Guidelines for Manuscripts

→ Please send your Manuscript in digital version via CD or E-Mail (max. capacity 8 MB) to martina.fischer@tae.de

Typeface and Line spacing

Version: Word
Paper size: A4 (210 x 297 mm)
Type: Times New Roman
Type size 10pt (Title of the paper 18pt)
Margins: left/right 20 mm, top/bottom 25 mm

Title

• Title of the paper
• Speaker and (co-)authors
• Company/University, City, Country

Summary

• We need a summary of not more than 10 lines
• Block form
• Allow 15 mm space below

Text

• The text comprises an introduction, the chapters and references
• The text should be in 2 columns: 80 mm, block form, 10 mm between columns
• No PowerPoint presentation, please

Headings

Main headings: 10pt Times New Roman/bold, Caps/lower case, Arabic numbers
Second Level Headings: 10pt Times New Roman/bold, Caps/lower case, Arabic numbers
Do not underline headings

Graphics

• High-contrast graphics (the synopses will be published black and white)
• Please number graphics as 'Fig.' consecutively
• Format width should be max. 80 mm (column width) or 170 mm (full page)

References

References in the text should be

• numbered consecutively throughout [use square brackets]
• listed at the end of the manuscript

Proofreading

The manuscript will be sent to press as submitted; solely the layout will be adjusted.

→ See example