

**APPENDIX**  
**INSTRUCTIONS FOR PRESENTING A SCIENTIFIC ARTICLE**  
**AS REGULATION OF THE ORGANIZING COMMITTEE OF**  
**THE 4TH CONFERENCE ON SCIENCE AND TECHNOLOGY**  
**(dated May 17, 2018)**

To facilitate the compilation, The Organizing Committee agreed that all the papers will be presented on the A4 paper (Portrait). Top & bottom margin are all 25 mm; left margin is 30 mm, right margin is 20 mm. Font of papers is Time New Roman - Unicode standard (note: it is not allowed to use Standard TCVN3 (ABC) or VNI .VnTime font), font size 12..

**Applying Papers Format:** require both **Word** and **PDF**.

**Deadline:** + *Name of article and summary sent before 31/01/2018.*

+ *Full content of article sent before 31/3/2018.*

**I. Article Structure:**

**1. Title of paper**

- The title is required to be not too long and not too short (about 20 words).
- The title is written in the front page, in capital letters, in bold, in the center of the page, not underlined, not in italics. If the article is written in Vietnamese, it must have the English title below the Vietnamese title.
- Below the title is the full name of each author with the symbol (\*), (\*\*) or 1, 2. Below the note (\*), (\*\*) or 1, 2 is the workplace of each author. Email address of the main author.
- There must be a new element in the title.
- Start with a verb, or an adjective, or an indefinite noun containing an implementation.
- The title is not a slogan.

**2. Abstract:**

The abstract must stand independently from the other parts (stand alone).

- No more than **300 words**.
- Clarify key objectives.
- Describe the research methods (research objects, data, methods of analysis).
- Summarize important results.
- Clarify the outstanding conclusions and their meaning.
- No references to images, tables or sources
- Avoid writing the summary as the preamble (preamble).
- The last part contains 5-6 keywords of article in alphabetical order.

- For Vietnamese articles, the author is required to provide a summary (including keywords) in English.

### **3. Introduction**

- Must answer the question: What is this study for?
- Provide information as followings:
  - + Definition of the problem;
  - + What has been done to solve the problem;
  - + Summary of previous results published; and
  - + Objectives of this study.
- Note:
  - + At the end of this section, the author must show the structure of the article in order to summarize the main contents of the items;
  - + It is recommended to be not too short or too long (maximum 1 A4 page);
  - + The most important thing is that after reading this section, the reader understands the importance of the study, and why this study has been done before reading the next section.

### **4. Material and Methods**

- This is the most important part of a scientific paper
- Must answer the question: What did you do?
- To answer this question, kindly provide information:
  - + Objects of research;
  - + Method of measurement, reliability and accuracy of measurement; or data analyzing methods, or problem solving algorithms, etc.
- This section may be **2 or 3 times longer** than the introduction

### **5. Results**

- The results or the presentation of the test/examination.
- The results must have charts, data tables are expressed in a short, clear format.
- The data must be presented to respectively answer the research objectives stated in the introduction.
- Note:
  - + All statistics, charts, and images must be clearly labeled:
    - ✓ Use data tables when accurate data is important;
    - ✓ When considering trends, use the chart.
  - + In this section there is no comment about the result (for the discussion section).
- To be avoided in this section:
  - + Miscellaneous information and data;
  - + Presentation of a series of data does not make a big difference;
  - + Teachings;

- + Use the past to describe what happened and maximize passivity; and
- + It is only about 2, 3 pages long (no longer than the method section).

