

FULL VISUAL PAPER INSTRUCTIONS FOR AUTHORS

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ABSTRACT (250 WORDS MAX)

The proceedings of E&PDE2023 will be published in electronic form. Summaries of all papers will be published in printed form. All papers and summaries must be submitted electronically using the conference management system (CMS). In this document the instructions on how to format the full paper are outlined. This paper summary template is provided separately on the E&PDE2023 website. Please note that this document is formatted as an E&PDE2023 paper – all papers must fully comply with the formatting in this document.

Keywords: Visual paper, paper format, instructions, use of template

1 INTRODUCTION

You have been invited to submit a visual paper for publication in the E&PDE2023 proceedings. We require you to submit your paper electronically in Word or PDF format. At this stage no distinction is made between a paper that will be presented in a plenary session, a panel session or in a poster session. All papers should be restricted in length to a maximum of **ten** (10) pages, with a minimum length of **six** (6) pages.

The paper should be predominantly visual. In case words are needed, do not exceed the maximum word count of **one thousand** (1000) words. Figures should be maximized in size, limited only to the margins of the template.

Use the figure captions font style to accompany any figures, images, photos, or sketches.

We aim to produce conference proceedings of a professional and consistent quality. We will be grateful for your help by carefully following the instructions outlined in this guide. This instruction itself is formatted as an E&PDE2023 final paper.¹

2 PAPER LAYOUT AND STYLES

To accommodate the creation of your visual paper, templates are provided as InDesign and Illustrator files as well.

Please note that regardless the software used, the visual paper layout and style must follow the same guidelines as provided for the regular paper layout.

All settings like paper size, margins and styles are embedded into these templates. You do **not** have to make any changes to document settings. On the conference website you will also find an example of a properly formatted paper. The page size is 210mm x 297mm (DIN A4), the margins are: top 20mm, bottom 25mm, left 25mm, right 25mm, gutter 0mm.

The paper can be submitted in either a portrait or a landscape format.

For the InDesign template, all styles are embedded in the *paragraph styles* dialogue box.

For the Illustrator template, all styles are embedded in the text.

2.1 Styles overview

The styles provided in this template are:

¹ Please try to avoid footnotes. If necessary, use the style given here (and built into the template).

Normal/Standard: Body text and Default Paragraph Font

Times New Roman, 11pt, justified. Line spacing single spaced. To be used for all body text. Please note that there is **no** line space between normal paragraphs.

CONFERENCE HEADER

Arial, 9pt, all caps. Used for the header on the first page. Please include the conference header exactly as in this document.

CONFERENCE HEADER + FONT: NOT BOLD

Used for the second line of the conference header.

TITLE

Arial black, 16pt, all caps, flush left. space before 24pt, after 12pt, exactly 18pt. To be used for paper title.

Equations

(NN)

Times New Roman italics, 11pt, flush left, left indent 8mm, space before 6pt, after 6pt, tabulator at right. To be used for the Equations. The equation number should not be italic. See also 2.5.

Figure Caption

Arial 10pt, italic, centered, space before 6pt, after 6pt. Left and right indent 8mm. To be used for figure captions.

Table Caption

Arial 10pt, italic, centered, space before 6pt, after 6pt. Left and right indent 8mm. To be used for figure captions.

Please note: The template has **no** automatic numbering of figures and tables, to give author(s) full flexibility. Fill in numbering according to your needs.

HEADING 1: SECTION

Arial black, 11pt, all caps, flush left, space before 12pt. To be used for section headers.

Heading 2: Sub-section

Arial bold, 11pt, flush left, space before 12pt. To be used for sub-section headers.

Heading 3: Sub-sub-section

Arial bold italic, 10pt, flush left, space before 12pt. To be used for sub-sub-section headers.

HEADING 4: ABST/REF/ACKN

Arial bold, 11pt, all caps, flush left. To be used for headers of abstract, references and acknowledgements.

Please note: The Template has **no** automatic numbering of headings, to give author(s) full flexibility. Fill in numbering according to your needs (on heading levels 1 and 2 only!), but as a default use the numbering style used in this document.

Insert Picture

Not a style for text but this automatically sets a (12pt) spacing before the picture, at the same time centering the picture – necessary for the correct placement of pictures. If an inserted picture seems to ‘disappear’ behind the text above, you have neglected to choose this style for this section. See also 2.2.

Keywords

Times New Roman italic, 11pt, flush left. Space before 12pt, after 12pt. To be used for the keywords.

Text in table

Times New Roman, 11pt, centered. To be used in tables. See also 2.3.

The styles ‘Conference header’ and ‘page number’ are **not** to be used by the author(s), they are built into the template.

2.2 Figures

Figures in your paper should be inserted with the ‘Insert Picture’ style selected, otherwise they might not be inserted properly. Figures should be optimized in size, limited only by the page margins.

Use the ‘Figure Caption’ style for the figure’s legend (below the figure). Within a caption use soft returns (i.e., manual line breaks, ‘Shift-Enter’) only. The figures should be numbered Figure 1, Figure 2, etc., and should be referenced in the main text using Figure with an initial capital letter.



Figure 1. Example of figure

2.3 Tables

Use the ‘Table Caption’ style for the table headers. The tables should be numbered Table 1, Table 2, etc., and should be referenced in the main text using Table with an initial capital letter. Use the ‘text in table’ style for the table body.

Table 1. Example of a table

Cell of table	Cell of table	Cell of table	
Cell of table	Cell of table	Cell of table	

2.4 Lists

- Unnumbered lists should preferably use a dot as a bullet. The ‘Bulleted List’ style should be used – style normal plus bullet, 8mm hanging paragraph style. Unnumbered lists may alternatively use a dash (-) instead of a dot.

1. Numbered lists should be numbered 1, 2, 3, etc. The ‘Numbered List’ style should be used. Items in unnumbered and numbered lists can be continued in new paragraphs using the ‘Standard Indent’ style with an indent corresponding to the ‘Bulleted List’ and ‘Numbered List’ styles.

2.5 Equations

Use the ‘Equations’ style as a starting point for equations. This style contains a right aligned tab to put after the equation. Each equation should be numbered consecutively throughout the paper using Arabic numbers in parenthesis: (1), (2), etc. The equation number should not be italic.

$$U = R. I \quad (1)$$

2.6 References

References to published work should be numbered consecutively throughout the paper using Arabic figures in square brackets. Please, observe the distinction between references to Journals [1], [2], a published book [3] and a conference proceeding [4]. Use the ‘Header 4; Abstract/References’ style for the reference header. Please note the reference style for [5] websites.

Use the ‘Reference List’ style for the reference entries themselves.

Please note that the ‘Reference List’ style does **not** provide automatic numbering of the references to give author(s) full flexibility. Fill in numbering according to your needs.

2.7 Other details

- SI units should be used throughout the paper.
- Please include a centered page number in line with the footer. The Footer style is Times New Roman 10pt.

3 SUBMISSION OF MANUSCRIPT

We aim to make the publication of your paper as easy and free from errors as possible. In the first step (paper submission for peer reviewing, deadline 27th February 2023) we require you to submit your paper as a full paper electronically via the Conference Management System (CMS). **Please leave out names and affiliations of the authors as well as the contact details in this version.** You will be notified of acceptance of your full paper and any changes required by the reviewers on or shortly after 17th April 2023.

In the second step (submission of final paper and paper summary – deadline 15th May 2023) we will ask you to provide a full paper version (for publication) along with a separate paper summary (for publication in print) via the Conference Management System (CMS). This version will address any changes required by the reviewers and will include author names and affiliations.

REFERENCES

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