a sentence.

9. Tables

- Tables should be prepared using the MS Word 'table' tool and inserted as part of the text, as close as possible to their first reference.
- Tables should be numbered consecutively using Arabic numerals, centered on the page.
- Captions should be centered above the table, in the format: “Table 1. Caption text...”
- Table notes, if any, should be aligned with the left frame of the table.
- When referring to a table in the text, do not abbreviate the word “Table” (e.g., write “Table 1,” not “Tab. 1”).

10. Equations and Mathematical Expressions

- Equations and mathematical expressions must be inserted directly into the main text, using either the Microsoft Equation Editor or the MathType add-on (<http://www.mathtype.com>). Equations should be editable text, not images.
- Number equations consecutively, with the equation number in parentheses flush with the right margin, e.g., (1).
- Refer to equations as “(1)”, not “Eq. (1)” or “equation (1)” — except at the beginning of a sentence, where “Equation (1) is ...” may be used.
- All symbols used in equations must be defined before or immediately after their first appearance.
- Use SI units only.

11. Accuracy

All technical, scientific, and mathematical information contained in the paper should be checked with great care before submission.

12. Originality

Only original contributions to engineering science, technology, and engineering management literature will be considered for publication. Submissions must incorporate substantial information not previously published.

13. Acknowledgments

All individuals or institutions who made an important contribution to the work, but are not mentioned elsewhere, should be duly acknowledged.

14. References

Authors are requested to follow IEEE format for referencing and for the overall preparation of the article.

- References should be cited in the text using numbers in square brackets, e.g., “the scheme is discussed in [3].”
- Multiple references should each be numbered with separate brackets, e.g., “[3], [7]”.
- Do not use “Ref.” or “reference” except at the beginning of a sentence, e.g., “Reference [11] illustrates...”
- Do not use Word's automatic endnote feature; instead, type the reference list at the end of the paper, following IEEE numbered referencing style.

15. Journal Policies at a Glance

- Category of Journal: Recognized by HEC in "Y" Category
- Review Type: Double-blind Peer Review
- Frequency: Quarterly
- Plagiarism Checking: Turnitin (as per HEC Plagiarism Policy)
- Publication & Submission Charges: Free of cost
- Journal Type: Open Access
- Average Processing Time: Three months
- Retraction Policy: HEC and COPE guidelines followed