TITLE OF PAPER (max 2 rows)

Name SURNAME; …; Name SURNAME & Name SURNAME

**Abstract:** This paragraph uses the 'Abstract text' style, which invokes Arial Italic 10 pt. Abstract should not be longer than 150 words.

**Keywords:** List 4-6 keywords. This paragraph also uses the 'Abstract text' style.

# Introduction

The paper must be written in English. It should contain and be structured in the following way: introduction (problem statements, application area, research course), method used, results, conclusion and references.

# Information

Use DIN A4 format. A single column layout is used. The paper is restricted to exactly six (6) A4 pages. File size of paper should not exceed 5 MB. If your file size of paper is greater than 5 MB you should send it exclusively on CD-ROM. The margin settings are all equal at 2 cm on Left, Right, Top and Bottom of the page. The main body of the text is in Arial 10 pt, justified.

Paragraphs must be separated by one line space (10 pt). Do not indent the beginning of the lines.

## Titles and subtitles

The paper has to be written in Microsoft Word format. Titles of chapters use the “Heading 1” style Arial Bold 12 pt. Subtitles of chapters use the “Heading 2” style Arial Bold 10 pt. Use common technical terms. Use Microsoft Windows Spelling and Grammar Tools. No footnotes allowed.

# Graphic Material

Figures, i.e. illustrations and pictures should be set into the body of the text at appropriate point, close to where they are referenced in the text and not grouped together at the end of the paper. Place the pictures between paragraphs and centre them between the margins. Figures layout should be in line with text. If you want to put two or more pictures side-by-side across the width of the page, putting them into a table with the appropriate number of columns allows you to place their captions beneath them correctly.

Figure 1 shows a simple picture, which takes up the full width of the page. If you insert the picture into the main text it will be justified so you need to select it and click on the “centred” button on the toolbar. Caption of a picture should use “Figure” style. There should be one line spacing before and after the picture.



**Figure 1:** Title of figure (A picture taking up the whole width of the page – this caption is in 9 pt Arial, left aligned. Put the “Figure x:” part of the caption in bold type.)

After figure caption should be also one line spacing. The second example, shown if Figure 2, indicates three pictures side-by side across the width of the page. Table should not exceed default margins. Pictures in the table should be centred horizontally and vertically.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| a.  | b.  | c.  |

**Figure 2:** Title of figure (Three pictures across the width of the page, arranged as element of a table.): Description of a, b, and c

Photographs should be scanned in and placed in the text just as other figures. They should be labelled in sequence with the other figures. Figures have to be made in high quality, which is suitable for reproduction and print (in order to achieve good quality reproduction it is recommended that pictures be scanned in at 300 dpi). Colour photographs must be converted into greyscale ones. Please insert picture with Insert command and not with Link To File command. Generally please make sure that all the objects are actually embedded in your file and not just linked to other files on your hard disk.

Equations should be centred and numbered consequently, from (1) upwards and please use Microsoft Equation Editor 2.0 or 3.0.

 (1)

Equations that are done with other applications (like for example with ChemWin; ISIS Draw etc.) should be placed in text with Copy/Paste commands.

 (2)

Tables like figures should be placed in the text close to where they are first referred to. Treat them like figures but place the caption above the table as shown for Table 1.

**Table 1:** Styles in use in the preparation of this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Style name | Typeface | Size | Alignment | Line spacing |
| Paper title | Arial Bold | 14 pt | Centred | Single |
| Author | Arial Regular | 12 pt | Centred | Single |
| Address | Arial Regular | 10 pt | Justified | Single |
| Abstract text | Arial Italic | 10 pt | Justified | Single |
| Figure caption | Arial Regular | 9 pt | Left | Single |
| Heading 1 | Arial Bold | 12 pt | Justified | Single |
| Heading 2 | Arial Bold | 10 pt | Justified | Single |
| Normal text | Arial Regular | 10 pt | Justified | Single |
| References | Arial Regular | 10 pt | Justified | Single |
| Table caption | Arial Regular | 9 pt | Justified | Single |

# Referencing Convention

References should be indicated on the text by a sequence number in square brackets [1]. They should be numbered in the order in which they appear in the text. The reference should give the authors names – each followed by their initials, and then the title of the paper, the name of the journal or conference in which it was published, the volume number (if applicable) and the year of publication and page numbers. All references should be complete so that they can be found by anyone wishing to follow them up. ISBN/ISSN numbers should be provided where they have been allocated. For books the place of publication is also required. The conference list at the end of this specimen paper contains examples of the referencing of variety of journal, conference, book and other references the style of which should be followed in preparing your paper.

**References**

1. Surname, N.; Surname, N.: *Name of Book (in Italics)*, Publisher, ISBN, Place of Publication, (YYYY)
2. Surname, N. & Surname, N.: Name of paper or Chapter, In *Name of Book (in Italics)*, Publisher, ISBN, Place of Publication, (YYYY), pp. xxx-yyy
3. Surname, N.; Surname, N. & Surname, N.: Title of conference paper, *Proceedings of xxx xxx*, Surname, N. (Ed.), pp. xxx-yyy, ISBN, conference location, Month and Year, Publisher, City, (YYYY)
4. Surname, N.: Name of paper, *Name of Journal (in Italics)*, **Vol.** (YYYY) No., pp. xxx-yyy, ISSN
5. Surname, N.; Surname N. & Surname N.: Name of Paper, *Available from* <http://www.exact-address-of-site> *Accessed:* YYYY-MM-DD

(For three or more authors, use the SURNAME, N. of the first author plus et al).

Author(s):

For each author table like one bellow should be filled. If there are more authors from the same Institution first author Title Name SURNAME should be followed by Title Name SURNAME of other authors separated by ; like example below.

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