**Title** [Times New Roman, 14 pt, bold]

N. Name, O. Name & P. Name

Institution, City, Country [bothTimes New Roman, 12 pt]

**Abstract:** The text of the abstract should be 150 to 200 words in length and include a brief statement of the problem, the approach to the solution, and the results [Times New Roman, 12 pt]. The abstract must be written in the language of the paper.

**Keywords:** The paper must be supplemented with a maximum of 5 key words.

# Heading [Times New Roman, 14 pt, bold]

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# Submission

# Please submit your paper via the tool provided on the conference website in .doc or .docx format and PDF and follow the format guidelines. The paper should be written in either English or German. Accepted papers will be combined into a conference proceedings with DOI and published.

**Format Requirements for the paper**

**Text**

# Use only MS Office Word (.doc or .docx format) to create the text. Use the return key only at the end of a paragraph or after headings, enumerations and the like. Do not insert manual separations and do not use formatting such as borders, shading or similar. The first line after the heading is not indented, i.e. left-justified. Do not use indentation of the text, except for bulleted lists.

# Font

Use the basic **Times New Roman** font for the entire text, **justified**, **1.5 lines** (Standard style). The **title** of the article is written in font size **14 pt**, the **text** in font size **12 pt,** **tables** and **figures** are labeled in font size **10 pt**. **Headings** are written **bold** and in **14 pt** or **12pt** and are not centered.

# Format

The following page margin limits must be observed: **Portrait: top: 2.5 cm, left: 3.0 cm, bottom: 2.0 cm, right: 2.0 cm**. Please do not use page numbering. For special characters, please use *symbol*. Avoid footnotes.

# Highlights

Please write words and parts of sentences highlighted in the running text in *italics*.

# Scope

A scientific paper should have a length of 8 to 10 pages (incl. bibliography, figures and tables). A scientific or practically oriented short paper should have a length of 3 to 5 pages (incl. bibliography, figures and tables).

# Outline and Headings

Please use consecutive numbering for headings. Write them in **Times New Roman**, **bold, 14pt** or **12 pt** and not centered, but left-aligned.

# Technical Terminology, Abbreviations, Units of Measurement

Ensure consistent spelling of names, terms, and abbreviations, including in tables and figure legends. For cross-references, please use the following abbreviations (except at the beginning of the sentence): s. (see), S. (page), Kap. (chapter), Abschn. (section), Abb. (figure), Gl./Gln. (If you use technical abbreviations, you should create an abbreviation list or explain the used abbreviation at the first occurrence in the text. Make sure to use only internationally valid symbols for units of measurement, so-called SI units. Ex: Mg, kg, m, kJ, cm, etc; 9,000 instead of 9000. Italics are used: Species names, mathematical variables, prefixes in chemical nomenclature, e.g. *cis/trans, d/l, E/Z, o/m/p, R/S, t in t-Bu, tert in tert-butyl*.

# Tables

Number the tables consecutively, starting at 1, and make sure that all tables are mentioned in the text in order. The source must be mentioned in the table heading. The table caption is always above the table, any explanations of the table below. If foreign language figures and tables are included, please provide a translation of the contents. Use the table function to align the table columns. If a table field is to remain empty, please write a dash ( - ) in it. Please do not designate simple, single-column overviews as tables, but insert them directly into the running text. Use the enumeration function for this.

Tab. 1: The word "table" is abbreviated as "tab."

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Region 1** | **1968** | **1970** | **1972** | **1974** |
| Europa | 172 | 27 | 85 | 128 |
| Amerika | 392 | 326 | 301 | 297 |
| Asien | 4395 | 4111 | 2312 | 297 |

1 In Europa just one important case 1970

# Figures

The caption of the figure is always under the respective figure and starts at 1. Make sure that all figures are mentioned/explained in the text in order. Photos and illustrations should be inserted in black and white.



Fig. 1: The word "Figure" is abbreviated as "Fig".

# Formulas und Symbols

Create the formulas using MathType or the Microsoft formula editor. Insert the graphical representation as objects into your text file. Simple formulas of the type a²+b² = c² can also be entered as normal text. But please never put a formula together from normal text and parts or graphics created with the formula editor. Please do not insert simple symbols and special characters outside formulas as graphics or with the formula editor if they are contained in the fonts Symbol or Arial Unicode. In the text, formulas/equations are in separate lines, indented 1.2 cm to the left. Numbering is done on the right edge of the title block in round brackets, right-justified to the formula starting at 1.



(1)

# References

In the text, use the author's last name without initials and the year of publication in a round bracket (last name year). If there are several references in the same place, separate them in the parentheses with commas. References in the text can be given in different forms:

Ex: for one author: (Müller 1991), (Müller 1991, Baumann 1998), for two authors: (Meier & Schulz 1994), for 3 or more authors: (Groß et al. 1995).

At the end of the paper all references are listed in a bibliography in alphabetical order. In case of more than one title by the same author, the following order applies:

* first all titles written by the author alone: chronologically by year of publication,
* then all titles written by the author with a co-author: alphabetically by co-author,
* finally, all titles written by the author with several co-authors: chronologically by year of publication.

If several papers in one year are by the same author, they are indicated with lowercase letters after the year (Baumann 1991a, Baumann 1991b). Please use the following abbreviations: Bd (volume), Aufl (edition), Hrsg (editor), S (page/s). Please put a comma after the last name and a period after the initials. The second and each subsequent line are indented 0.5 cm.

The citation rules for books and journals are:

Surname, initials. (ed.) (Year): *Book title*. City, Country: Publisher.

Surname, initials. (Year): Tile of the article. In: *Title of the Journal* Volume number, pages.

# Examples

Baumann, W. & Herberg, B. (1994): *Papierchemikalien*. Berlin, Germany: Springer-Verlag.

Brook, N.W., Duckett, R.A. & Ward, I.M. (1995): Modeling of double yield points in polyethylene: temperature dependence. In: *Journal of Reology* 39, 425-436.

Steffen, H. (1984): Report on two dimensional strain stress behaviour of geomembranes with

and without friction. In: *Proceedings of the International Conference on Geomembranes*. Denver, CO, USA: Industrial Fabrics Association International, 181-185.

Stressel, R.I. (1997): Optimal configuration and test parameters for the comprehensive test system for geomembrane liners. In: *Proceedings of the Air & Waste Management Association 90th Annual Meeting*. Pittsburgh, USA: Air & Waste Management Association.

Jappelli, R. & Marconi, N. (1997): Recommendations and prejudices in the realm of foundation engineering in Italy: A historical review. In: *Geotechnical engineering for the preservation of monuments and historical sites*; *Proceedings of the international Symposium*. Rotterdam: Balkema.