Manuscript rules for the preparation of the INSECT 2022 proceedings

First Authora, Second Authorb, Third Authora,b\*

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Abstract (max. 150 words)

The following advices shall help you to prepare your article for the conference proceedings in such a way that a uniform layout and a trouble-free inclusion into the conference proceedings can be assured. In doing so, you can use this document as manuscript draft. Most of the formatting (headings; figure and table legends; formulas etc.) can be accessed by using the appropriate button. Preferably, we recommend using Word for Windows as word processor.

# Formatting specifications

## Layout of the pages

The article has to be written single-column. Left and right pages are not distinguished. The conference proceedings will be printed black/white. Therefore, we ask you only to use the colors black and white or appropriate shades of grey in your whole paper. Please pay special attention to these color guidelines, especially when designing the figures. The standard paper size (210 mm x 148 mm) must have the following margins:

* top: 2.0 cm
* bottom: 2.0 cm
* right: 1.8 cm
* left: 1.8 cm
* gutter 0.2 cm

The conference proceedings are printed in format A5 (width 14.8 x height 21.0 cm).

Please do not indicate the page numbers. They will be included by our publisher after all articles finally are brought together in the conference proceedings.

The whole paper has to be written in Arial.

## Headings, continuous text and listings

### Headings

All headings are left-aligned. The numbered chapters and subchapters should start with 1 and end without a full stop. The following font sizes are used:

**Title of Paper** Arial 16 pt., bold  
space above 10 pt., space below 15 pt.  
line spacing 17 pt. (draft ***Title***)

**Authors** are listed under the title of the paper in the chronology which is indicated in the following example  
Arial 11 pt., italic  
space above 3 pt., space below 6 pt.  
line spacing 11 pt. (draft ***Authors***)

**Abstract** should not be longer than 150 words  
line spacing to authors information 30 pt.  
the word “Abstract” (without numbering): Arial 11 pt., bold  
text of abstract: Arial 9 normal (draft **text body**)

**Chapter heading** Arial 11 pt., bold, italic  
space above 18 pt., space below 12 pt.   
line spacing 14 pt. (draft ***1 heading 1***)

**1st subchapter** Arial 9 pt., bold  
space above 12 pt., space below 8 pt.  
line spacing 13 pt. (draft ***1.1 heading 2***)

**2nd subchapter** Arial 9 pt., bold, italic  
space above 12 pt., space below 8 pt.  
line spacing 13 pt.(draft ***1.1.1 heading 3***)

The chapter numbering has to be left-aligned, the following chapter title should be indented with a tabulator at 8.5 mm.

With the appropriate draft *(see brackets)* you can use the pre formatting at this position.

### Continuous text

Continuous text is formatted in grouped style in Arial 9 pt. normal. Thereby, the last line of each paragraph has to be left-aligned. The line spacing for continuous text is multiple 1.2, below the text there must be a space of 3 pt. (draft ***text body***).

### Listings

Also listings have to be written in Arial 9 pt. normal, grouped style. The last line has to be left-adjusted. The line spacing is multiple 1.2, the space below 3 pt. The listing mark (if possible a •) has to be indented 4 mm from the left margin, the text itself should be indented 8 mm from the left margin (draft ***numeration***).

*Example:*

* point 1
* point 2

# Figures and tables

## Figures



**Figure 1:** Example

If possible, the figures should take the whole page width (11 cm). If many figures have to be included, they can also be arranged side by side. The text does not enclose the figure – it ends above it or starts below the figure on a new line. Please consider that conference proceedings are printed in black and white.

The figure legends should not end with a full stop (example). Please format the figure legends in Arial 7.5 pt., italic with a space lining of 8 pt., left-aligned. The word “Figure” and the sequential number are written in bold font. The space to the figure is 6 pt., the space to the following text is 2 pt. The tabulators for the figures are at 9, 11, 13.5 and 16 mm.

Please use the draft ***figure*** for all figures to be included – for the legends of the figures please use the draft ***legend.***

## Tables

**Table 1:** font and format

|  |  |  |
| --- | --- | --- |
|  | **font** | **format** |
| Title of paper | Arial 16 pt. | bold |
| Chapter heading | Arial 11 pt. | bold + italic |
| 1st subchapter | Arial 9 pt. | bold |
| 2nd subchapter | Arial 9 pt. | bold + italic |

Tables should have a table heading (see example). Thereby, the following formatting has to be considered:

Arial 7.5 pt., italic (Table and sequential number: italic + bold)  
space above 6 pt., space below 2 pt.  
line spacing 8 pt. (draft ***Title***)  
left-aligned  
tabulators: 9, 11, 13.5 and 16 mm starting on the left

There are also special rules for the table content. The first line should be grey-shaded (10 %) in bold font. The table content can be left-aligned or centered. The line spacing is 8.5 pt., the space above the table is 2.5 pt. the space below 5 pt.

Please use the draft ***Table text***, for the table content – for the table legend you are asked to use the draft ***legend***. Thereby, the first line which is grey-shaded and the bold font have to be reformatted from hand.

## Formulas

(1)

The formulas have to be numbered consecutively in round brackets (in the text but also directly in the formula) starting from 1. Please use Cambria Math 9 pt. or symbol fonts. The formula starts at 12.8 mm from the left side. The line spacing is 9.5 pt. The space above and below the formula is 11 pt. The tabulator for the formula numbering is fixed at 118 mm. The numbering itself is right-aligned (draft ***formula****).*

Literature

The heading for the literature is not numbered and is written in the format of the chapter heading.

Citations are numbered consecutively, starting from 1. They are put into squared brackets (in the text, but also in the literature register at the end).

Citations are written in Arial 9 pt., italic. The line spacing is multiple 1.2, the paragraph space is 3 pt. The tabulator should be at 8 or 11 mm starting at the left side.

Please use the template ***Literature*** for your literature references.

[1] Author, A.; Author, B.: scientific paper A. In: Author, C. et al: textbook for applied technologies, Ilmenau, D, 2001, p. 15-25

[2] Author, D. et al: textbook ABC, publishing house Wehlen, Dresden, 2003, p. 56-89

Hand in of manuscript

The **maximal number of pages** for your manuscript must not exceed **6 pages**!

The ready to print version of your paper has to be submitted as pdf file with a resolution of 2400 dpi. Please submit it to the following address: [http://www.scoop-japan.com/kaigi/insect/Submission.html](%20http:/www.scoop-japan.com/kaigi/insect/Submission.html)

Please take into account when preparing your pdf file that all fonts have to be imbedded completely. Font subgroups are not allowed, bitmaps have to be condensed to 300 dpi.

The hand in of your ready to print version within the indicated deadline allows the completion of the conference proceedings in due time.

Thank you very much for your cooperation!