

General Typing Instruction

- Paper language is English.
- Maximum number of pages (DIN A4) is 8.
- Paper printed in black and white, paper submitters are responsible for a high picture resolution and contrast
- Submission as word and pdf-file. Make sure you use DIN A4 page format (send to ftf@utg.de)

Please note: The organization-committee of FTF 2019 will not be able to do any layout work on the papers submitted. Therefore, we will have to reject papers that do not meet the instructions given in the template and typing instructions.

If you are not sure about a style or have other questions, please do not hesitate to contact us. Following styles were predefined and are ready to use in the template provided by utg.

Paper title:

- Times New Roman, 14pt Centered
- All in capitals
- Minimum 1 line, maximum 3 lines

Author:

- Times New Roman, 12pt, Centered
- First author is corresponding author (providing additional contact information in the footer)
- Author's name: First Name, middle initial (if any). last name; e.g. «John S. Miller» (no academic titles)

Abstract:

- Word "ABSTRACT" (Abstract Caption, character format: Times New Roman, 12pt, all in capitals) at the beginning of first line.
- Text (Abstract: Times New Roman, 10pt, hyphenless justification) minimum 150, maximum 200 words

Keywords:

- Word "KEYWORDS" (Keyword Caption, character format: Times New Roman, 12pt, all in capitals) at the beginning of the line.
- 3-4 keywords (Keyword) in Times New Roman, 10pt
- Left-aligned

Heading 1:

- Times New Roman, 12pt, bold, Left-aligned
- All in capitals

Heading 2:

- Times New Roman, 10pt, bold, Left-aligned
- All in capitals

Heading 3:

- Times New Roman, 10pt, bold, Left-aligned
- Initial of each word in capitals
- Standard (body text):
- Times New Roman, 10pt, justify

Table:

- Table centered
- Caption: above table (Caption Table: Arial, 9pt, italic, left-aligned)

Figure:

- Figure centered (Figure: centered)
- Caption: below figure (Caption Figure: Arial, 9pt, italic, left aligned)
- Spacer (Standard) above figure

Equation:

- Equation centered (within Table)

References:

- Cited as shown in the examples in the template (title of the publication as References title: Italic)