

Writing guidelines for contributions from conference reports

VDE VERLAG GMBH, Berlin and Offenbach

1 General

In the interest of the uniform form of the overall work, it is requested that these writing guidelines be precisely followed.

1.1 Product liability law

The new product liability law imposes higher standards on the obligation to exercise due care for persons involved with the editing as well as subsequent reproduction and dissemination of manuscripts. This shall apply particularly to authors of technical works and specialised books, conference reports as well as corresponding journal contributions.

Thus, as it is also in your best interest, please always check when drafting your work or contribution, both conscientiously and carefully, whether the information contained in your manuscript is both factually correct and free of errors. Facilitate this task for yourself by having your information also proofread by expert colleagues or employees during the course of the drafting of the manuscript, based upon the degree of risk for the validity of third-party interests which is frequently different. That is the surest way to reduce your risk of liability and to avoid any possible damage compensation or recourse claims.

1.2 Inquiries

For special **organisational issues**, please contact the event organiser or:

VDE Conference Services
Stresemannallee 15, 60596 Frankfurt am Main, Germany
Phone: +49 69 / 63 08-229/275/477
Fax: ++49 69 / 96 31-5213
E-Mail: vde-conferences@vde.com
Internet: <http://www.vde.com>

2 Content-related guidelines

2.1 Layout

Please keep in mind that the submission of an abstract preceding the actual contribution is the requirement for the inclusion of your contribution in the corresponding specialised databases. **For inclusion in the international specialised databases, it is required that the title and abstract are also available in English.**

The sections should be organised based upon the decimal number system (as with these writing instructions).

2.2 Writing rules

Reference must be made at least once in the text to illustrations, photos and tables; when mentioned for the first time, bold must be used; e. g. **Figure 2.3** or **Table 5.2**. Phrases to be emphasised in the text should not be spaced out or underlined, but rather written in *ursive* or **bold**.

2.3 Guidelines for literature citations

Literature citations must be labelled with numbers in rectangular brackets, e. g. [7] or in italics IV. The literature citations must be compiled at the end of the manuscript and not included individually as footnotes (manner of citation e. g. as in etz Elektrotechnik + Automation oder ntz Innovationen der Kommunikationstechnik – customary for news journals, see sample pages).

2.4 Standards

The authors are requested to ensure that the layout and presentation adhere to the standards prescribed. The DIN paperback books provide recommendations in this regard:

- Nr. 22: Einheiten und Begriffe für physikalische Größen
- Nr. 202: Formelzeichen – Formelsatz – Mathematische Zeichen und Begriffe
- Nr. 514: Normen über Grafische Symbole für die Elektrotechnik – Schaltzeichen

as well as the IEC guidelines:

- IEC 27
- IEC 50
- IEC 375
- IEC Multilingual Dictionary of „Electricity, Electronics and Telecommunications“

and the respective ISO standards respectively applicable for the theme.

2.5 Inquiries

For inquiries to 2.1, please contact:

VDE Conference Services
Stresemannallee 15, 60596 Frankfurt am Main
Tel.: +49 69/6308-229/275/477
E-Mail: vde-conferences@vde.com

For inquiries from 2.2 to 2.4, please contact:

VDE VERLAG GMBH, Mr. Roland Werner
Merianstraße 29, 63069 Offenbach, Germany
Phone: +49 69 / 84 00 06-1101
E-Mail: roland.werner@vde-verlag.de

3 Technical guidelines

3.1 Format

The format is DIN A4. The margins are 2.0 cm on the top, 2.0 on the left and right side, and 2.5 on the bottom. No page numbers may be on the page.

The font must be Times. The size of the font for the individual headings is specified on the sample page (PDF) at the end of this document.

If you work with WORD 98 to WORD 2003, you can download the corresponding files (MS-Word.zip) and thus create your manuscript from the homepage of VDE VERLAG at <http://www.vde-verlag.de>.

These samples and standards refer to our standard format for conference reports, **21 x 29.7 cm** (DIN A4). Please find out from your conference report publisher whether another book format is prescribed because, for printing purposes, no scaling of your submissions may be made.

In the event that another format is used than DIN A4, the size standards specified in Section 2.1 of these writing guidelines shall change for example as in the following:

- **17 x 24 cm**: Type area only 13.2 x 20 cm
No two-column layout required
All dimensions such as front sizes and line spacing (leading) must be selected in approx. 83 % of the corresponding dimensions for DIN A4.
- **14.8 x 21 cm** (DIN A5): Type area only 11.7 x 17 cm
No two-column layout desired. All dimensions such as type size and line spacing (leading) must be selected in approx. 70 % of the corresponding dimensions for DIN A4.

3.2 Print file

The file must be saved as a PDF with completely imbedded typefaces. The resolution of the images should be at least 200 dpi.

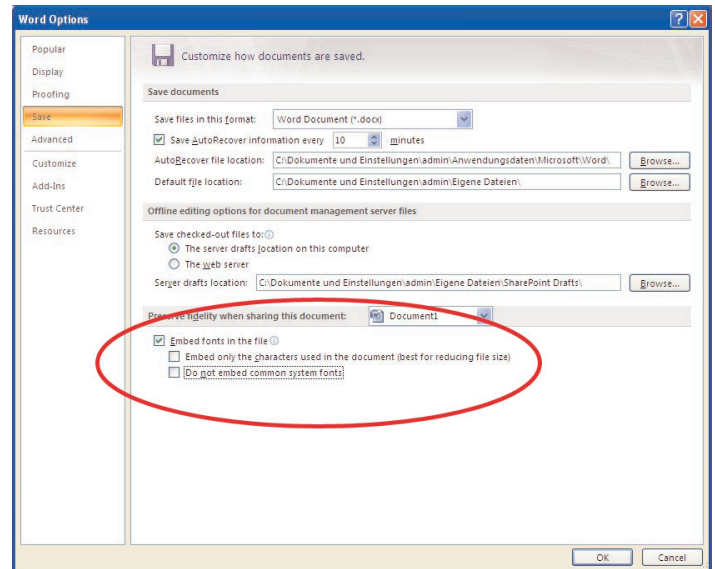
The document must be supplied in open fashion, thus **without any file protection**. An additional paper printout for the printing is not required.

3.2.1 Imbedding of typefaces in a document

It must be absolutely ensured that **all** typefaces (**including standard typefaces!**) are imbedded. In order to attain high quality, we print the conference reports directly from the PDF file. For this, it is required that all typefaces are contained in the document.

Procedure:

1. On the menu, click extras on options and then save to the register card.
2. Check the small control box imbed TrueType typeface. Absolutely uncheck the file “do not imbed system typefaces”.



3. Save the document.

Please keep in mind that the distributors of the TrueType typefaces determine the licensing rights for the imbedding of typefaces. Thus, for example, certain typefaces cannot be imbedded or imbedded typefaces can certainly be shown and printed, but nonetheless not processed.

3.3 Inquiries

For special **technical questions**, please contact:
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