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Updated / Edited by	Approved
Quality Systems Group of the 27th ITTC	27th ITTC 2014
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Formatting ITTC Recommended Procedure or Guideline

1. OVERVIEW

To simplify formatting ITTC Recommended Procedures the Quality System Group has prepared a template, which comes in a file called ProcTemplate_2017.dotx. This template is a Microsoft Word template file that includes the basic elements that constitute a formatted text, e.g. headings, captions etc.

When starting to write a procedure one has to double click on the ProcTemplate_2017.dotx file. Microsoft Word will open a new document that will be based on the ProcTemplate_2017.dotx model. The new file will contain all of the formatting styles that have been prepared by QS Group, it can be stored as a regular doc file.

The right formatting is necessary in order to be able to correctly transform the text structure when producing the pdf files containing hyperliks.

1.1 General settings

In order to properly see the hyperlinks and fields embedded in the document you should select the Tool menu, then Options. A box opens and you have to select the View tab. You have to set Field Shading to Always. Then press OK. From now on all hyperlinks and fields will be shaded in grey.

The formatting of ITTC documents relies on the proper use of the so called Styles.

In order to see the style list you have to make sure that your Word is showing the Formatting Tool Bar. To do this select the Show menu then

the Instrument bar menu and see if Formatting is checked. If it is not, please check the box.

2. PAGE GEOMETRY

It is required that the procedures and guidelines be formatted for A4 paper (210 mm x 297 mm, 8.27´´ x 11.69´´).

2.1 Top and Bottom Margins

The bottom margin for all pages is 25 mm (0.98´´) for A4 paper. This is the distance between the *bottom* of the last line of text and the bottom edge of the sheet of paper. The top margin is measured from the top edge of the paper to the *top* of the first line of text.

The top margin for all pages is 30 mm (1.18´´) below the top edge of the paper.

2.2 Columns and Side Margins

The document is to be prepared in double column format. The column width is to be 81 mm (3.19´´), the spacing between the columns is to be 8 mm. (0.31´´)

The left side margin is to be 20 mm. (0.79´´) The corresponding right hand margin for A4 paper is 20 mm. (0.79´´)

3. STYLES

3.1 Page Header

Please fill in the name of the recommended procedure both on first and second page. The

procedure number will be filled by the QS Group.

3.2 Page Footer

Please fill in the name of the Committee and the date.

3.3 Table of Contents

The table of contents will be automatically updated. To obtain this, when the procedure is complete you have to go to the first page of the document. Once there you have to position your mouse pointer or the cursor on one of the listed contents and click with the right button. A list of possible actions pops up and you have to choose Update Field. A box will open asking if you want to update page number only or the whole summary. Select the whole summary option and then OK. The Table of contents will be automatically updated.

3.4 Headings

Four levels of headings have been provided in order to automatically get the right numbering. The first three levels have the same appearance and the corresponding styles are:

- ITTC-L1
- ITTC-L2
- ITTC-L3

the fourth level format can be chosen between the numbered style

- ITTC-L4-N

and a style without numbering

- ITTC-L4

3.5 Text Body

The text body shall be written using ITTC-TB style.

Two further styles can be used for particular needs regarding the text body:

- ITTC-TB-Centered
- ITTC-TB-Left

that produce the following effects respectively:

ITTC-TB-Centered

ITTC-TB-Left

3.6 Lists

Three styles are available for lists:

- ITTC-List-D
- ITTC-List-D
- ITTC-List-D

1) ITTC-List-N
2) ITTC-List-N
3) ITTC-List-N

a) ITTC-List-L
b) ITTC-List-L
c) ITTC-List-L

4. LEVEL 1 HEADINGS

Major, or Level 1, Headings can be obtained selecting style ITTC-L1 from the Microsoft Word Style list.

4.1 Level 2 Headings

Subheading, or Level 2 headings, can be obtained selecting style ITTC-L2 from the Microsoft Word Style list.

4.1.1 Level 3 Headings

Sub-Subheading, or Level 3 headings, can be obtained selecting style ITTC-L3 from the Microsoft Word Style list.

Level 4 Headings

Sub-Sub-Subheading, or Level 4 headings, can be obtained selecting style ITTC-L4 from the Microsoft Word Style list.

4.1.1.1 Level 4 Headings

Numbered Sub-Sub-Subheading, or Level 4 headings, can be obtained selecting style ITTC-L4-N from the Microsoft Word Style list.

5. SYMBOLS

5.1 Symbols contained in ITTC Symbols List

Used Symbols should comply with the ITTC Symbols List. The formatting of the Symbols in the ITTC Symbols List follows ISO 31.

5.2 Symbols not contained in ITTC Symbols List

These Symbols shall also follow the principles of notation given in ISO 31.

For clarification a short excerpt is given also here:

In Fig 1 the principles of notation in according to ISO 31 are shown.

Symbols representing physical quantities normally are one Latin or Greek letter with Subscripts for further identification. They are written in *italic* style letters.

Numbers are normally written in **roman** style letters. For more details look at the list below or in the Excerpts of ISO 31 below or in standard itself.

Superscripts signify operators e.g.

- exponentiation
- the various aspects of complex quantities,
- the various aspects of spectra and
- the various aspects of random quantities and stochastic processes e.g. probability operators.

