Notes and Format Template for the Preparation of the Technical Paper

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The table of contents will be created by us. So please **do not create an automatic table of contents**. The text starts immediately, as shown here, with the introductory words. This usually makes any chapter heading *Introduction* superfluous. Please mark buzzwords for the index in the book in yellow at those passages in the text that contain relevant information on them.

In the following, we have compiled useful tips for creating a manuscript while at the same time using the desired structural components so that – to simplify matters for you – the unformatted text you have created can simply be copied and pasted in here. For example, after the title of the technical paper, only the names are to be given, but not the personal title, the institute, the company or similar. We ask you to provide this detailed information at the end of the technical paper under *contact details*.

# 1. The first main Chapter

Please note that there is actually text under each chapter heading.

The coming sub-chapters take up the topics of general structure, figures, tables, enumerations, formulas, general further references, sources and contact details.

## 1.1. Structure

Please do not automate the numbering of the individual chapters and, as given here, complete the numbering with a dot following the last corresponding number.

In addition, the content should be sensibly substructured.

### 1.1.1. Third and final numbered Level

As a rule, we will use only 3 numbered levels.

#### Further level

A possible further level is only highlighted by a bold heading.

## 1.2. Images



*Figure 1: Compilation of the requirements for the form and quality of the figures*

The caption should describe what can be seen in the figure. The figure and caption should also make sense together without the surrounding text and be meaningful. Abbreviations, for example, should therefore be explained where appropriate. The same applies to tables. In the case of figures, the caption should be placed below the figure; in the case of tables, it should be placed above the table. References that refer to one of the authors or the company/institute of an author should be omitted.

## 1.3. Tables

*Table 1: Things to consider in general when creating tables*

|  |  |  |
| --- | --- | --- |
| **in general**  | **do not forget** | **please note** |
| The layout is not important for us (as demonstrated here ;-)  | Units assigned sensibly? | separator for thousands in English papers (1,000,000.00 EUR) |
| The tables will be rearranged anyway. | Abbreviations explained? | English versus German: dots and commas the right way round? |
| More important than the layout is a good way to copy out the data. | Sources assigned?  | write small at the beginning of the cell; (if not a complete sentence) |
| Therefore, if possible, **do not make cell junctions**. |

## 1.4. Enumerations

It should also be noted that

* enumerations are considered regular sentences,
* lower case is used at the beginning of the bullet point,
	+ the individual points are separated by commas,
	+ end with a conjunction at the penultimate point, and
		- should end with a full stop.

## 1.5. Formulas

Basically, the formulas are to be inserted as follows

$\frac{Either use the formula editor,}{or insert it as an image/graphic.}$ (1)

Numbering is done as consecutive numbers in round brackets throughout. Please do not use chapter assignment.

## 1.6. Further general notes

* The company name and the names of products should appear as rarely as possible in the article. Please avoid advertising text-like redundancies, especially with regard to CAPITAL LETTERS and brand designations (such as ® or ™).
* Furthermore, please do not include any advertising text. The paper is for a technical book.
* Please do not use exclamation marks.
* Please do not use special characters for currencies (EUR instead of €, USD instead of $).
* Please also omit contradictions in themselves (e.g. approximately exactly 43 EUR) or "double doubles" (such as round ball).
* In a sentence in which various approximate data are strung together, one hint at it is sufficient (approx. 1 % residual organics, 9 % stones, glass and ceramics, 10 % metals and 80 % residual minerals; NOT: approx. 1 % residual organics, approx. 9 % stones, glass and ceramics, approx. 10 % metals and approx. 80 % residual minerals).

## 1.7. References

For the references, please sort all the **sources** and, if applicable, supplementary literature references **in alphabetical order** according to the last names of the authors or institutions (e.g. Technical University of Berlin, Federal Environment Agency) **and number** **them** with consecutive numbers ([1], [2], etc.). Again, please do not use active fields. Please **delete the automatic** **field functions** of the various citation programmes. In particular, the citation function integrated in Word can only be removed with a great deal of effort. If possible, please **do not indicate references as footnotes**. Furthermore, we only use the term “References”. Please **do not use self-citations** (e.g. for figures) unless another publication is explicitly referred to.

#### Scheme Article:

Author surname, first name (1st letter); co-author surname, first name (1st letter): Article title. In: Editor Last name, first name (ed.): Book title. Place: publisher, year, p.

Example:

Thomé-Kozmiensky, K. J.: Restabfallbehandlung in Europa. In: Thomé-Kozmiensky, K. J.; Beckmann, M. (eds.): Energy from Waste, Vol. 1. Neuruppin: TK Verlag Karl Thomé-Kozmiensky, 2006, pp. 3-58.

#### Scheme Internet site:

*If a reference is available in both digital and printed form, please cite the printed version.*

Organisation (ed.): Title of article, year. In: URL [accessed on dd.mm.yyyy].

Author surname, first name (1st letter): Contribution title, year. In: Organisation (ed.), URL [accessed on dd.mm.yyyy].

Example:

Thomé-Kozmiensky, K. J.: Restabfallbehandlung in Europa, 2006. In: Thomé-Kozmiensky Verlag GmbH (ed.), https://books.vivis.de/wissensportal [accessed on 01.01.2023].

### 1.8. Contact details

In order to ensure the individual contributions are stand-alone documents all relevant contact data should be contained. Therefore, this information is a fixed component.

At the beginning of each technical paper, all authors are mentioned by name (without academic titles). Please provide the detailed information on the main author/contact person according to the scheme given below. These, and all institutions/organisations represented by the authors, are given at the end of each paper. The main author/contact person obtains permission from the co-authors for this. As a matter of routine, we only indicate one contact person. If detailed information and photos of co-authors are also to be published, the main author/contact person will also obtain the consent of the co-authors for this.

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