

# AUTHOR INSTRUCTIONS

## Author instructions for providing manuscripts for publication in the CD version of the 11th HFCS-EM Proceedings

A printed abstract booklet will be provided at the symposium.

With the submission of an abstract and/or a full paper, the authors agree to publication in the HFCS-EM proceedings. The authors do not cede any rights to use their work for any other purpose.

The proceedings are not considered as a regular publication. No ISBN is provided.

### 1 INTRODUCTION

The purpose of this document is to provide guidance on formatting papers for inclusion in the 11th HFCS-EM proceedings. Oral presentations should be edited in the same manner.

The aim is to achieve a more uniform appearance and a better readability of the texts

### 2 SUBMISSION OF MANUSCRIPT

Manuscripts must be submitted via the HFCS website by March 31, 2019.

Authors are requested to use Microsoft Word (Word 97-2003 or later) for preparing the manuscript. Illustrations and figures should also be provided separately in compressed gif (Graphics Interchange Format) or jpg (Joint Photographic Experts Group) format, preferably sized as presented in the paper, and at a resolution of 72→200 ppi. Color illustrations may be used; however, the hard copy of the publication will be printed in black and white. Authors should therefore make sure that their paper will retain its clarity in black and white. (Note: the CD version of the proceedings will be in color.) Authors should provide an e-mail address with their manuscript.

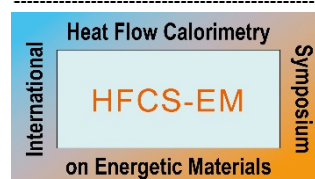
Please contact the symposium co-chairs if you have any questions or problems regarding the electronic format.

Provide a Word (\*.doc or \*.docx) and a \*.pdf file of your abstract and of the full paper.

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**11<sup>th</sup> HFCS-EM**  
13.-16. May 2019 ||  
76327 Pfinztal, Germany

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### 3. ORGANIZATION OF MANUSCRIPT

#### 3.1 FORMAT

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- All papers should be written in English.
- Please format the paper for printing on A4-sized paper, i.e. 29.7 cm (11.69 inch) in height, 21 cm (8.26 inch) in width; US-participants may use letter size paper (8 ½ x 11 inches), with one inch (1 inch = 2.54 cm) margins (also A4 paper) on all sides, and portrait (Hochformat) orientation.
- For normal text, use 11 point Arial font.
- Do not include headers, footers, or page numbers, as these will be added later in com-piling the papers for the proceedings.
- (Note: If fonts other than Arial Symbol are used, the fonts should be embedded in the document; for TrueType fonts with recent versions of Microsoft Word, font embedding can be found under "Tools/Options/Save.")

#### 3.2 TITLE

- Center the title of the paper on the first line using a 14 point bold font.
- Insert a blank line, followed by the authors' names and affiliations in 11 point bold font, capitalizing only the first letter, e.g. Title of Paper A.B. Author, C.D. Author, E. Author Organization Name, City, Country

#### 3.3 ABSTRACT

- Center the word "ABSTRACT" (bold, 11 point, all capital letters) after inserting 2 blank lines below the title information.
- Insert a single blank line, followed by the text of the abstract, justified and in 11 point font.
- The abstract should not exceed 20 lines length, i.e. it should not be longer than one page.

#### 3.4 MAIN TEXT

- Insert two blank lines before starting the main text of the paper.  
Section titles (Introduction, Experimental, Results, Discussion, Summary, Acknowledgements, and References) should be shown in bold type in 11 point font.
- Insert a single blank line after each section title followed by the main text.
- After each section, insert 2 blank lines. The paragraphs should be justified and single spaced, with the first line indented by 0.5".

### 3.5 TABLES AND FIGURES

- Tables and illustrations should be sized to be legible on a single page, and generally no more than 2 should be used per page.
- Titles of tables should be centered and bolded above each table. Figure captions should be centered and bolded below each figure.
- Tables and illustrations should each be numbered consecutively in order of appearance.

### 3.6 EQUATIONS

- Equations, if used, should be prepared using Microsoft Word's built-in Equation Editor or equivalent.

### 3.7 REFERENCES

- References must be numbered consecutively with Arabic numerals in the order of citation and styled to the format of J. Phys. Chem. An example: (1) Lenard, S. S.; Castrova, V.; Che, B. T.; Journal 2007, 236, 103.

## 4 FORMATTING OF POSTERS

- The spacing available for posters will be at least A0 (portrait), i.e. 84.1 cm (33.1 inch) in width and 118.9 cm (46.8 inch) in height.
- The actual size of the pin wall is 120 cm (47.2 inch) in width and 140 cm (55.1 inch) in height.
- Posters should be formatted accordingly.

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