

## **GUIDELINES FOR LCF9 AUTHORS**

### **ORAL CONTRIBUTIONS**

#### **REGISTRATION**

Registration in time is only through the Registration Access on the LCF9 Conference Website <http://www.lcf9.de/?s=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 1<sup>st</sup> May 2022**.

Please note that for each contribution only one (1) speaker with the registration fee of EUR 890 will be accepted. Co-authors have to register as Non-Members (EUR 1070) or DVM-Members (EUR 980). By 1<sup>st</sup> May 2022 early-bird registration ends and fees will be marked up by 100€.

#### **AUTHORS INSTRUCTIONS**

The LCF9 Proceedings will be published online on [www.dvm-wissen.de](http://www.dvm-wissen.de) each contribution quotable assigned with a digital object identifier (DOI).

#### **Time for Presentations**

Plenary Lectures: 35 minutes

Session Lectures: 15 minutes followed each by 5 min discussion

#### **Submission of Presentations**

If possible, please use Microsoft Powerpoint 2010 for your presentation. Please use broadside format. Font size 18 pt. normal text, 14 pt. legends 12 pt. If you have a coloured background, richness in contrast is particularly important. In order to check the compatibility we need to receive your file by **1<sup>st</sup> June 2022**, please submit via [lcf9@dvm-berlin.de](mailto:lcf9@dvm-berlin.de).

#### **Submission of Papers**

Contributions to the LCF9 Proceedings have to be submitted through the LCF9 Conference Website [www.lcf9.de](http://www.lcf9.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.

## Manuscript

### Maximum length of the printed paper:

Plenary Lectures max. 8 printed pages

Session Lectures max. 6 printed pages

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

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

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

Please **DON'T** write page numbers on your manuscript.

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
  - resolution should be at least 150 pixels per inch
  - captions below illustrations
  - the print version will only contain black and white illustrations
  - colour illustrations will only appear in the CD-version
  - 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

