

GUIDELINES FOR EXCEED SWINDON WORKSHOP PROCEEDINGS PAPERS

Instructions to Authors and Copyright Transfer Agreement

Introduction

As decided on the occasion of the Plenary Meeting March 2016 in Antalya and already announced on several meetings, Exceed Proceedings of Workshops, Summer Schools and the Plenary Meetings should be published in a scientific book series with own ISBN code and be made available to stakeholders and the science community elsewhere. For reaching this ambiguous goal the proceedings should be printed after a thorough editing process at the Head Office in Braunschweig. Since Prof. Bahadir has long experiences in scientific publishing process as the former Editor-in-Chief of CLEAN published at Wiley, he will take care for the organization and preparing the individual manuscripts after international publishing standards. This Exceed Book Series started 2016 and will last at least until the end of the Exceed project and beyond.

In order to reach this goal, the following **“Instructions to Authors”** are essential to meet by any individual author. The individual authors should submit their papers of a length of 10-15 pages incl. tables and figures to the Head Office (publishing-exceed@tu-braunschweig.de). The submission will be reviewed, formatted and finally resent to the authors for proof-reading. After returning from the authors the papers will be published in the Exceed Book Series as print version and uploaded to the Exceed Website, and linked with the related event. For this, the authors have to submit the signed Copyright Transfer Agreement (CTA) to Exceed Head Office along with the revised proofs.

Instructions to Authors

Paper Type

Papers will only be accepted for publication if they are prepared as a regular scientific manuscript, mostly consisting of text and not as a series of Power Point charts. The latter ones will not be accepted.

Paper Size

The paper size for the proceedings shall be B5 JIS, which is equivalent to 182 mm x 257 mm. Please apply this to your document before you do the formatting. The margins of the pages should be 2.5 cm each for top and bottom, and 2 cm each for left and right margins.

Paper Length

Each paper should have a length of 10-15 pages incl. tables and figures. Therefore, the number of tables and figures should be limited to an essential minimum.

Font Sizes

Paper Title: Calibri 12 bold, Capital Letters, centred

Authors' Names: Calibri 12 bold, centred, and assigned with superscript enumeration, correspondence author should be underlined

Authors' Affiliations: Calibri 10, left-justified, assigned with superscript enumeration

Keywords: 5 keywords in alphabetical order, Calibri 10, left-justified

Abstract: Calibri 10, left-justified

Section Titles: Calibri 12 bold, left-justified

Subtitles or Paragraph Titles: Calibri 10 italic, left-justified

Regular Text Body: Calibri 10, left-justified

Line Spacing: 1.15, spaces between paragraphs: 12 pt (no empty lines).

Sections

Abstract: 200 words using standard abbreviations

1 Introduction: Containing a description of the problem under investigation and a brief survey of the existing literature on the subject as well as the aims and scope of the paper.

2 Materials and Methods or Experimental: Giving special materials and equipment, the manufacturer's name (and if possible) location should be provided.

3 Results and Discussion: Maybe provided separately in two consecutive sections.

4 Conclusions: Not as a repetition of the summary, but the outcomes concluded for the purpose of further use and lessons learned.

5 Acknowledgement: At least an acknowledgement to DAAD and Exceed Swindon is expected that made the participation at the event possible, likely also provided some financial support while conducting the presented project. Authors might acknowledge further assistance and support received from elsewhere.

6 References: References should be numbered sequentially in the order of citation. The reference numbers within the text should be set in brackets, thus [2, 13]. Do not use the automatic enumeration function of Word! They are to be collected in numerical order at the end of the manuscript under the heading "References". Titles of journals should be abbreviated according to regular scientific journal publications, e.g.:

<http://woodward.library.ubc.ca/research-help/journal-abbreviations/>

Tables and Figures

Tables with suitable captions at the top and numbered with Arabic numerals, and *Figures* with suitable captions at the bottom and numbered with Arabic numerals should be put directly into the manuscript at the right place.

Units, Symbols and Abbreviations

The use of SI units is mandatory. Generally accepted nomenclature and symbols as recommended by ASTM or IUPAC should be applied. Abbreviations should be limited to a minimum and explained where they appear first, e.g. United Nations (UN).

Proofs

Before publishing, authors will receive page proofs via e-mail as PDF for proof reading and confirmation.

File Formats

In order to perform editorial work on the manuscripts they should be submitted in editable **Microsoft Word** formats **DOC** or **DOCX**, and an additional copy as **PDF**.