## **6. Discussion**

- Usually consists of the following 6 elements in the description:
  - + Summary of hypotheses, objectives, main results
  - + Compare results with previous studies
  - + Explain the result by proposing a new model or hypothesis
  - + Generalization and meaning of results
  - + Discuss the advantages and disadvantages
  - + Conclusion so that the reader can understand easily
- Specifically, answer 6 questions:
  - (1) What are the main findings:
    - ✓ Announce key findings; place these findings in the context of previous studies.
    - ✓ Start the discussion by summarizing the context of research, hypotheses, objectives, and key findings.
    - ✓ Is a paragraph summarizing the main ideas in the introduction and results to once again declare that the hypothesis is justified. Results should be measured in numbers to emphasize.
  - (2) The results are consistent with the previous study:
    - ✓ Explain if there is any inconsistency: is it the problem of local people? or by diagnosis, measurement, analysis, etc.
    - ✓ Compare the results of the study with previous studies.
    - ✓ Explain why the results are inconsistent with other or previous studies
  - (3) Explain why there are these results; are they fit with the hypothesis as follows:
    - ✓ Discuss the mechanism persuasively by using previous research or proposing new hypotheses; or based on circumstances that actually happened, ...
    - ✓ Explain the results that can be explained by current knowledge.
    - ✓ It is possible to cite other studies and systematize information to explain the results of their research.
  - (4) What is the meaning of the studying result:
    - ✓ To generalize & put the results of the study into a larger context, and compare it with previous studies.
    - ✓ And explain the meaning of the result.

- ✓ Need to discuss the possibility that the findings of the study may apply to another group/population.
  - ✓ Be able to discuss the economic value
- (5) Is the discovery of study likely to fail; What are the strengths and weaknesses of the study? Consider factors such as:
- ✓ Lack of objectivity in measurement, in data collection;
  - ✓ Small number of objects, problematic sample selection;
  - ✓ Other factors not considered yet;
  - ✓ Inadequate analysis;
  - ✓ Theoretical background of the construction model;
  - ✓ etc...
- (6) Are the conclusions of study relevant to the facts?:
- ✓ The conclusion must be clear, but should not go beyond the framework of facts;
  - ✓ Be concise, but be able to convey the results and significance of the study;
  - ✓ Just one sentence (2-3 lines, not a paragraph).

**7. Acknowledgements:** Author thank to those who have collaborated with the owner's research or project that provide financial support for the implementation of the research; organization that support research facilities, etc. (This section may or may not be available)

## **8. References**

- List all documents cited in the article.
- Not classify the material is from internet, in English or Vietnamese.
- Only up to 9 references.
- Forms of citation are specified in Section II.11..

## **II. GENERAL NOTE**

**1. Title of the article:** in capital letters, bold, font size 15.

**2. Author's name:** Use the font size of the 11. Name of the author is separated from the title of the article by a blank line, size 11. The name of the main author writes first and the symbol \* after the his name. The names of other contributing authors are as follows (serial master's name, do not enter the line). Note that the work place and contact (email, phone number) are placed at the bottom of the page (created using the Microsoft Word software footnotes tool).

**3. Summary of the article:** The text "Summary:" uses the font size 11 in bold, lowercase, is separated from the author's name with a blank line, the font size is 11 characters. italic The contents of the summary should be concise and not exceed 300 words.

**4. Keywords:** The "Keywords:" use the font size 11 in bold, lowercase. When listing all the keywords in this section, use font size 11, no more than 10 keywords related to the topic of the article to facilitate the search on electronic files.

**5. How to write a formula:**

- Text notation: must be italicized
- All other characters, such as numbers, markers: must print, the formula number in the right margin. For example:

$$f(x, j) = 2(3x + 5x^2) + \alpha\beta + j - 1 + \sum_{i=1}^N a_i, \forall N \geq 100 \quad (1)$$

## 6. Specify the font size, font, alignment

- The article should not exceed 10 pages, typed on A4 size paper (210x297mm), using Unicode type, Times New Roman font.
- Alignment (including drawing): 2.5cm above, 2.5cm in the bottom, 3cm left, 2cm in the right.
- In the Summary section, the size must be smaller than the text size: 11 point font, lowercase, right alignment, and single line spacing.
- With the content of the article: divided into two columns, the width of each column is 7.75cm, the distance between the two columns is 0.5cm, the font size is 12, lowercase, right and left margins must be equal, the line spacing is single.

