

## PAPER GUIDELINES

### File name

The file name should start with the first author's last name and the number of the contribution that was given in the acceptance mail.

Example: Landsberger\_153

### Language

The text can be in English or in French (not both), have to be original and well-written.

### General information

Document should start with the paper title (Times New Roman, size 14, single space, centred), author's names (Times New Roman, size 11, single space, centred), affiliations (Times New Roman, size 11, single space, centred) and keywords (Times New Roman, size 11, single space, centred). Each keyword should not contain more than two compound words, and each keyword phrase should start with an uppercase letter.

### Abstract

After general information's, paper should present a condensed abstract (approximately 150 to 250 words, see the template), which should summarize the content of the paper. Times New Roman, italic, size 11, single space, centred

### Paper

The main text of the paper should be written in English or French, Times New Roman, size 11, single space, left and right justified, without breaks in the text. Authors are asked not to use customized text formats in order to ensure the uniform appearance of articles published for pre-print version.

The paper length should be 5-7000 words (including notes), bibliography max. 800 words, up to 5 tables or figures, captions max 300 words.

### Headings and Heading Numbering

The titles and subtitles should be indicative of the content and support the paper's structure and organization. Heading levels (Times New Roman, size 12) should be clearly identified and each level should be uniquely and consistently formatted and/or numbered. Never skip a heading level.

All major words in a heading are capitalized. Articles, conjunctions, and prepositions that are four letters or less in length are not capitalized.

One single spacing should be provided between the headings and the text, as well as between the paragraphs. No indentation is to be applied.

Up to three headings level are possible.

### Terminology, Units, and Abbreviations

Technical terms and abbreviations should be defined the first time they appear in the text.

Please always use internationally accepted signs and symbols for units—so-called SI units.

Numerals should follow the British/American method of decimal points to indicate decimals; commas should be used to separate thousands. For special characters, please use Symbol and/or Arial Unicode.

### Formal Style, Text Formatting and Special Type

*Italics* should be used for emphasized words or phrases in running text. Do not format entire paragraphs in italics. Italics are used for species and genus names, mathematical/physical variables, prefixes in chemical compounds, and foreign words (if not yet in general use). Foreign words being in general use (e.g., ad hoc, laissez-faire, a priori, in vivo, et al., etc.) are formatted upright.

For special characters, please use Symbol and/or Arial Unicode.

Footnotes (Times New Roman, size 9) are numbered chapter-wise and are always placed at the bottom of the page (not at the end of the chapter). Footnotes (give additional information, but they should never include the bibliographic details of a reference. They should also not contain any figures or tables

Lists can have one or two levels:

- Main items (indicated by a bullet point or a number)
  - Sub-items (indicated by a dash)

Cite references in the text with author name/s and year of publication in parentheses (“Harvard system”):

- One author: (Miller 1991) or Miller (1991)
- Two authors: (Miller and Smith 1994) or Miller and Smith (1994)
- Three authors or more: (Miller et al. 1995) or Miller et al. (1995)

### Tables and Figures

Up to five tables and five figures are possible.

Number tables consecutively using the chapter number (e.g. Table 1.1 for the first table in Chapter 1) and ensure that all tables are cited in the text in sequential order. Do not write “the following table”.

Use the table function to create and format tables. Do not use the space bar or multiple tabs to separate columns and please do not use Excel to create tables.

Simple, one-column lists should not be treated as tables. Use the displayed list function instead.

Table captions begin with the term **Table** in bold type, followed by the table number, also in bold type. Add a reference to the table source at the end of the caption if necessary. Table captions have no end punctuation and no period after the table number.

**Table 1.1** Example Table (Slifka and Whitton, 2000)

<b>Example Table</b>				
Example Table				

Number the figures using the chapter number (e.g. Fig. 1.1 for the first figure in Chap. 1) and ensure that all figures are cited in the text in sequential order. Do not write “the following figure”.

Figure captions begin with the term **Fig.** in bold type, followed by the figure number, also in bold type. Figure parts are identified by lowercase letters in bold, if any. Letters or words identifying specific positions or items in a figure are *italicized*. Previously published material is identified by a reference to the original source at the end of the caption. Figure captions have no end punctuation and no period after the figure number.

Photos or drawings should be saved as TIFF with a minimum resolution of 300 dpi. Graphics and diagrams should be saved as EPS files with the fonts embedded. Microsoft Office files (Excel or PowerPoint) can be submitted in the original format (xls,xlsx, ppt, pptx).

Ensure consistency by using similar sizing and lettering for similar figures. Ideally, you should size figures to fit in the page or column width. The figures size should be 78 mm or 117 mm wide and not higher than 198 mm. Ensure that all the figure lettering is clearly readable – optimum size 8-12 points.

**Fig. 1.1** Example Figure: **a** part 1, **b** part 2 (Slifka and Whitton, 2000)

### References

The reference list (Times New Roman, 9 size) should include all works that are cited in the paper and that have been published (including on the internet) or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.

Entries in the list must be listed alphabetically except in the numbered system of sequential citation. The rules for alphabetization are:

- First, all works by the author alone, ordered chronologically by year of publication
- Next, all works by the author with a coauthor, ordered alphabetically by co-author

- Finally, all works by the author with several coauthors, ordered chronologically by year of publication

### *Reference style*

The citation style to be used is the [Springer Basic Style](#).

This style is based on Harvard style and recommendations of the Council of Biology Editors (CBE).

The CSL (citation style language) file can be found here: [Springer - Basic \(author-date\)](#)

### Journal Article:

Abbott C (1997) The Portland region: Where city and suburbs talk to each other-And often agree. *Housing Policy Debate* 8(1):11–51

### Journal article with DOI (and with page numbers):

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* 78:74–80. doi:10.1007/s001090000086

### Book:

Forester J (1987) *Planning in the face of power*. University of California Press, Thousand Oaks

### Book chapter:

O'Neil JM, Egan J (1992) Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In: Wainrib BR (ed) *Gender issues across the life cycle*. Springer, New York, p 107–123

### Online document:

Doe J (1999) Title of subordinate document. In: *The dictionary of substances and their effects*. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title of subordinate document>. Accessed 15 Jan 1999