**Research Submission Template**

1. **Instructions for proposal submission:**

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deadline for proposal submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For questions, please call ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Proposals will be reviewed and presented for acceptance.

**Research partner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Railway Engineering Research Themes**

* **(Up-to-date list will appear here)**

1. **Applicants Identification details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Identification details** | | | | | | | |
| **Investigator(s) Name(s): (PI & Participants)** | | | | | **Organization/Affillation** | | **Mailing Address** |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
|  |  | | | |  | |  |
| **PI Phone:** | |  | **Email:** |  | | | |
| Organization is currently a partner of ARCE (AAiT). | | | | | | Yes  No | |

1. **Research Template and Style Guide**

The proposal must be submitted both as a PDF and word file.

All proposals should fulfill the following requirements.

* **Format:** Authors are asked to study the following instructions before preparation of proposals.
* **Paper Size** - A4 (21.0 x 29.7 cm).
* **Margins** - Type within the dimensions of 1-inch (2.54 cm) margins top/bottom and left/right.
* **Line Spacing** - Single line spacing, No indentation, Full justification.
* The proposal title should be in Title Case (upper and lower case), centered in Times New Roman, bold font size 18 point. There should be a6pt spacing between the title and the researcher.
* Researcher(s) name(s) should be typed in Title Case, centered in Times New Roman, bold font size 11 point.
* Do not include headers, footers or page numbers.

1. **Body Text Formatting:**

* The body text of the paper will contain headings, pictures, diagrams, tables, figures, formulae and other relevant information. The section headings should be Times New Roman 11 point bold.
* Body text should be in Times New Roman point 11 normal, with a 6pt separation between paragraphs.
* Equations should be centered and numbered consecutively with equation numbers in parentheses flush with the right margin. A spacing of 6pt between body text and equations is desirable.
* **Figures:**  Black and white and grayscale figures (diagrams and photographs) and tables can be included anywhere in the text other than the title or researcher list. Figures should be numbered consecutively from Fig. 1 onwards. Tables should be numbered Table 1 onwards. The captions are Times New Roman 10-point italic. Ensure figures and tables are within the printable area of the page.
* **Making a Reference:** References in the text can be made to literature listed in the “reference” section at the end by numbering the literature with numbers in superscript.1 The references are incremented in sequence of appearance in the text. Repeated reference to the same literature can be made using the same reference number.1 In this case, the reference number will be incremented on the next new literature cited.2
* References are Times New Roman 9-point font. The format for references should be: name of authors (initials of all names then family name, authors are separated by commas), *Title of book or journal name in italic*, Vol. Number in **bold**, and year in (brackets).
* **Page Number:**  A maximum of 15 pages (including annexes)
* **Language:** Written in plain English (with no spelling errors)
* **Title page:**  A title page with concise title, address of applicant and names of co-investigators (if available).

**Research Report Submission Guideline**

The report should consist of the following elements:

* **Title**: This should be concise and informative.
* **Table of Contents**.
* **Summary**: This should not exceed 200 words - it is essential that the results and conclusions of the experiments be included in the Summary.
* **Introduction**: This should describe the relevant published work which led up to the project and explaining the objectives.
* **Materials and Methods**: This section should contain sufficient detail to enable others to repeat your experiments. Published methods may be covered by a reference but any modifications should be pointed out and an outline of the method included.
* **Results**: This section should describe your experimental observations. Where possible, results should be arranged so that experiments follow on from each other in a rational progression. Conclusions should be included if they contribute to the design of subsequent experiments.
* **Discussion**: In this section you should re-iterate the findings of your work, comment critically on the difficulties encountered, compare your results with published work, and describe your theories and speculations based on your experiments. It is often sensible to suggest further experiments that could be done on the basis of your studies.
* **Acknowledgments:** Individuals who contributed to the work, but do not fit the criteria for authors should be listed in the Acknowledgments, along with their contributions. You must also ensure that anyone named in the acknowledgments agrees to be so named. The Acknowledgments section is reserved for statements of gratitude or thanks. Details of the funding sources that have supported the work should be confined to the funding statement. Do not include them in the Acknowledgments.
* **Reference List**: References in the text should include name and date. Do not use numbers for references. In the bibliography arrange the references in alphabetical order using standard abbreviations for journals and include the title of the paper, volume number of the journal and the page number. Any standard journal style using the Author-Date format is acceptable.
* **Figures:** Figures must be generated using software such as Photoshop, Adobe Illustrator, etc. Authors are encouraged to submit high-quality color figures to be considered for the cover of the journal.
* **Tables:** All tables should have a concise title. Footnotes can be used to explain abbreviations.