

## **INSTRUCTIONS FOR AUTHORS AND SPEAKERS**

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### **SUMMARY**

Typescripts of papers to be included in the Conference Proceedings should be of sufficient quality to allow reproduction without requiring corrections and touch-ups by the Secretariat. Authors submitting less than acceptable typescripts will be contacted and requested to improve the printing quality of their final paper.

Note however that the Programme Committee encourages papers to be submitted in electronic format (see section 6).

This paper has a layout that follows the instructions. We have selected a layout that is appropriate for most word processors and printers. More elaborate typographic appearances can easily be performed on word processors, but the basic **mandatory** requirements are that the defined page margins and typeface size shall be followed closely.

Basic instructions on how to guarantee readable visual presentation material are also included.

### **1 INTRODUCTION**

The full texts of the papers presented at the conference and that have been submitted according to the author schedule will be published in the Conference Proceedings. Typescripts should be prepared according to these instructions, and we urge authors to adhere to the important details of the instructions.

A template for Word for Windows is available for download at the Nordic HF web site (<http://www.nordichf.org>). All papers presented at the conference will be made available in portable document format (pdf) on a CD together with the papers from all previous conferences for procurement after the conference via this web site. The CD will also be available for purchase at the conference.

### **2 PREPARATION OF TYPESCRIPT**

#### **2.1 LANGUAGE, TYPEFACE AND TYPING**

Papers must be written in English. The Programme Committee will not examine papers for linguistic correctness, but apparent errors will be noted and reported to authors for correction.

Typeface size of 12 points is recommended, with single spaced lines. Several typefaces are available and will be acceptable, however do not use very "thin" typefaces. The instructions use Times Roman 12 pt.

The quality and resolution of the print-out is essential. Laser and good quality inkjet printers are recommended. Do not use colour, unless all colours are guaranteed to reproduce as full black when copied in any ordinary copying machine.

We suggest that authors in doubt of the reproducibility of their typescript take copies and examine the quality of the copy before submitting the paper.

Any additions, formulas etc entered by hand shall be performed with dense black ink.

## **2.2 PAPER SIZE AND LAYOUT**

Papers shall be written on A4 size (210 x 297 mm) paper, **not perforated or stapled!** A4 size is standard in Europe but may be difficult to find in the U.S.A. 20 blank A4 pages are enclosed to these instructions for the U.S. authors.

Top, bottom, left and right margins shall all be 25 mm, meaning that **no text or diagram** may be closer than 25 mm to the paper edges. Please be careful with the top margin - various word processors may have different definitions.

The title of your paper should be typed centred at the top of the first page. Use bold face capital letters. Name, affiliation (name of organisation) and full address shall be typed below the title. Include E-mail address if applicable. Use one blank line between title and name, then three blank lines to separate the address from the first line of text.

Headings should be bold-face. Use a logical way of discrimination between headings, such as suggested here:

### **1 FIRST-ORDER HEADING**

#### **1.1 SECOND-ORDER HEADING**

##### **1.1.1 Third-order heading**

Use one blank line between headings and between headings and the following text. Use two blank lines between the end of a text section and the following heading.

Note: This is a particular area where word processors and laser printers allow any number of variations, some with nice results. However, we do not recommend using overly large typefaces for headings in the Proceedings.

## **2.3 REFERENCES**

All references should be sufficiently detailed and complete to allow anyone desiring to retrieve referenced documents to succeed.

## 2.4 DIAGRAMS AND PICTURES

Diagrams should be placed where appropriate in the text, if this can be achieved with an attractive typographical layout and readability. If this proves difficult, place diagrams at the end of the paper. In both cases, references to the diagrams in the text must be clear.

Diagrams that are not produced with the word processor must be affixed carefully. Do not use water-based adhesives. To avoid risks of the edges of affixed diagrams to reproduce in the printing process, the use of transparent document tape is recommended. Cover all edges of the piece of paper to be affixed with document tape.

## 2.5 PAGINATION, LENGTH OF TEXT

Write page numbers by hand at the bottom of each page if submitting in paper. **Use a pencil that erases easily, and do not press too hard!** These page numbers will be erased when preparing the final printing original. The total number of pages should not exceed 10 pages (invited papers can be longer than this).

## 3 ABSTRACT AND KEY WORDS

We intend to make the conference papers available for search in international databases. To aid the Programme Committee with this each author should prepare and submit a separate piece of paper containing an abstract of the paper (could be the same as the Summary, if planned for this purpose as well), with an author name, organization, address and a suggested list of key words that appropriately covers the contents of the paper for data base search purposes.

## 4 PRESENTATION

### 4.1 PREPARATION OF SLIDES AND TRANSPARENCIES

The Programme Committee requires that all visual presentation material is clearly visible and readable from all parts of the conference hall. Authors must therefore follow the recommendations given on preparation of slides, overhead transparencies and PowerPoint presentations.

**Character height (capitals) on overhead transparencies shall be at least 5 mm. This text is written in Times Roman 22 pt (bold). Do not use all capital characters, since this reduces readability!**

Character height on slides shall not be less than about 1/40 of the height of the full picture. These recommendations give about the same character size on the screens for both overhead

transparencies and slides. Observe the recommendations for all relevant text on your visual material, including tables, legends, definitions on diagrams etc. Please do not use transparencies and, in particular, slides with poor contrast or dark or highly saturated colours.

If in doubt over the readability of your slides/transparencies, please try them out on a screen width of about 2 m and viewing distance of 20 m (or scaled down as appropriate). If this proves acceptable, you should be confident to have a good visual presentation at the conference.

Carefully select the number of slides/transparencies to cover your subject fully, without requiring too many. A twenty-minute presentation should not need more than about 10 - 15 slides/transparencies.

A data projector with a resolution of 1024x768 will be available in the conference hall.

## **4.2 ORAL PRESENTATION**

The conference hall accommodates around 175 listeners. This is a fairly large audience, and the microphones and loudspeakers should normally be used. Please be aware of a tendency often noticed, that many speakers tend to reduce their voice level when using microphones and loudspeakers. This may then require turning up the microphone sensitivity to a point where feedback over the loudspeakers may become annoying. Please speak in a normal voice even when using the microphone!

## **5 ADVICE AND HELP**

Authors having difficulties producing typescripts and visual presentation material in accordance with these instructions are welcome to contact the Secretariat. We may be able to provide advice and assistance in the production of a high-quality material for the paper and presentation.

## **6 ELECTRONIC ADVICE, RETRIEVAL AND SUBMISSION**

You may submit your paper in any of the following electronic formats: Word for Windows (recommended), Adobe Acrobat Portable Document Format (pdf), Rich Text Format (rtf) or Postscript.

If possible send the paper by E-mail to the Nordic HF address: nordichf@aerotechtelub.se.

Please observe that the possibility of submitting the paper in electronic format does not relieve you from following the instructions. The Programme Committee will not edit your paper prior to printing it!

## **7 RELEASE APPROVAL**

By submitting your paper to the Programme Committee you accept that the parties arranging the Nordic HF conference have the right to copy, sell and distribute your paper in paper format as well as electronic format as part of the Conference Proceedings. You also waive

your right to receive any financial portion of the income from these sales (The price for the Conference Proceedings is set to only cover the administrative costs.)

## **REFERENCES**

Include your list of references at the end of the text part of the paper, before any following diagrams. Be careful to include all necessary information to allow retrieval of the referenced document!