## 7. Title numbering rules

Uniform the numbering of four-level matrix numerals using Arabic numerals is as follows:

- 1. Section 1:** Bold, lowercase, font size 12.
- 1.1. Section1.1:** Bold, lowercase, font size 12, capitalized.
- 1.1.1 Section1.1.1:** Bold, lowercase, font size 12, capitalized.
- 1.1.1.1. Section 1.1.1.1: Italic, lowercase, font size 12, capitalized.*
- 1.1.1.2. Section 1.1.1.2: Italic, lowercase, font size 12, capitalized.*
- Formulas: Numbering as order 1, 2, 3 in parentheses, adjacent to the right. For example: (1), (2).
- Figures: Numbering 1, 2, 3 Example: Figure 1. Illustration: Position to the bottom of the image, centered between.
- Tables: Numbering 1, 2, 3 Example: Table 1. Survey data: Position to the top of the table, center to center.

## 8. Regulations to present tables, drawings

The tables and figures in the article must be numbered separately and sequentially numbered in Arabic numerals, the ordinal numbers are set after the word "Table" or "Figure" (for example, Table 1, Table 2). , Figure 1, Figure 2). Each table and figure should have the corresponding name that accurately describes the content. The sequence number and table name are placed in the topmost position horizontally and the sequence number and name of the

diagram / drawing are placed in the position below the picture, with clear caption. For example: Table 1. Vietnam real GDP growth from 1990 to 2000.

Data sources or footnotes should also be included where necessary.

In the article, when referring to the table or drawing, the author should specify a particular table or figure (Figure 1 or Figure 2 ..). Authors should avoid using specific reference expressions such as "image above" or "table below".

In case of necessity, tables and drawings can be displayed spread over two columns. Any tables, drawings that take up a large column width must be located at the top or bottom of the page.

## **9. Link and bookmark**

All hypertext links and markers must be removed from the post during compilation. If the writer needs to refer to an email address or URL in your article, you need to type the address or full URL in lower case..

## **10. Standards for abbreviations, capitals, date formats, number formats, notes**

### **10.1. Abbreviations**

Phrases abbreviated are words that are used many times in the article. Acronyms are only used when they are introduced after the first full phrase appeared. Example: National Economics University (NEU).

For common units of measurement, they should be used immediately without introductions when they first appear (eg, km, cm, ...).

### **10.2. Capitals**

Typical cases include (but are not limited to):

- Name of organization;
- Individuals;
- The name of the organization or institution used in the phrase that is in adjective form, will not be capitalized. For example: state economics (not capitalized as "state").

### **10.3. Date Formats**

- Vietnamese date format: day / month / year.
- English date format: month, day year (eg October, 3rd 2010)

### **10.4. Number Formats**

Number format in Vietnamese: comma (,) represents the decimal numbering group; The dot (.) represents subdivision of numbers of units, dozens, tens, hundreds, thousands ...

For example: 200,233 dong (understood: 200 grams 233 dong);

200.233 dong (understood: 200 thousand 233 dong).

Number format in English: Contrast with Vietnamese: comma (,) represents a subdivision of numbers of units, dozens, tens, hundreds, thousands ...; The dot (.) represents the decimal numbering group.

### **10.5. Notes**

The notes placed at the end of the article, preceding the reference list, are started with the heading "Notes". Each note should be numbered in ascending order (1, 2, 3, ...) and must

correspond to the number of notes in the article text. Notes must be concise, only necessary additional information. *Do not encourage writing this way.*

### **11. Regulations to present quotations, reference materials**

References (required): Use font size 10. Numbering number 1; 2.; 3 .... distance between references to 0pt. Only quoted, used, and referenced material is discussed in the article. The layout of the reference is as follows:

