Author's Guidelines
on formatting contributions*

Contribution title	Format template: *Contribution title*
Author's name(s)	First name / s in normal text, surname / s in capital letters; format template: *Author's name*
Author's address(es)	***One Author*** Institution / Company, Place / Country · email address; format template: *Address*. ***Several Authors*** First, the last name in the author line, numbered starting with a superscript "1". Then, the first address lines, again starting with a superscript "1", likewise numbered. Institution / Company, Place / Country · email address (1st Author); Institution / Company, Place / Country (other Authors); format templates: *Address_2* (1st line, 2nd line ...); *Address* (last line).
Titles / headlines	Use the format templates *Heading1*, *Heading2* and *Heading3*. If the text is preceded by an abstract / synopsis, use the "Abstract" heading with the *Heading Abstract* template. Reference numbering before headings are not automatically generated and must therefore be added. Insert tab between such numbers and text. All headings are to be left aligned; if they run to more than a single line, please make sure they are logically separated. If two headings follow one another, the second one is to use a prior indent of **0 pt**.
Illustrations	These are to be integrated in the text. To ensure optimal reproduction, use high resolution. All standard formats (including PostScript) may be used. Use the *Graphics* template to format graphics / illustrations. Use a **0 pt** prior indent for those sited at the beginning of a page. Do not use positioning frames. Use the *Graphics sub-text* template for text below illustrations. Illustration numbering is to be in bold type (**Fig. 1:**). If a illustration is smaller then
Tables	No special templates are provided for formatting these. They should be in frames (width ½ pt) and left-aligned; do not use type smaller than **9 pt**.

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* **These author's guidelines refer to the example text supplied with them, which includes the individual format templates**

	Table titles / headings are to be formatted using the *Table heading* template. Use **bold** type for numbering in headings (**Table 1:**). Insert a single tab between numbering and following text.
	Use a prior indent for tables beginning at the margin of **0 pt**.
	Space between text passages after tables is to be set using the *Paragraph after tables* template.
Lists	Lists in the text are to be separated from the remaining text by an indent before and after of **6 pt**. Paragraph formatting is to be **0.63 cm, hanging**.
Titles / headings	The first page with the contribution title appears without heading text; the author's name is to be shown in odd-numbered and the abbreviated title in even-numbered page headings.
	Page numbering is not required.
Formulae	Smaller formulae not referred to elsewhere in the text can be integrated in the text. Use the WinWord formula editor to create formulae.
	All other formulae to have a 1 cm left indent.
	Space before and after must be **6 pt**.
	Insert a right-aligned tab after formulae and serially number them. Use this as reference in the text.
	Use italics for variables, Greek letters, etc. in text as in the formulae editor.
Bibliography	Use small capitals for author names when making references in text (without first name / s).
	The bibliography is to be written as for normal text format; template: *bibliography text*.
	The method /s to be used is / are shown in the example text.
Footnote text	This is to be as specified in the *footnote* template. Set a tab between footnote symbol / number and text.