

Annex A Guidelines for authors

A.1. Preparing an abstract

Abstracts in English with a length between 1000 and 2500 words must be submitted in PDF format. The abstract should present the background and the status of the reported research including figures, illustrations and a summary of important conclusions. The status, including milestones, of any pending research/work required for the completion of the paper should be included. The abstracts will be evaluated based on the appropriateness of the work to the vertical flight industry, originality, technical quality, availability of (preliminary) results and completion status.

The online mask requests additional information from the author, like keywords, new or significant aspects of their work and the assignment of the paper to one of the session subjects.

A.2. Preparing the paper

GUIDELINES FOR CREATING MANUSCRIPTS FOR ERF PROCEEDINGS

First & Last name, Email address, Company (Nation)

Abstract

Please enter here the text of the abstract.

1. PUBLISHING OF FORUM MANUSCRIPTS

The forum paper you have been requested to send may be published as follows:

- published on CD-ROM or USB memory stick
- published on a website

For this an electronic version of your paper is needed.

We take the opportunity to give you some guidelines for the compilation of your paper. To guarantee publishing of your paper we strongly recommend accepting them.

2. LAYOUT

2.1. Page layout and paper size

Please set your page size strictly to A4 (21.0 cm x 29.7 cm, 8.2 inch x 11.6 inches). The size of the full paper should not exceed a maximum of 10MByte or 14 pages in general.

2.1.1. Margins

Please set the left and right margins to 20 mm, the upper margin to 25 mm and the lower margin to 30 mm.

2.1.2. Columns

The title of the paper, authors and addresses as well as the abstract is formatted as a single column (see above), body text and figures in two columns with 5 mm distance. Please do not frame the columns.

2.1.3. Header & Footer

Please do not use headers & footers in your paper and do **not** include page numbers. All papers will get corporate page numbers and headers during the publishing process.

2.2. Text layout

The paper should be formatted in the same manner as this guideline, single-spaced, two columns justified. Preferably use the font „Arial“. The font size shouldn't be smaller than 9 points.

2.2.1. Paper title

The title of the paper should be set in capital letters, centred over the two-column text. The name of the author(s), company/organisation/institute, address and country should be set with a space beneath the title.

2.2.2. Abstract

A one-paragraph abstract should be included at the beginning of your paper. It should be a summary (not an introduction) and complete in itself. The abstract should indicate the subjects dealt with in the paper and should state the objectives of the investigation. Newly observed facts and conclusions of the experiment or arguments discussed in the paper should be in a summarized form. Readers should not have to read the paper to understand the abstract.

2.2.3. Structure

The structure of your paper should be made in the decimal system with separate headlines, for example

1. HEADLINE

(in CAPITAL LETTERS and **bold-faced**)

1.1. Chapter Headlines

(in upper and lower characters and **bold-faced**)

1.1.1 Subsections

(in upper and lower characters and **bold-faced**)

2.2.4. Symbols and abbreviations

In a separate chapter or in the body text you should declare and describe the used symbols, acronyms and dimensions in formulas.

2.2.5. Figures, Tables and Captions

Figures and tables can be inserted into the text body or appended separately at the end of the text. They can be placed in one or two columns depending on the size of the image/table/diagram. Please do not place figures etc. on the margins outside the printing range.

2.2.6. Equations

When numbering equations, please place the numbers in round brackets before the equation with a left-hand margin of the column.

$$(1) \quad F_{crit} = \gamma \frac{2\pi E t^2 \cos^2 \alpha}{\sqrt{3(1 - \mu^2)}}$$

2.2.7. Footnotes

Footnotes should be marked in the text with an asterisks *) a cross +) or any other suitable marks.

2.2.8. References

Please list and number all bibliographical references at the end of the paper. When referring to them in the text, type the corresponding reference number in superscript form. The numbering should be set in corner-brackets []. Please give complete details regarding journals (authors with first name, last name, title of paper, journal date and number as well as the first and last page number), regarding books (authors, editor, title of the book, publishing company, place and year). With respect to the proceedings please name also the title of the whole proceedings collection.

2.2.9. Appendix

An appendix can be attached to the end of your paper.

2.2.10. Use of colours

Your paper can be in full-colour if it is useful for the content and structure of your document. The text should always be formatted in black ink.

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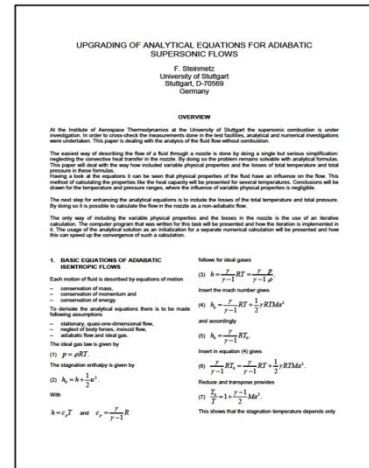
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