Manuscript rules for the preparation of the INSECT proceedings

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Abstract (max. 150 words)

The following advices shall help you to prepare your article for the conference proceedings in such a way that a uniform layout and a trouble-free inclusion into the conference proceedings can be assured. In doing so, you can use this document as manuscript. Most of the formatting (headings; figure and table captions; formulas etc.) can be accessed by using the appropriate button. We recommend using Microsoft Word as a word processing program.

1   Formatting specifications

1.1   Layout of the pages

The article has to be written single-column. Left and right pages are not distinguished. The conference proceedings will be published online fully open access with a DOI for every single contribution. The A5 paper size (210 mm × 148 mm) must have the following margins:

- top: 2.0 cm
- bottom: 2.0 cm
- right: 1.8 cm
- left: 1.8 cm
- gutter: 0.2 cm

Please do not indicate the page numbers. They will be included by our publisher after all articles finally are brought together in the conference proceedings.

The whole paper has to be written in Arial.

1.2 Headings, continuous text and listings

1.2.1 Headings

All headings are left-aligned. The numbered chapters and subchapters should start with 1 and end without a full stop. The following font sizes are used:

Title of Paper	Arial 16 pt, bold space above 10 pt, space below 15 pt line spacing 17 pt (style ***Title***)
Authors	are listed under the title of the paper in the chronology which is indicated in the following example Arial 11 pt, italic space above 3 pt, space below 6 pt line spacing 11 pt (style ***Authors***)
Chapter heading	Arial 11 pt, bold, italic space above 18 pt, space below 12 pt line spacing 14 pt (style ***Heading 1***) Abstract and Literature without numbering (style ***Unnumbered Heading***)
1st subchapter	Arial 9 pt, bold space above 12 pt, space below 8 pt line spacing 13 pt (style ***Heading 2***)
2nd subchapter	Arial 9 pt, bold, italic space above 12 pt, space below 8 pt line spacing 13 pt (style ***Heading 3***)

The chapter numbering has to be left-aligned; the following chapter title should be indented with a tabulator at 8.5 mm.

The respective styles *(see brackets)* can be used to ensure correct formatting.

1.2.2 Continuous text

Continuous text is formatted in Arial, 9 pt, normal. The last line of each paragraph has to be left-aligned. Line spacing should be set to multiple 1.2, and there must be a 3 pt space above and below each paragraph (style ***Body text***).

1.2.3 Listings

Listings also have to be written in Arial 9 pt, normal. The last line has to be left-adjusted. The line spacing is multiple 1.2, the space below 3 pt. The listing mark (preferably •) should be indented 4 mm from the left margin, the text itself should be indented 8 mm from the left margin (style ***Numeration***).

Example:

- point 1
- point 2

2   Figures and tables

2.1   **Figures**

Figure 1:   *Example*

If possible, the figures should take the whole page width (11 cm). If multiple figures are included, they can be arranged side by side. The text does not enclose the figure – it ends above it or starts below the figure on a new line. A pixel density of 300 ppi is recommended.

The figure captions should not end with a full stop (see example). Please format the captions in Arial 7.5 pt, italic with a space lining of 8 pt, left-aligned. The word "Figure" and the sequential number are written in bold font. The space from the figure and the following text is 2 pt and 6 pt, respectively. Please use the style ***Figure*** for all figures to be included – for the captions of the figures please use the style ***Figure Caption.***

2.2 Tables

Table 1: Font and format

Element	Font	Format	Size / pt
Title of paper	Arial	bold	16
Chapter heading	Arial	bold + italic	11
1st subchapter	Arial	bold	9
2nd subchapter	Arial	bold + italic	9

Tables should have a table heading (see example). The following formatting should be adhered to:

> Arial 7.5 pt, italic ("Table" and sequential number: italic + bold)
> space above 6 pt, space below 2 pt
> line spacing 8 pt, left-aligned

There are also special rules for the table content. The header should be grey-shaded (10 %) in bold font. The table text has a spacing 3 pt above and below paragraphs, and a line spacing of 7.5 pt.

Please use the draft *Table Text* for the table content, and adjust text alignment and weight accordingly. For the table caption, you can use the draft *Table Caption*.

2.3 Formulas

$$n = \frac{Q}{F \cdot z} \tag{1}$$

The formulas have to be numbered consecutively in round brackets (in the text but also directly in the formula) starting from (1). Please use Cambria Math 9 pt or symbol fonts. The formula starts at 12.8 mm from the left side. The line spacing is 9.5 pt. The space above and below the formula is 11 pt. The tabulator for the right-aligned formula numbering is at 110 mm. The numbering is right-aligned (draft *Formula).*

Literature

The heading for the literature is not numbered and is written in the same style as the abstract heading (style *Unnumbered Heading*).

Citations are numbered consecutively, starting from [1]. They are put into squared brackets (in the text, but also in the bibliography at the end).

Citations are written in Arial 9 pt, italic. The line spacing is multiple 1.2, the paragraph space is 3 pt. The tabulator should be at 8 or 11 mm starting at the left side.

[1]   *Author, A.: Title of Paper. In: Proceedings of 5th Conference on Science, 2017, vol. 12, doi: 12.345/cs67890*

[2]   *Author, A.; Author, B.: Scientific paper A. In: Author, C. et al: textbook for applied technologies, Ilmenau, Germany, 2001, p. 15–25*

[3]   *Author, A. et al: Textbook ABC, publishing house Wehlen, Dresden, 2003, p. 56–89*

Hand in of manuscript

The **maximum length** of your manuscript must not exceed **8 pages**!

The ready-to-publish version of your paper must be submitted as Word file (*.docx).