

## **GUIDELINES FOR ICMFF14 AUTHORS**

### **REGISTRATION**

Registration in time is only through the Registration Access on the ICMFF14 Conference Website <https://www.icmff14.de/registration>. Registration is mandatory for the presentation of a lecture and the publication of the manuscript in the proceedings.

Please register and submit your paper **until 15 April 2025**.

Please note that for each contribution only one (1) speaker with the registration fee of EUR 1220 will be accepted. Co-authors have to register as Non-Members (EUR 1490) or DVM-Members (EUR 1340). By 15 April 2025 early-bird registration ends and fees will be marked up by 100€.

### **AUTHORS INSTRUCTIONS**

The ICMFF14 Proceedings will be published online on <https://dvm-wissen.de/gb/2-publications> each contribution quotable assigned with a digital object identifier (DOI).

### **Time for Presentations**

Timeframes will be communicated after 15 April 2025 when speaker registrations are received.

### **Submission of Presentations**

Please use a current Microsoft PowerPoint version for your presentation. Please use 16:9 format. In order to check compatibility, we need your file by 15 May 2025, please send it via [ICMFF14@dvm-berlin.de](mailto:ICMFF14@dvm-berlin.de).

### **Submission of Papers**

Contributions to the ICMFF14 Proceedings have to be submitted through the ICMFF14 Conference Website [icmff14.de](http://icmff14.de). The submission system will be opened soon. Only a **compact/ single.pdf file** limited to **8 MB** containing text, all illustrations and figures (instructions below) will be accepted for upload.

## **GUIDELINES FOR ICMFF14 AUTHORS**

### **Manuscript**

**Manuscripts must be in DIN A4 format (210 × 297 mm)**

**Maximum length of the paper:** 8 pages

The first page of your manuscript is an abstract including all information about the author as in the example added.

Please **NO LETTER FORMAT** 8½ × 11 Zoll (216 × 279 mm)!

Please **DON'T** write page numbers on your manuscript no headers and footers or watermarks either. Please submit your pdf-file **WITHOUT** copy protection.

### **Style and Format**

Language and layout manuscripts should be written in good English.

#### **Margins**

above 3cm, below 3 cm  
right 2,5 cm, left 2,5 cm

#### **Title**

Arial 12 pt. bold  
upper-case letters  
centred, balanced

#### **Authors, affiliation**

Arial 12 pt.  
centred  
first name in initials  
please give the complete postal  
address in the shortest form

#### **Main headings**

Arial 11 pt. bold  
upper-case letters  
flush left  
two lines left clear above, 1 below

#### **Secondary headings**

Arial 11 pt. bold  
flush left  
one line left clear above

#### **Abstract**

Arial 11 pt.  
one-line justified lines  
about 200 words

#### **Keywords**

Arial 11 pt.  
maximum of 10 keywords  
your suggestion will be the basis  
for subject and materials indexes  
avoid single generic terms such as  
"fatigue"

#### **Main text**

Arial 11 pt.  
one-line justified lines  
spelling and grammar preferably British  
please use the MS Word spelling check  
please do not use "I" or "we"

#### **Units**

the international system of units (SI) should  
be used  
in exceptional circumstances, where other  
units must be used, a conversion table  
must be included

#### **Figures, photographs**

illustrations should be centred and  
integrated into the text in sufficient  
resolution  
resolution should be at least 150 pixels per  
inch  
captions below illustrations  
the print version will only contain black and  
white illustrations  
in case of micrographs magnification must  
be given as a length bar

#### **Tables**

captions should be below tables

#### **References**

numerical references in square brackets,  
e.g. [1] and [2-3]  
complete list at the end of text  
please see the included example for the  
citation of papers and books

#### **Corresponding author**

please give the e-mail address of the  
corresponding author at the very end of  
your manuscript