Style Sheet for VDI Reports
Conference Proceedings

Prof. **J.C. Doe**, Company, Town;

Abstract

This document is intended to provide you with important information regarding the preparation of manuscripts for VDI Reports.

1. General comments

We wish to express our thanks to you for agreeing to contribute a manuscript to a VDI Report. For the publication as a whole to give the impression of a unified whole, we kindly request that you strictly observe the instructions given in this style sheet. This document will also serve as an example illustrating what your manuscript should look like. Please use the MS Word template `Manuscript_template_VDI-WF.docx` we have provided.   The manuscript pages shall not be numbered.

2. Settings

The template file `Manuscript_template_VDI-WF.docx` provides you with the various styles you will need in your manuscript. These are listed in Table 1. All spacings between paragraphs shall be effected by inserting blank lines (carriage return).

Tables

Tables are to have frames, and thin black lines shall be used to separate the individual table cells. Provide a caption for each table.

Table 1: Settings in MS WORD

	Settings
Title	Arial, 16 pt, bold, left justified, paragraph: line spacing single
Subtitle	Arial, 14 pt, bold, left justified, paragraph: line spacing single
Author	Arial, 14 pt, paragraph: line spacing single, use bold-face lettering for author's name
Heading 1	Arial, 11 pt bold, line spacing 1.5 lines
Subheadings	Arial, 11 pt bold, line spacing 1.5 lines
Standard text	Arial, 11 pt, justified, line spacing 1.5 lines
Figure caption	Arial, 11 pt, line spacing 1.5 lines, indentation: hanging 1.4
Table caption	Arial, 11 pt, line spacing 1.5 lines, indentation: hanging 2.0
References	Arial, 11 pt, line spacing 1.5 lines, indentation: hanging 1.0 please use square brackets [ ]

The settings shown in Figure 1 have already been implemented by the publisher under the menu item "Page Setup".

Margins:		***For subsequent page numbering:***	
Top:	3,10 cm		
Bottom:	3,10 cm	**Distance from the margins**	
Left:	2,50 cm	Header:	1,80 cm
Right:	2,50 cm	Footer:	1,25 cm
Paper size:		**Page layout submenu**	
A4		Section start:	Continuous
Width:	21,0 cm	Header and footer:	Different odd and even [yes]
Height:	29,7 cm		Different first page [yes]
		Vertical alignment:	Top
		Apply to:	Whole document

Figure 1: Settings made by VDI Verlag under menu item "Page Setup"

Figures

Please embed the original images (photographs, drawings) and tables into the template, numbering them consecutively. Figure captions are thus generated automatically. Use the following standard image file formats: BMP, JPEG, TIF or EPS.

3. Instructions regarding contents

Text-body structure

Use decimal section numbering (as shown in this document).

Bibliography

Bibliographical references shall be identified by numbers within square brackets, e.g. [7]. Compile them at the end of the paper rather than displaying them as separate footnotes.

Standardized presentation

Please ensure that your presentation conforms to the accepted standard. Information in this regard may be found in our two references [1], [2] and elsewhere.

4. Submission of manuscripts

Please submit your manuscript in A4 format by email as a **WORD** file (provided the file size is less than 2 MB). Standard image file formats to use here are BMP, JPEG, TIF or EPS. **It is essential to ensure that the images have an adequate resolution (at least 300 dpi) for an image of at least 9x13 cm**.

5. Guidance for bibliographical references

Bibliographical references should be consecutively numbered in the text and start with reference [1]. They are shown in square brackets both in the text body and at the end of the paper. If several consecutive references occur at the same point in the text, they may be shown, e.g., as follows: [7 through 11].

Books:

[n]   Name of the author, initials of forenames: book title. Place of publication: publisher year

Example:

[n] Grover, E. P.: Blow-moulding. 'Modern Plastics' series. Düsseldorf: VDI-Verlag 1979

Periodicals:

[n] Name of the author, initials of forenames: title of article. Title of periodical, volume, year, first page - last page

Example:

[n] Alt, B.: Coatings. Plastics 59 (1969) 3 pp. 986-988

Patents:

[n] Patent number (or DOS or DAS number)

Example:

[n] DE-P 1 151 932 [or: US-P, EU-P] no details of title, company or the like

Company publications:

[n] Title, designation (company publication, brochure, in-house newspaper, etc.), name of company, place year

Example:

[n] Variable-pitch propellers, brochure, Siemens, Munich 1979

Theses and dissertations:

[n] Name of the author, initials of forenames: title of the dissertation. Type of work. Place year

Example:

[n] Wortberg, J.: Werkzeugauslegung: Mehrschichtextrusion. RWTH Aachen Diss. 1978

Other (such as trade fair brochures):

[n] Name of the author, initials of forenames: title of article. Brochure title. Year, first page - last page

Example:

[n] Karagiannis, A., Mavridis, H. and Vlachopoulos, J.: Interface Determination in Multilayer Extrusion. ANTEC `87, pp. 106-108

7. References in this document

[1]   Wortberg, J.: Werkzeugauslegung Mehrschichtextrusion, RWTH Aachen Diss. 1978

[2]   DIN Taschenbuch Nr. 202: Formelzeichen - Formelsatz - Mathematische Zeichen und Begriffe