Sample Page / Title

Author Given Name Surname, Organisation, City, Country, e-mail

Abstract

This is a normal text in 10 pt type size and 12 pt line spacing, written with font TimesNewRoman. Your reproducible manuscript in DIN A4 format serves as copy for the offset printing and is transferred 1:1 by the printers. In the interest of the uniform style of the entire work, you are requested to observe these typing instructions as exactly as possible. The original document only must be submitted online, carefully following these instructions. Please use the font Times New Roman, 10 pt type size and 12 pt line spacing. Maximum length 8 pages.

1 This is a 1st Order Heading  
(14/12 pt boldface)

1.1 This is a 2nd Order Heading (12/12 pt boldface)

1.1.1 This is a 3rd Order Heading (11/12 pt boldface)

#### 1.1.1.1 This is a 4th Order Heading (10/12 pt boldface)

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.

Fig. 1 Caption

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.

# 2 Technical Directions

2.1 Printers copy

The printer’s copy must contain all texts and illustrations (photos and drawings) in correctly paged structure and must be produced on white paper in DIN A4 format (210 mm x 297 mm) with a 2.5 cm margin left and right. In order to obtain a uniform print image, the print-out should be made on laser printers only. The sheets may only be printed on one side. The pages should be numbered on the reverse side in pencil, no page numbers on the page. As font we recommend **Times New Roman.** The type sizes for the individual titles may be taken from this sample page.

2.1.1 Drawings

Drawings must be laid out in black-and-white and have a good density. Consider to use different styles of dashed lines and markers instead of just switching colours to b/w. The drawings with the captions must be inserted directly into the text in a suitable position.

### 2.1.2 Photographs

Where possible, photographs should be scanned and incorporated in the text in the appropriate position. Colour photographs should be converted into grey scale pictures. For control prurposes we recommend test printing on a black & white printer and checking the quality of the photograph. Here the standard resolution of a normal laser printer is sufficient. By no means a finer resolution should be selected.

## 2.1.3 Data storage

The document should be sent as a PDF file without data protection. When saving the data file, please make sure that all fonts are embedded. In this respect please read the following section, which refers to the example of MSWord. Check the document carefully after having created the pdf file.

# 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 s p a c e d 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 (see sample pages).

3.4 Further inquiries

For any question, please contact:

Livia Russell

Electrosuisse

Luppmenstrasse 1

CH-8320 Fehraltorf

Switzerland

Phone +41 44 956 11 50

E-Mail: [livia.russell@electrosuisse.ch](mailto:livia.russell@electrosuisse.ch)

Internet: <http://www.icec2020.com>

# 4 Literature

[1] Analog Devices: Analog Design Seminar. Mün­chen: Analog Devices GmbH, 1989

[2] Lancaster, D.: Das Aktiv-Filter-Kochbuch. Va­terstetten: IWT, 1986

[3] Huneus, H.; Lex, A.: Magnetische Eigenschaft von nichtkornorientiertem Elektroblech. etz Elektro­tech. Z. 112 (1991) H. 22, S. 1204 - 1208

[4] Abramowitz, M.: Handbook of mathematical functions. 3. Aufl., New York: Dover, 1980

[5] Guidelines for ETEP-Authors. ETEP European Transactions on Electrical Power. Vol. 7, No. 5, Sept./Oct. 1997, pp. 363 – 364

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