**Guidelines for Papers and Presentations submitted to the METEC & 6th ESTAD 2023**

Please note the following guidelines:

**Full paper – Structure & Formatting**

The paper must respect the following structure:

* **Title:** The title must be the same as submitted. If you want to change it, please inform us by March 24, 2023 at the latest.
* **Author(s) name(s) and affiliations(s):** List the author’s full name and those of any co-authors. Also include the address of the company with whom the author and co-authors are affiliated.

Only speakers will be offered a reduced conference fee. Co-authors must register as standard conference participants.

* **Summary:** The summary should state the main object and findings of the work (max. 250 words).
* **Key Words:** A list of 6 to 8 key words is required to accompany the abstract, so the reader can easily identify the main topics of your paper.
* **Introduction:** The introduction should give a brief overview of procedures, issues and short conclusions presented in the paper.
* **Text, Tables and Figures:** Figures and tables must be placed as close as possible to the text reference and must have a caption typed directly below it.
* **Conclusion (optional):** A conclusion should not be longer than 250 words and briefly review the most significant information of the paper.
* **Acknowledgments (optional):** Acknowledgments should be brief and written in the first person, using “I” or “we”.
* **References (optional):** References should be cited as below:

[1] Johnson, M., Argyris, R., and MCGee, T.: Int. J. Machine Tool Res., 25-50 (1996), 30

* **Language:** All contributions must be written in English.
* **Formatting Instructions**

• Page size: 16 cm x 24 cm (this document)

• Margins: 15 mm from the top, left and right; 20 mm from the bottom (this document)

• Font: Arial

• Font size: 10 pt for the main text, 8 pt for the captions, 11pt for the headlines

• Length: max. 8 pages

• Format: block justified (German: Blocksatz)

* **Photo resolution:** Photo resolution must not be lower than 300 dpi in the final format.
* **Equations:** Equations are set away from the text by a double line above and below.

**example of a picture with caption:**

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This logo can be used for the powerpoint presentation