

# Typing instructions for contributions to conference volumes

VDE VERLAG • Berlin • Offenbach

## 1 General

In the interest of the uniform style of the entire work, you are requested to observe these typing instructions exactly. At the same time this text is an example for your typed printer's copy.

### 1.2 Product liability law

The new product liability law places higher demands on the obligation to exercise due care of all those dealing with or involved with the compilation as well as the later duplication and dissemination of manuscripts. This also applies in particular for authors of scientific works and specialized books, conference volumes and corresponding contributions to journals.

When composing your work or contribution and in the subsequent proofreading, therefore, please always check conscientiously and carefully in your own interest, whether the statements contained in your manuscript are true and correct in regard to content. Make this job easier for yourself by allowing well-informed colleagues or staff to countercheck your statements in the course of compiling your manuscript, with varying frequency depending on the degree of hazard emanating from them for other people's legal property. This is the safest way to reduce your liability risk and to avoid possible claims for damages or recourse.

### 1.3 Further inquiries

For special organizational questions please contact:  
VDE – Conference Department  
Stresemannallee 15  
60596 Frankfurt am Main  
Germany  
Phone: +49-69-6308-202/275/229  
Fax: +49-69-9631-5213  
E-Mail: [vde-conferences@vde.com](mailto:vde-conferences@vde.com)  
Internet: <http://www.vde.de>

## 2 Technical directions

### 2.1 Printing data file

The data file should be set up in A4 format (21 cm x 29.7 cm) and stored as PDF. If there is no possibility of producing a PDF, a Postscript data file should be made from the original data file (usually Word) which the publishers will then convert into a PDF data file.

The printing area should be centred and a width of 17 cm and a height of 24 cm with a 2.0 cm margin left and right per page must be observed by all means. There must be no page numbers on the pages.

Times should be used as font. The type sizes for the individual titles may be taken from the enclosed sample page. If you work with WORD 97 to WORD 2000, you can download the appropriate data files from the Home Page of the VDE VERLAG under <http://www.vde-verlag.de> (see data files MS\_DINA4.doc and MS\_DINA4.dot) and compile your manuscript with these.

For control purposes it is absolutely essential to send also a black-and-white print copy to the conference publisher.

#### 2.1.1 Drawings / Photographs

Drawings should be set up in black and white. Photos should be scanned with at least 200 dpi. Power-Point graphs should be avoided.

#### 2.1.2 Data storage

The document should be sent as an open file, i.e. without data protection.

When storing the data files, please make sure that all fonts are embedded. In this respect please read the following section, which refers to the example of WinWord.

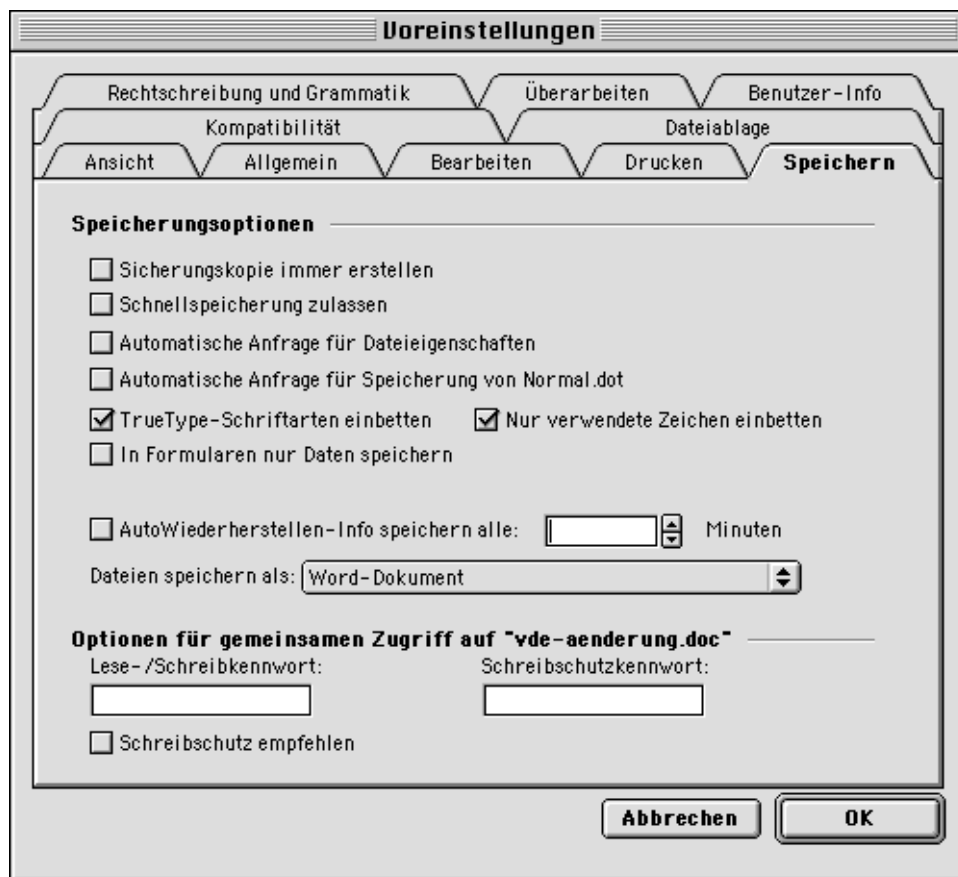
#### Embedding of TrueType fonts in a document

