Template and Instructions for the Preparation of a Conference Proceedings Paper

A. N. Author[1], A. Coauthor[1] and A. Thirdauthor[2]

[1]Institute of ABC, University of Somewhere ...

[2] Institute of XYZ, University of Somewhere Else ...

Abstract. A short abstract (summary) of your contribution may be inserted here. Use short, direct sentences. It should be as concise as possible. It should be complete, self-explanatory and should not require reference to the paper itself. The abstract should be informative, giving the scope and emphasizing the main conclusions, results, or significance of the work described. (max. 250 words).

1 Introduction

This document provides a template and guidelines for authors using MS Word or similar word-processor to prepare a conference proceedings paper. **Please follow the instructions carefully**.

With this template open in MS Word, prepare your paper as appropriate, using the set of styles that should be available from this template (see below for further instructions on use of styles). Delete the text of these instructions from your final document before submission.

2 Type Area, Margins and Page Numbers

This template has margins set for A4 paper size (21.0 cm x 29.7 cm): inside 2.5 cm, outside 2.5 cm, top 3.5 cm, bottom 2.0 cm.

Page numbers (1.2.3, ...) should be at bottom right in the footer line. Do not include running headlines. Final book page numbers and running headlines will be added by the Publisher.

3 Typographical Style and Layout

This document has been set up with a set of styles that should give the correct layout automatically. For example, the heading above is in the style 'Heading 1'. Please always use these styles. They include the spacing required between different items automatically; it should not be necessary to add blank lines. Instructions have been added here in case the styles fail or for users unfamiliar with them.

Styles are included in this template for the following elements of a paper: Title, Author, Author address, Abstract, Headings, Figure captions, Table titles, Equations, References. To access and apply the styles to a document choose **Format**, **Styles and Formatting** or use the styles drop-down list that may be visible on the standard MS Word formatting toolbar.

3.1 Main Text Font and Paragraphs

Use Arial, 12 pt, justified at multiple line spacing at 1.25 for the main text. The first paragraph after a heading should be started flush left (not indented). The styles for headings do this automatically. Alternatively, the style 'First paragraph' can be used. The first lines of subsequent paragraphs should be indented 0.4 cm. The 'Normal' style does this automatically. Do not separate paragraphs with blank lines.

3.2 Title, Author and Abstract

3.2.1 Title

For the title of the paper use max 50 characters and style 'Title': 14 pt Arial bold; start at top of page, flush left, do not break words, initial capitals for main words, 23 pt space between title and author.

3.2.2 Author name and address

Use styles 'Author & address': 12 pt Arial, flush left, one line space between author(s) and address(es).

3.2.3 Abstract

Use style 'Abstract': 12 pt Arial, justified, flush left, two line space between Abstract and Author address. Make the word Abstract bold followed by a point.

3.3 Headings and Subheadings

Styles for three levels of headings are provided. 'Heading 1': 14 pt Arial bold, flush left, two line space above, one line space below. 'Heading 2': 12 pt Arial bold, flush left,

one line space above and below. 'Heading 3': 12 pt Arial, italic flush left, one line space above and below. Headings for sections and subsections of a paper should be numbered consecutively using Arabic numbers: e.g. 1, 1.1, 1.1.1 etc., except for the References section, which should not be numbered. Use initial capitals for main words in levels 1 and 2 headings. In level 3 headings use initial capital for the first word followed by lower case.

3.4 Equations, Figures and Tables

3.4.1 Equations

Use style 'Equation' for displayed equations. They should be centred, 6pt space above and below to the text. Equation numbers should be flush right. Please use Equation Editor to create displayed equations. Below is an example created with Microsoft Equation 3.0:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}. \tag{1}$$

3.4.2 Figures

Illustrations should be included directly in the files you submit. They should be at high resolution (300 dpi) in jpeg format. All illustrations must be numbered consecutively using Arabic numbers in bold type (e.g. **Fig. 1**, etc.).

The size of a figure should be commensurate with the amount and value of the information the figure has to convey. Please bear in mind that colour illustrations should remain clear when printed in monochrome. Centre figures on the width of the page. Position figures at the top and the bottom of a page. Do not assemble figures at the back of your paper, but place them as close as possible to where they are mentioned in the main text.
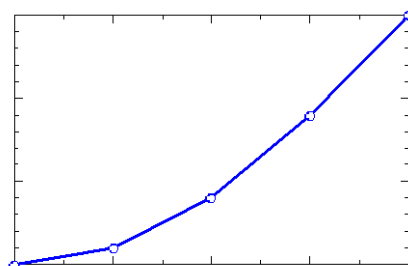

Fig. 1.: Use 'Figure caption' style for the figure caption: Arial, 11 pt, flush left, 6pt space above caption to figure, 12 pt space below caption to text.

3.4.3 Tables

Tables should be numbered consecutively (in Arabic numbers) and centred on the page width. Table headings (style 'Table title') should be placed above tables: 11 pt Arial, 12 pt space above table heading to text, 6pt space below to table. Avoid vertical lines where possible. Detailed explanations or entries should be typed directly beneath the table. Position tables at the top or bottom of a page and place them as close as possible to where they are mentioned in the main text.

3.5 Footnote

For footnotes please use Arial 10 pt, line spacing multiple at 1.2.[1]

3.6 References

Use the alphabetical order. Do not force the References section to start on a new page. Use style 'Heading 1' for the section heading and do not number the heading. For entries in the References section use the 'Reference' style: 12 pt Arial, justified, indent turnover lines 0.6 cm. See the example below.

We recommend to use a referencing programme (e.g. citavi, endnote …), please use Harvard style referencing.

References

Morgan, David L.; Bottorff, Joan L. (2010): Advancing Our Craft: Focus Group Methods and Practice. In Qual Health Res 20 (5), pp. 579–581. DOI: 10.1177/1049732310364625.

Nielsen-Bohlman, Lynn; Panzer, Allison M.; Kindig, David A.; Institute of Medicine, Committee on Health Literacy (Eds.) (2004): Health literacy. A prescription to end confusion.

---

[1] Arial 10 pt, line spacing multiple at 1.2

4 Fine Tuning

- Do not end a page with a heading or subheading.

- Do not end a page with one or more blank lines, except to avoid 'widow' headings and to end your paper.

- Avoid starting a page with an incomplete line.

- Do not underline headings, subheadings, title, figure captions and table headings.

- Keep footnotes to a minimum or put them in a special section before the References.

5 Permissions and Copyright Transfer

You are responsible for obtaining the necessary permissions to quote or reproduce material, including figures, from already published works, and to reprint from other publications. An appropriate credit must be included.

Please mind that the conference proceedings will be published under CC-BY license. Make sure, you obtained appropriate rights for any image or graphic used in your contribution. The conference organiser is not responsible for clearing any permissions on your behalf.