GUIDELINES FOR PREPARING A CONFERENCE PAPER (MAX 4 PAGE) FOR THE IFESS 2021 IN REHABWEEK

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***Abstract:*** *Please summarise the content of your contribution in a paragraph briefly, using between* ***150 and 180*** *words, font size 10 pt, italic, with 11 pt line spacing. The next paragraph contains the keywords.*

*Keywords are separated by commas. Use a maximum of 2 lines and a maximum of 5 keywords.*

***Keywords:*** *Template, conference contribution, annual conference, PDF file*

## Introduction

All contributions will be provided in electronic form. In order to achieve a consistent layout, please follow the given formatting instructions of this template. Coloured figures may be used in the conference contributions. Note that conference contributions are only accepted in electronic form.

## Methods

The easiest way to produce a properly formatted manuscript is just to use this template as it is. Please make sure to comply with the following settings:

**Paper size:** DIN A4 format (210mm x 297mm).

**Margin width:** 25 mm top/bottom, 20 mm left/right.

**Text-Layout:** Use a two-column form, 82.5 mm per column with a spacing of 5.1 mm.

**Length:** One to four DIN A4 pages per contribution.

**Text:** Use TIMES NEW ROMAN with a character spacing of small 0.2 pt" (Microsoft® Word®), and single line spacing. Do not indent the text after a new paragraph.

**Title:** The title should not be longer than two lines. The title must be the same the one entered in the electronic submission system and is binding once the contribution has been accepted. Please centre title, list of authors (without academic title), names of institutions and e-mail.



Figure 1: Removal of adhesive electrodes.

Table 1: Fonts and –sizes used in different sections of the manuscript.

| **item** | **font size** | **style** | **paragraph spacing** |
| --- | --- | --- | --- |
| Title | 14 | Capital letters, bold | 12 pt |
| Author/Institute/e-mail | 11 | Body text | 6 pt |
| Headline | 12 | Headline 2 | 6 pt |
| Abstract, Keywords | 10 | Italic |  |
| Text | 10 | Body text |  |
| Letterings | 10 | Body text |  |
| Equations | 10 |  |  |

**Figures and tables:** Figures and tables should be referenced in the body text as e.g. see Fig. 1 or alternatively (Fig. 1) and Tab. 1 or alternatively (Tab. 1). Figures and tables have to be integrated in the body text. An example can be found in this text. If necessary, figures and tables can be extended to the full page width.

Figure captions should appear as a footer while table captions should appear as a headline. In case the captions consist only of a single line, they should be centred (e. g. Fig. 1), otherwise they have to be left and right justified (e.g. Tab. 1).

Please notice that – in contrast to figures – in tables only alphanumerical characters (i.e. no graphical elements) are allowed, with a minimum font size of 8 pt.

The proper formatting of the different text items is given in Tab. 1. An appropriate figure style is illustrated in Fig. 1 while a properly formatted table with full page width is

shown in Tab. 2.

**Equations:** Equations are left indented, consecutively numbered in round, right-justified brackets, with a font size of 10 pt.

 (1)

Equations should be referenced in the body text, e.g. see Eq. 1 or alternatively (Eq. 1). Equations have to be integrated as part of the text (see Eq. 1).

**Bibliography:** References should be enumerated with Arabic numerals in square brackets in the order of their first occurrence in the text, and placed in the section ”References” at the end of the manuscript.

Table 2: Two column table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| column 1 | column 2 | column 3 | column 4 | column 5 | column 6 | column 7 | column 8 |
| cell 1 | cell 2 | cell 3 | cell 4 | cell 5 | cell 6 | cell 7 | cell 8 |
| cell 1 | cell 2 | cell 3 | cell 4 | cell 5 | cell 6 | cell 7 | cell 8 |

In this template various formatting examples of citations for a book [1], a journal [2] and a conference contribution

template was formatted as ”numbering” (Microsoft® Word®). The section ”References” has to be the last section in the manuscript.

## Results

Before submitting your contribution please perform a ”fine-tuning”. Check for inappropriate hyphenation (due to automatic hyphenation); check if tables, figures, equations and citations are correctly referenced; furthermore make sure that columns do not end with a headline.

The file format of your submission should be .pdf (Adobe® Acrobat® ). Ensure that all used fonts are embedded in the .pdf file, and disable “writing protection” property. No headers and footers are allowed, since they will be automatically added by the submission system.

## Discussion

Please strictly adhere to these guidelines when setting up the structure and formatting of your manuscript. If necessary, additional text items may be added while unnecessary ones may be excluded.

We look forward to seeing your exciting sciences!

## Acknowledgement

In case acknowledgements are to be given this paragraph has to be placed before the bibliography.

## References

1. P. Muster , *Title* , Berlin: Springer, 1999.
2. Muster, A., Muster, P. et. al.: Title, *Journal,* vol. 50, pp. 324-333, April 2010