If TrueType fonts are used in a document, these can be „embedded“ or stored in the document. This means that other users can display, revise and print out the document with its original fonts, regardless of whether the fonts are installed on the other computers or not.

Please note that distributors of TrueType fonts lay down the licensing rights for embedding of fonts. For example, certain fonts cannot be embedded, or embedded fonts can be displayed and printed out but not revised.

1. Click in the Menu Extras on Options and then on the index card Save.
2. Activate the control box 'Embed TrueType fonts'.
3. Store the document.

If you embed TrueType fonts, by activating the control box 'Embed used characters only' you can reduce the file size of the document. With this option only the fonts used in the document are embedded. Even if you use 32 or less characters of a font, for example a few symbols or a title, Word only embeds these characters. Please note that this option is useful above all for documents which are merely displayed or printed out by other users, as the non-embedded characters and fonts are not available for revising.



## 2.2 Further enquiries

For special technical questions please contact:

VDE VERLAG GMBH

Buchherstellung / Book Manufacture

Bismarckstrasse 33

10625 Berlin

Tel.: 030 / 34 80 01-31

Fax: 030 / 3 41 06 27

E-mail: buchherstellung@vde-verlag.de

### **3 Directions regarding contents**

#### **3.1 Text arrangement**

The sections should be arranged according to the decimal number system (as in these typing instructions).

#### **3.2 Typing rules**

At least one reference must be made in the text to illustrations, photographs and tables, the first reference being in bold type, e.g. Figure 2.3 or Table 5.2.

Statements to be accentuated in the text should not be spaced or underlined but instead where possible written in italics or bold type.

#### **3.3 Directions for literature references**

Literature references are to be distinguished by numbers in square brackets, e.g. [7] or in oblique strokes (slashes), e.g. /1/. The literature references should be grouped together at the end of the manuscript and not brought individually as footnotes (as usually quoted in etz – Elektrotechnik + Automation – Elektrotechnische Zeitschrift, ETEP European Transactions on Electrical Power or ntz – Informationstechnik + Telekommunikation – Nachrichtentechnische Zeitschrift, see sample pages).

#### **3.4 Standards**

The authors are requested to ensure that constitution and presentation are in accordance with standards. Hints in this respect can be found in the DIN handbooks:

- No. 22: Einheiten und Begriffe für physikalische Größen (Units and Terms for Physical Variables)
- No. 202: Formelzeichen – Formelsatz – Mathematische Zeichen und Begriffe (Symbols – Formulae – Mathematical Signs and Terms)
- No. 514: Normen über Grafische Symbole für die Elektrotechnik – Schaltzeichen (Standards on Graphic Symbols for Electrotechnics – Symbols for Switching Devices)

and in the IEC Guidelines:

- IEC 27
- IEC 50
- IEC 375
- IEC Multilingual Dictionary of „Electricity, Electronics and Telecommunications“

and in the ISO Standards applicable to the respective subject.

### **3.5 Further inquiries**

For special questions in regard to contents, please contact:

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Merianstraße 29

63096 Offenbach am Main

Tel.: 069 / 84 00 06-40

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