

GUIDELINES ON WRITING A PAPER FOR IWLHS 2013

GENERAL	Papers must be written in English. The length of a full-paper should be at least 8 up to 10 pages. Authors should follow the writing guidelines given below to provide integrity throughout the proceeding volumes. Figures, tables, photos and all other illustrations should be placed appropriately into the text.
TITLE	The title should be brief (up to 70 characters, (font-size 18 pt, line-spacing 20 pt, spacing after paragraph 18 pt). The author's name should be typed on the appropriate line of the template (font-size 14 pt, line-spacing 16 pt). The affiliation and address should follow on the next line (italic, font-size 12 pt, line-spacing 13 pt, spacing after paragraph 5 pt). In case of co-authors, respective addresses should be clearly indicated.
ABSTRACT	The body of the paper should be preceded by an abstract of no more than 150-200 words. Please write your abstract into the frame given in the template; however, you can extend it if you need more (font-size 12 pt, line-spacing 13 pt, spacing after paragraph 13 pt).
KEYWORDS	Authors must supply up to five keywords following the abstract. Use italics font in typing <i>Keywords</i> (font-size 12 pt, line-spacing 13 pt, spacing after paragraph 18 pt).
TEXT BODY	Papers should be typed on an A4 paper, single spaced (12 point size and 13 point line spacing) with Times New Roman font (see template). Do not use any bold fonts in the text. Use one-column paragraph format for the main text body, margin settings should be 1,5 cm from each side of the paper; i.e. top, bottom, left, and right. Forms of main headings and sub-headings should be as follows: Main headings should be all in capital letters (font-size: 12 pt, line-spacing 13 pt, spacing before paragraph 26 pt, spacing after paragraph 13 pt). For all sub-headings, only the first letter of the sub-heading is capital and, except heading number, all in italics (font-size: 12 pt, line-spacing 13 pt, spacing before paragraph 20 pt, spacing after paragraph 6 pt). If a heading is on top of a page, please put the spacing before paragraph manually to 0 pt. If a sub-heading follows a heading, please put the spacing before the sub-heading to 0 pt.
SYMBOLS AND EQUATIONS	You should use internationally accepted symbols. All mathematical expressions must be type-written (no pictures). Please use only TrueType fonts and avoid any Asian fonts in any case. All symbols should be defined where they appear first in the text as well as in the Notation. The Notation section should include SI units. Use the heading "NOTATION" for the list of symbols. Font-size for notations is 10 pt, line-spacing 11 pt, second and further lines should be 5.0 mm indented. Numbers that identify mathematical expressions should be enclosed in parentheses and be placed at the end of the line (aligned with right margin). Refer to equations in the text as "Eq. (1)" etc. or "Equation (1)" etc.

TABLES, FIGURES AND PHOTOS	<p>All tables and figures should be numbered consequently (Table 1, Figure 1) and should have titles and captions (font-size 10 pt, line-spacing 11 pt)</p> <p>The proper position of each table and figure must be clearly indicated in the paper.</p> <p>If a figure is within the text, leave one line between text and figure. But do not leave any line between figure caption and figure.</p> <p>Graphical and photographic artwork is accepted only in black and white/greyscale with a minimum resolution of 300 dpi.</p>
UNITS	<p>Please use the SI system of units. Other system of units will not be accepted.</p>
REFERENCES	<p>References should be cited in the text by giving the last name of the author(s) and the year of the publication of the reference like "...Moog and Jirka (1994)...". With three or more names, use the form "...Novak et al. (2007)..." in the text. When two or more references would have the same text identification, distinguish them by appending "a", "b" etc. to the year of publication.</p> <p>Use the heading "REFERENCES" for the list of references.</p> <p>References should be listed at the end of the paper in alphabetical order, according to the last name of the first author. Font-size for references is 10 pt, line-spacing 11 pt, second and further lines should be 5.0 mm indented.</p>
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DEADLINE	<p>Full-papers should be submitted on or before October 1st, 2012 via e-mail to the address mentioned on the website http://www.iwlhs2013.fh-aachen.de. Please note that full-papers sent by mail or fax will not be accepted.</p>