

Instructions for Authors Regarding Preparation of Conference Papers

Please use the template for the preparation of your conference paper. The text should be delivered as an MS WORD file and as a PDF file. **Number of words must range within 2000 and 3000.** Figures should be provided in JPG or TIFF format.

Format

Please use the HYDRO2016_conferencepaper_template.docx. Text should be written in English with single line spacing (of 12 character spaces) using Times New Roman 12, text justified.

Paper size: A4 (210 mm x 297 mm), with clear margins as follows:
top, left and right 25 mm, bottom 38 mm and footer 20 mm.

Title

Bold letters Times New Roman 14 (centred),
leave one line empty (14) after the Title.

Name(s) of the author(s)

Times New Roman 12 (centred, bold), please write your full name, and put your surname in capital letters. Leave two lines empty (12) after the name.

Key words

Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12) after key words.

Summary

Times New Roman 12, justified. The summary has to contain **at least 250 and a maximum of 350** words.

Headings

Times New Roman 12, bold, capital letters, ranged left.

Bullet Points

Only use “long dash” (–).

References

Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author’s last name, author’s first name, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be given by the author’s last name and the year of publication in parentheses.

Biographical notes

A short summary on career-to-date e.g. with details of past experience, publications, memberships of societies and associated achievements.

Contacts

At the end of the paper please give the author's contacts (institution, address, telephone and fax numbers, e-mail address and web site address).

Publication rights

By submitting the conference paper to the HYDRO 2016 organisers each author agrees to give the Deutsche Hydrographische Gesellschaft (DHG, German Hydrographic Society) the right to spread his/her paper at HYDRO 2016 via USB stick to the conference delegates. If not refused by the corresponding author, the paper will further be uploaded to the HYDRO 2016 and DHG web site without any compensation. Selected papers might be considered for publication in *Hydrographische Nachrichten*. If selected, the corresponding authors will be contacted directly for clarification.