INSTRUCTIONS FOR THE PREPARATION OF PAPERS FOR CIE PROCEEDINGS

In order to receive uniform contributions for the proceedings this document includes detailed instructions for the preparation of your paper in terms of the use of fonts, styles and related information.

These instructions shall be used in conjunction with the Guidelines for Notation to be used in CIE Publications and the Template for Preparation of Papers for CIE Proceedings, which has to be used for the preparation of your manuscript.

The following issues shall especially be taken care of in the preparation of the paper:

- Your paper shall not have more than **10 pages** and shall be provided as **DOC and PDF file.** The size of the DOC and PDF files shall not exceed **15 MB in total**. In case the files exceed this size, please contact us at ciecb@cie.co.at for further guidance.

- Use the page and style settings as well as the structure provided in the template document.

- Fill the header line with the author name(s) and the TITLE of the paper using the following style: a) one or two author(s): the author name(s) shall be named, b) more than two authors: the first author shall be named followed by "et al.". The author name(s) shall be written in the following style: family name, initial(s) of the first name(s) (e.g. "Smith, M.D.") and shall be separated by a comma in case of two authors (e.g. "Smith, M.D., Miller, A."). The TITLE of the paper shall follow the author name(s) after insertion of a space and shall be written IN CAPITALS, e.g. "Smith, M.D. et al. THIS IS AN EXAMPLE TITLE" (in this example more than two authors are involved). If the TITLE does not fit in one line it shall be cut and "…" shall be added to the end of the TITLE.

- Do not insert page numbers.

- The default font shall be **Arial, 10 pt, spacing: Expanded 0,4 pt**.

- Figures (graphs, diagrams and photographs) shall be clear and precise. They may be in colour or black and white. Any text used in the figures shall have the same font and size as the text of the paper. Figures shall be aligned centred. Use the following designation **below** the figure:

Figure 1 – Caption of Figure 1 {centred}

- Tables shall be aligned centred. Use the following designation **above** the table:

Table 1 – Caption of Table 1 {centred}

- If equations are used, they shall be numbered consecutively, with the equation number, within parentheses, positioned flush right, using a right tab stop, as in the following example:

$$a^2 + b^2 = c^2 \tag{1}$$

- Use British spelling, not American, e.g. "colour", not "color".

- Define abbreviated terms (acronyms and initialisms) the first time they are used in the text, even after they have been defined in the abstract.

- Cite references in the text by using the Harvard style, i.e. stating the author(s) or the organization and the year of publication in brackets, e.g. (Jerome, 1974) or (CIE, 1974). If there are more than two authors, the first author shall be named followed by "et al.", e.g. (Jerome et al., 1974). If more papers from the same source and year appear in the publication, the year of publication shall be followed by a lowercase letter, e.g. (ISO,

1994a); (ISO, 1994b). The references shall be given in alphabetical order in a section **References** at the end of the document. Should any of your references include a Document Object identifier (DOI) please include this at the end of any such reference using the following format: (DOI: xxxxxx).

- Regarding the use of symbols, units and functions consult the Guidelines for Notation to be used in CIE Publications.

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