Guidelines for Authors

Contents

1 General remarks

Dear author,

Thank you for contributing to the 4th International Conference on Thermoplastic Composites, ITHEC 2018. With these guidelines we would like to help you in having your presentation and manuscript in correspondence with the requirements of ITHEC 2018.

We expect at least one of the authors to attend the conference, otherwise we will charge one of the authors the reduced fee for authors of EUR 455 (plus 19 % VAT) to refinance the publication efforts.

Important deadlines/dates:

- Deadline for receipt of full manuscripts (see 3): **30 June 2018**
  (incl. Copyright and Consent form)

- Deadline for receipt of Copyright Release Form: **30 June 2018**

- Deadline for registration of presenting authors: **30 June 2018**

- Deadline for receipt of details on speakers (see 2.1): **5 October 2018**
  (oral presentations only!)

- Deadline for receipt of presentation slides for check **5 October 2018**
  (oral presentations only!)

- Deadline for receipt of Slides Release Agreement **5 October 2018**
  (oral presentations only!)

- Deadline for receipt of presentations slides for **15 November 2018**
  download by delegates (oral presentations only!)

If necessary, please apply for your visa in time.

In case of any question please do not hesitate to contact the organisation team.
Please send an e-mail to service@ithec.de.

2   Presentation during the event

2.1   Oral presentation

Duration:

20 min + 5 min discussion (except the keynote lectures in the morning: 45 min including discussion)

Presentations exceeding 25 minutes will be stopped by the session chairs!

A MS Windows Laptop for MS Powerpoint presentation and a high-power beamer are part of the conference technique. You may include short video clips into your Powerpoint presentation with a customary codec. The conference language is English. There will be no simultaneous translation.

Delivery of presentation slides:

Please deliver your **intended presentation file** by upload to the OpenConf system until 5 October 2018 for a quality check by the Programme Committee members. You will receive a response within one week. Minor changes may even be made afterwards. The **final presentation** has to be handed to the technical team in the lecture hall on an USB stick at least one hour before the session starts. Your files will be transferred to the hard disk of the presentation laptop. Please make sure that your media are virus-free.
The use of own laptops will be refused to avoid technical problems and time delay.

Forwarding of presentation slides to conference delegates:

As in 2014 and 2016 we intend to forward your presentation slides to the registered conference delegates to avoid uncontrollable taking of photographs during the talks. Authors can decide to upload their slides
- as shown
- in an edited version
- not at all.
Please fill in the corresponding Slides Release Agreement and upload it to the OpenConf System by 5 October 2018.

Details on speakers (oral presenters only!)**:**

Please provide us with the following additional information on the speaker(s) for introduction purposes before the talk. Please upload this information as pdf / jpg file to the OpenConf System on www.ithec.de by 5 October 2018.

- Origin (company, institute, others, state)
- Age, sex (male/ female, as sometimes we cannot extract this information from the first name)
- Qualification (degrees, studies or other qualification)
- Current position within the company/institute

2.2 Poster presentation

In the exhibition area there will an area dedicated to the poster session.

All relevant information (title, authors, experimental set-up or theoretical background, results …) should be printed on one poster sheet, preferably in 4c.

Dimensions: preferably DIN A0 (width 84 cm x height 119 cm),

max. width 95 cm, max. height 150 cm

There is no recommended template, but you are invited to include the **ITHEC 2018 logo** available in the download area of the event homepage. We kindly ask not to show an identical copy of the manuscript published in the conference proceedings.

Print Service: Instead of carrying your printed poster as cabin baggage you may send a pdf in print quality. We will ask a print-shop to print it and attach it to the provided poster wall.

For the offered print service we will charge you a fee of 55 EUR plus VAT. Please note that we do not take any guarantee in case of corrupt data files. Furthermore, the printed poster will not be returned to you.

In case you are interested in this offer please send a pdf file in print quality by Monday 15 October 2018 to service@ithec.de.

Attachment of Posters: Please don't use your own duct tape for the attachment of your posters. The organiser will provide a special tape that helps avoiding damage of the provided walls.

We kindly ask you to put up your poster before the opening of the conference on Tuesday morning. The area will be open for the delegates the whole day, so they can already make their preferences on posters for discussion during the breaks.

We expect at least one of the authors to be present at their poster during the poster session.

3 Conference manuscripts for publication in the Conference Proceedings

Maximum length:

All oral presentations as well as all poster presentations will have up to 4 A4 pages in the proceedings, including diagrams and photos. Manuscripts exceeding these limits will be rejected! We do not expect manuscripts for the keynote lectures.

We are going to publish the final papers without any editorial efforts of our own, except for the inclusion of high-resolution graphics and tables. Assuming your co-operation, the organisers intend to publish the conference proceedings of ITHEC 2018 in the form of a CD-ROM or a memory stick as well as in the usual form of a conventional book. Therefore, we need your final paper in a data editable file as well as a pdf-file as a reference.

To ensure the maximum performance offered by the Adobe Acrobat Reader and to minimise the risk of non-compatibility, we ask authors to send their contributions only in the given data formats (see 3.1).

3.1 Accepted data formats and file upload

Text-formats

MS-Word

We will preferably accept files produced with the word processor Microsoft Word for Windows up to the version included in Office 2016. Different formats can only be accepted after prior consultation. In addition to the Word-file, we need a pdf-file of the whole manuscript. All used fonts should be properly included. The pdf-file will help to eliminate common problems in the word-file, as for example arrangement of figures, formulas, special characters, etc. Please note that a simple pdf-file without the corresponding text-file is of less use, because it cannot be adapted to the required layout format.

