

## Preparation of Papers for Publication in the EUSAS Journal

The electronic file that you supply will be used directly for printing. The final size of the proceedings will be DIN A4. It is important that the formatting is followed to maintain consistency among all papers. **So the following format settings must be used otherwise a perfect print result is not guaranteed and consequently your paper will not be published in the EUSAS Journal!**

### Instructions for using the MS Word template

The MS Word template (**EUSAS-Template.doc**) and an example of a proper formatted paper is available from the **EUSAS website** and defines all formatting and styling details. **We strongly recommend to use the template** as it will facilitate very much the manuscript preparation according to the instructions specified below. Add text to the new document by replacing the template text with your manuscript text. The link to the EUSAS website is

<http://www.eusas.de>

### GENERAL REQUIREMENTS

- Papers have to be in English or German. English is the preferred language.
- Abstracts are part of the papers and have to be in English.
- **Papers must be submitted as ".pdf"-documents and ".doc"-files.**
- Metric system units are to be used for document content.
- Be sure to provide author names per template: Firstname Lastname.
- **Footnotes:** Do not include footnotes.

### PAGE LIMITS AND PAGE SETUP

- Full paper length           4 **up to 8** pages
- Page numbering           Do not include page numbers!
- **Paper size**               DIN A4, horizontal format, 210 mm wide by 297 mm in length.
- **Margins**                 Left margins are 30 mm, top margins are 30 mm, bottom margins are 30 mm, and right margins are 25 mm.  
All text, figures, tables, equations must stay inside margins.
- **Line Spacing**           All text must be single spaced.
- **Fonts**                    Times New Roman, **company-specific fonts are not allowed!!**

### FONTS / STYLES

Title:	18 point Times New Roman Bold, paragraph spacing 0 point before and 18 point after, left aligned, capitalize first letter of first word, and all principle words
Author Names	12 point Times New Roman, spacing 0 point before and 0 point after, left aligned
Affiliations	12 point Times New Roman Italic, spacing 0 point before and 6 point after, left aligned
Headings	12 point Times New Roman Bold, spacing 12 point before and 3 point after, left aligned
Body Text	12 point Times New Roman, spacing 0 point before and 6 point after, full justification

### FIGURES AND TABLES

- All figures and tables must have a number and a caption. A single space separates the word "Fig." or "Table" and the number, as well as the figure/table number and caption. Number figures and tables consecutively with Arabic numerals, for example "Fig. 1. Smoke density and CO concentration".
- Figure/Table captions should be concise, more information about them should be given in the text.
- Figure and table captions are left aligned.
- In the text references to figures/tables are numbered consecutively and referred to as "Fig. 1", etc.
- Figures and tables are left aligned.
- In Word 2003, pictures are inserted "in line with text." Whenever possible, this option should be applied to pictures to minimize unexpected movement of surrounding text.
- Graphics (including photographs) can be in colour as the EUSAS Journal will be printed in colour. Resolution should be at least 600 DPI. Capital letters and figures used in illustrations and graphs have to be at least 12 pt high, the thickness of lines has to be at least 0.2 mm!

### REFERENCES

- Indicate references in the text using consecutively numbers in brackets, i.e., [1].
- References are fully justified.

### Equations

- Equations are numbered consecutively in the text using parentheses like "(1)" and are referred to as "Eq. 1", etc. They must be left aligned.
- Minimum size of characters or numbers is 0.8 mm.