- (1) References are in separate languages (Vietnamese, English, French, German, Russian, Chinese ...), but numbered continuously from 1 to the end. The documents in foreign languages must be in the original language, not transliterated, not translated, including documents in Chinese, Japanese... (*For documents in lesser known languages, it should have Vietnamese translation accompanied by each document*).
- (2) The references are in alphabetical order of their usual author's name:
  - Authors are foreigners: Alphabetical order according to them.
  - Authors are Vietnamese: in alphabetical order by name but still keep the normal order of the Vietnamese name, not to pre-name them.
  - Materials without the author's name are in alphabetical order starting from the name of the agency issuing the report or publication, for example: The General Statistics Office ranks in rhyme G, the Ministry of Education and Training ranks in rhyme M. ..
- (3) Reference books, theses and reports must contain the following information:
  - Names of authors or issuing unit(*without separators*);
  - Year of publication, (*enclosed in parentheses, comma at year end*).
  - Title, dissertation or report (*in italic, comma*);
  - Publisher, (*comma at the end of publisher name*);
  - Publisher's name (*end of reference point*);
- (4) References are articles in journals, articles in a book ... should include the following information:
  - Authors names (*without separators*);
  - Year of publication (*enclosed in parentheses, commas after parentheses*);
  - "Title"(*enclosed in double quotation marks not in italic, comma in the end of the name*);
  - Journal title or title, (*in italic, comma at the end of name*);
  - Tap (*no separator*);
  - (Numbers), (*in parentheses, commas after parentheses*);
  - Page numbers (*dashes between two digits, ending dots*).
- (5) If reference material is from a website, it should contain the link copied from website.

Examples of reference arrangements are as follows:

**A. Printed resources**

**For printed resources are books:** Academic titles, academic ranks (if any). Name and surname (or year), name of the document (name of chapter if any), publisher name, publisher location. For example:

- [1] Luong DuyenBinh (1999), General Physics, Volume 1- Mechanical Engineering, Educational Publishing House, Hanoi.
- [2] TS. Dong Van Huong (2011), Electric Power Transmission, Transportation Publishing House, Hanoi.
- [3] Le Huu Son (2012), Dynamics of ship dynamics, Transportation Publishing House, Hanoi.
- [4] Nguyen Van Thu (2011), Stacking and preservation of cargo on board, Transportation Publishing House, Hanoi.
- [5] JeomKeePaikandAnilKumarThayamballi,(2003),*UltimateLimitStateDesign ofSteel-PlateStructures*,Wiley&Sons,Ltd,UK.
- [6] Y. Okumota et al (2009), *Design of Ship Hull Structures*. A practical Guide for Engineers, Springer-Verlag, Berlin.
- [7] К. И. Зайцева и Л. Н. Мацюк, (1988), *Сварка Полимерных Материалов – Справочник*, Машиностроение, Москва.
- [8] Н. В. Барабанов (1969), *Конструкция корпуса морских судов*, Государственное Союзное Издательство Судостроительной Промышленности, Ленинград.

**Fordocuments of organizations and agencies:** Name of organization / institution (year), name of the document, name of publisher, publisher place. For example:

[09] Vietnam Register (2005), *Rules for the decentralizationand building of inland waterway transport means - TCVN 5801: 2005*, Transportation Publishing House, Hanoi.

[10] Vietnam Administration of Seas and Islands, Center for Marine Science (2011), *Tidal Table 2012*, Natural Science and Technology Publishing House, Hanoi.

**For documents are reports in conferences, seminars (published):** Academic titles, academic ranks (if any). Name and surname (or year). "Title of article", conference name / conference call, conference / conference venue, conference / conference venue, page. For example:

- [12] Prof.Dr.LeHuuSonandDr.LeVanVang(2011),“Cleaning EquipmentforShipMachine Parts UT-JETWASHER 500”, *proceedings of IAMU conferecns on GreenShipsEcoShippingClean Seas*, 12-14 June2011,GdyniaMaritime University,Poland,pp.285-291.

**For documents are reports in conferences, seminars (not published):** Academic titles, academic ranks (if any). Name and surname (or year). "Title of article", conference name / conference call, conference / conference venue, conference / conference venue, page. For example:

- [13] Assoc. Prof. Nguyen HuuKhuong (11/2011), "Impact of global climate change and sea level rise on the Mekong Delta and our actions", National Scientific Conference Rice Festival in the Mekong Delta Long ". Can Tho.