Graphic formats

*.tif, *.jpg, *.eps

We will only accept *.eps, *.tif, *.jpg (with moderate compression) files for diagrammes and photos, even if the graphics are included in the text. In case you use text in eps-files (e. g. annotation of axis) please export the text into curves. Low-resolution versions should be included in a positioning frame to show the correct position and aspect, and to place the figure captions. **Make sure that all figures are also included as separate graphic format files.** Please note that although the proceedings will be published in 4c, all figures will be converted to black and white when printed on a black & white laser printer. Therefore, please ensure a good reproducibility in black & white.

Graphics and photos are useful on a scale of 1:1.
Required resolutions for graphics supplied as separate files in the above graphic-formats:

- diagrammes: **Minimum** 1200 dpi, maximum 2400 dpi.
  Please make sure that the thickness of the lines is not less than 0.3 pt or 0.1 mm, respectively.
- photos: Minimum 300 dpi, maximum 400 dpi at final size.

Table formats

MS-Word and MS-Excel

We will only accept tables set up with **Microsoft Word** and **Microsoft Excel** included in the Microsoft Office package up to 2016 version. There will be **no guarantee** of a correct layout in case of other formats. This is especially valid for LOTUS, following bad experience from the past. Even MS-Excel tables already included in the text should be added as a separate data file.

Formulas

For formulas included in the manuscript, please make use the MS Word formula editor, although it is not the most suitable tool. Otherwise, please add the formulas in a separate graphic file (*.tif, *.jpg) or *.pdf.

Data compression

*.zip

To reduce the amount of files and mailed storage capacity / upload time, the directory including all corresponding figure files have to be zipped.

File Upload

Please upload a MS Word version (*.doc or *docx, please select the chosen type) as well as a pdf version both in strict accordance with these guidelines to the OpenConf System on www.ithec.de . Figures are requested as separate graphic files. You will find a detailed instruction in the Guidelines for Submitters.

Virus infection

We will only accept **virus-free** files. We **refuse to repair** infected files, when damaged during the deactivation of a virus. Help us to avoid a virus infection by always using a current version of suitable virus scanning tools.

3.2 Deadline and delivery

The conference proceedings will be distributed during check-in at the beginning of the conference. Therefore, we need your manuscript files (Word, diagrammes, pdf) to be received **by 30 June 2016**.

We cannot ensure a publication for papers coming in later.

In order to allow us to include your manuscript in the proceedings, we kindly ask you to upload the filled **Copyright and Consent form** together with the manuscript.

3.3 Confirmation of receipt

You will receive a confirmation of receipt after having received your upload.

3.4 Detailed guidelines for layout of manuscripts

The data files and the printed manuscripts will be given to the printer for reproduction **without any corrections** from our side. Text, diagrams and space for photos have to be set in strict accordance with these guidelines. Insert **page numbers** in the footer, please. The dummy manuscript included in these guidelines may serve as a pattern that can be overwritten to ensure correct formats.

Please note that you will find layout examples for A4 an US Letter format in this archive. Please feel invited to overwrite the text to ensure the suggested formats.

3.4.1 Format

Final manuscripts of papers and posters are limited to four double column DIN A4 pages, review papers to six double column DIN A4 pages, both including diagrams, photos, tables, list of references.

Paper format	DIN A4 (297 mm * 210 mm)		US Letter (8.5 inches * 11 inches)	
Margins	left: right: top: bottom:	25.4 mm 25.4 mm 25.4 mm 30.0 mm	left: right: top: bottom:	1.12 inches 1.12 inches 0.75 inches 0.75 inches
Gap between columns	10.0 mm		0.40 inches	
Language	English			

3.4.2 Text layout

Please see enclosed examples ("Dummy") for guidance

Type	**Heading of manuscripts:** Arial black in **mixed** letters, Point 16
	Authors and line space before: Arial, point 10
	Other text: Times New Roman, Point 10
Line Spacing	Single
Authors	Only initials of first names (i. e. D. Dummy, H.D. Meyer), without spacing between the initials
Company/Institute	Only name of the company or institute (preferably in English, if non-German), followed by the city, country (in English)
Abstract	Abstract Text: Preferably not more than 10 lines (single line spacing)
Keywords	Up to 8 technical keywords, same font as abstract, separated by commas
Heading of Paragraphs	Bold, separated from the following text by single spacing (point 10)

Diagrams	Please insert diagrams in a **positioning/ text frame** manuscript with at least low resolution at the right place. Caption underneath: *Fig. 1, Fig. 2, ... ,* should be in 8 pt Italic. Additionally, we kindly ask for **separate data-files** in given graphic formats (minimum 1200 dpi at final size). The diagrams will preferably be published in 4c.
Photographs	Please insert photos in a **positioning / text frame** with at least low resolution photos into the script, with respective captures underneath, *Fig. 1, Fig. 2, ...* Additionally, we kindly ask for **separate data-files** in given graphic formats (minimum 300 dpi at final size). Those will be included in the final pdf in InDesign, as we know from experience that this results in a better quality as the included figures. Photos and diagrams will preferably be published in 4c.
Page numbers	Insert **page numbers** in the footer, please.
Deadline	The final ready-for-print version of the paper and the corresponding data-files must arrive at the organiser **by 30 June 2018**.

<u>**Scripts not according to these guidelines will not be published.**</u>

4 Questions?

In case of any questions, please do not hesitate to contact the organiser:

Contact Person: MESSE BREMEN
M3B GmbH
Mr Hubert Borgmann
Findorffstraße 101
28215 Bremen
GERMANY

Tel.: +49 (0)421 35 05-545
Fax: +49 (0)421 35 05-15506
service@ithec.de