Subscripts signify identifiers

- matrix components,
- identifiers tested, e.g. ship S or model M, appendages (App)or the various bodies in a multi-body problem,
- identifiers of coordinate systems and of the reference points, quantities(L_{PP}),

Symbols for physical units	italic, one letter, except dimensionless quantities	A (e.g. Area in m²)
Symbols for characteristic numbers	2 letters italic	*Re, Fr*
Numbers	roman, generally	10^3
Symbols representing numbers	italic	x_{ij}
Units	roman, lower case unless derived from name	m, Pa
Prefix of units	roman	**μ**m
Symbols for chemical elements	roman	H_2O
Symbols for universal constants	italic	$g = 9,8065$ m/s²

Superscripts signify **Operators**:
Numbers in **roman**
(power of n)
Symbols representing numbers
($n = 1, 2, 3$ etc.) in ***italic***

SYMBOLS in *italic*

$$K_{T\mathrm{M}}^{2} \times 10^{n}$$

NUMBERS in **roman**

Subscripts signify **Identifiers**:
Symbol for **physical quantity** in *italic*
(T = Thrust)
Other symbols in **roman**
(M = Model)

Fig 1, Principles of Notation

6. TABLES AND FIGURES

6.1 Tables

When you have to insert a table the usual procedure can be followed. The only thing you have to do is: place the cursor inside the table, choose the Table menu and the select table. Once the table is selected (highlighted) select the centre button on the Formatting Tool Bar.

Tables should have captions. To place a caption select the Insert menu, then Caption. A box opens and you have to choose the label you want to use (Table). Then press OK.

Table 1: Table 1 caption

AAAAA	BBBBBB	CCCCC
A1a1a1a1	B1b1b1b1	C1c1c1c1
A2a2a2a2	B2b2b2b2b	C2c2c2c2

A caption will appear under your table. At this point you should highlight the whole line (or lines) and select style ITTC-C from the list.

Table 1 at the beginning of the next paragraph should appear grey shaded on your screen. If it is not please follow the procedure described in 1.1.

AAAAA	BBBBBB	CCCCC
A1a1a1a1	B1b1b1b1	C1c1c1c1
A2a2a2a2	B2b2b2b2b	C2c2c2c2

 illustrates ……………. This is a reference to a numbered object; it is automatically updated in case you add another element of the same kind before this reference. Using Word it is obtained choosing Insert menu, Reference, Cross reference. A box pops up in which you have to select the type of object you are referring to, e.g. figure or table (in the upper left box). Then you have to choose the right object (from the list in the lowermost box), and at last you have to specify to insert only label and number (in the upper right box).
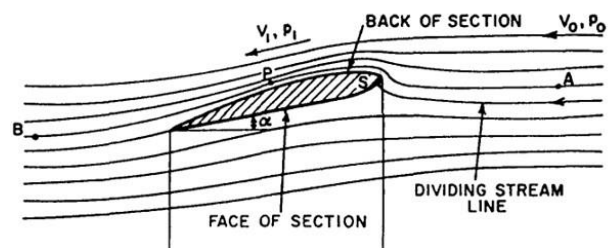
6.2 Figures

Figure 1: Example of caption

To insert a figure first of all please change the style of the paragraph that will contain the figure to style ITTC-TB-Centered.

After that the figure can be inserted in the usual way.

Figures should have captions. To place a caption select the Insert menu, then Caption. A box opens and you have to choose the label you want to use (Figure). Then press OK.

A caption will appear under your figure. At this point you should highlight the whole line (or lines) and select style ITTC-C from the list.

Figure 1 at the beginning of the next paragraph should appear grey shaded on your screen. If it is not please follow the procedure described in 1.1.

Figure 1 illustrates ……………. This is a reference to a numbered object; it is automatically updated in case you add another element of the same kind before this reference. Using Word 2002, it is obtained choosing Insert menu, Reference, Cross reference. A box pops up in which you have to select the type of object you are referring to, e.g. figure or table (in the upper left box). Then you have to choose the right object (from the list in the lowermost box), and al last you have to specify to insert only label and number (in the upper right box).

7.   MATHEMATICS

Equations should be numbered consecutively, beginning with (1) to the end of the report, including any appendices. The number should be enclosed in parentheses (as shown above) and set flush right in the column on the same line as the first line of the equation. This is the number that should be used when referring to equations within the text. An Example is given below.

$$\frac{\partial \varphi}{\partial t} + \frac{1}{2}|\Delta\varphi|^2 + \frac{P}{\rho} + gy = C(t) \qquad (1)$$

where g is the gravity acceleration.

The Navier-Stokes equation is

$$\rho \frac{Du}{Dt} = \rho f - \nabla p + \Delta(\mu D) \qquad (2)$$

The equations should be given the style ITTC-Equation-Numbered, which provides the correct line spacing.

The style ITTC-TB-Left should be used in case the sentence has to be continued without starting a new paragraph, as shown in the line after Equation (1).

8.   REFERENCES

References should look like the following example.

To obtain this please select style ITTC-R1 from the list.

Author, A.B., Author, C.D., 2005, "Something Funny", ITTC Journal of Extreme Fluid Dynamics, Vol. 1, pp 1 - 100.

9.   TEMPLATE

A template in word format has been prepared. To write a new procedure please open the new file using the following template:

..\ProcTemplate_2017.dotx