**For documents from magazines, newspapers:** Academic titles, academic ranks (if any). Name and surname (or year). "Title of article", conference name / conference call, conference / conference venue, conference / conference venue, page. For example:

- [14] PGS.TS.TrầnCảnhVinh(2004),*Development orientationsofVietnammaritimetransportationinthe next15years(2005-2020)*,OCEANS'04.MTTS/IEEE TECHNO-OCEAN'04.PublicationDate:9-12



Nov.2004;Volume:3, Onpage(s):  
1686-1688Vol.3.

**For documents with authors being foreigners, documented in Vietnamese** Full name (year), name of the document (translator), publisher's name, publisher's place. For example:

[15] A.П.ЯСКЕВИЧИЮ.Г.ЗУРАБОР(2012),*Handbook explaining the International Code of Prevention of Collisions at Sea 1972 (Nguyen Van Thu)*,  
*Transportation Publishing House, Hanoi.*

**For documents from Standard, Invent:** Full name, "name / title", the name of the country in which the invention is registered, patent number, month, year. For example:

[16]

E.E.Rebecca, "Alternating current fed power supply", U.S, Patent 7897777, Nov 3, 1987.

### **B. Electronic resources**

**Đối với tài liệu là Sách điện tử:** Họ và tên (năm, tháng ngày), tên tài liệu. (phiên bản). [phương tiện]. tập (số). Available: [http://www.\(url\)](http://www.(url)), Ví dụ:

[17] S. Calmer (1999, June 1). *Engineering and Art*. (2<sup>nd</sup> edition). [Online].  
27(3). Available: <http://www.enggart.com/examples/students.html>.

### **Đối với tài**

**liệu là Tạp chí:** Họ và tên (năm, tháng), "Tiêu đề bài báo", tên tạp chí, [loại phương tiện]. tập (số). Available: [http://www.\(url\)](http://www.(url)), Ví dụ:

[18] Vo Trong Cang, Vu Ngoc Bich, Nguyen Anh Tuan (2013, November), "3D Simulation-based Support Systems in PLM Solution for Offshore and Marine Industry—Which Way is for Vietnam's Shipbuilder?", *Marine Engineering Frontiers (MEF)*, [Online]. Volume 1, Issue 4. PP.82-89. Available:  
<http://www.seipub.org/MEF/paperInfo.aspx?ID=3905>.

**Đối với tài liệu là Trang Website:** Họ và tên, "Tiêu đề", Internet: [http://www.\(url\)](http://www.(url)), tháng ngày, năm cập nhật. Ví dụ:

[19] ILO, "Maritime Labour Convention (MLC)",  
[http://www.ilo.org/global/standards/maritime-labour-convention/lang--en/index.htm](http://www.ilo.org/global/standards/maritime-labour-convention/lang-en/index.htm), Oct 15, 2012.

### **C. Các nguồn tài liệu khác**

**For the document is a essay, thesis, graduation report:** Name and surname (year), essay / thesis title, Master thesis, doctoral thesis, graduation essay, training center, training center location. For example:

[20] Phd. Candidate. Nguyen Van Kieu (2012), Research on the development of the southern container terminal, Economic Doctorate thesis, Maritime University, Hai Phong.

[21] Eng. Nguyen Hai Tung (2011), Shaking of ships on the coast of Vietnam continental shelf, Master thesis, Ho Chi Minh City University of Transport.

**For documents without the author's name:** Name of the document (year), publisher's name, publisher's place of publication. For example:

[22] Small and Medium Sized Accounting (2006), Financial Publishing House, Hanoi.

[23] Regulations on organization and management of postgraduate training of Ho Chi Minh City University of Transport and Communications (2012), Ho Chi Minh City University of Transport.

## **III. APPENDICES**

The article is written on A4 page and divides into columns. The writer does not necessarily use the full name of the sub-categories as above, depending on the type of research, but the article must still contain the content..

**Note: To agree to the editorial presentation of the collection, the authors are required to comply with the above requirements. The following is a sample presentation of a paper in accordance with the standard of the Conference.**