**ICPLT – A4 paper size, two columns format**

First Author1 and Second Author2

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**Abstract.** You should leave 8 mm of space above the abstract and 10 mm after the abstract. The heading Abstract should be typed in bold 8.5-point Arial. The body of the abstract should be typed in normal 8.5-point Arial in a single paragraph, immediately following the heading. The text should be set to 1.15 line spacing. The abstract should be centred across the page, indented 15 mm from the left and right page margins and justified. It should not normally exceed 200 words.

**1 Submitting the manuscript**

These guidelines, written in the style of a submission to 7th ICPLT, explain how to prepare an extended abstract using Microsoft Word. The extended abstract is restricted to 1,500 words, not counting references and the abstract on the first page.

Please use British English throughout the entire extended abstract and submit these Microsoft Word based source files (\*.doc or \*.docx) directly to the conference organizer via our conference management system using the following [link.](https://express.converia.de/frontend/index.php?sub=1466)

**2 Page layout**

Use DIN A4 paper size (210 x 297 mm) and adjust the margins to those shown in Table 1. The final printed area will be 172 x 252 mm.

**Table 1.** Setting Word’s margins.

|  |  |
| --- | --- |
| **Margin** | **mm** |
| Top | 25 |
| Bottom | 20 |
| Left | 19 |
| Right | 19 |

Use a two-column format, and set the spacing between the columns at 8 mm. Please abstain from adding any page numbers.

**2.1 Formatting the title, authors and affiliations**

*2.1.1 Formatting the title*

The title is set in bold 14-point Arial, centred. The first letter of the title should be capitalised with the rest in lower case. You should leave 35 mm of space above the title and 6 mm after the title.

*2.1.2 Formatting author names and author affiliations*

Author names should be typed in 8-point Arial. The style for the names is First Names then Last Name, with a comma after all but the last two names, which are separated by “and”. Do not use academic titles.

Affiliations of authors should be typed in italic 8-point Arial. They should be preceded by a numerical superscript corresponding to the same superscript after the name of the author concerned. Please ensure that affiliations are as full and complete as possible and include the country.

**2.2 Formatting the text**

The text of your extended abstract should be formatted as follows:

* 10-point Arial
* The text should be set to single line spacing.
* Paragraphs should be justified.
* The first paragraph after a section or subsection should not be indented; subsequent paragraphs should be indented by 5 mm.

The use of sections to divide the text of the extended abstract is optional and left as a decision for the author. Where the author wishes to divide the extended abstract into sections the formatting shown in Table 2 should be used.

**Table 2.** Formatting sections, subsections and subsubsections.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Spacing | numbering |
| Section | 12-point **Arial bold** | 6 mm before 3 mm after | 1, 2, 3, etc. |
| subsection | 10-point **Arial bold** | 6 mm before 3 mm after | 1.1, 1.2, 1.3, etc. |
| subsubsection | 10-point *Arial Italic* | 6 mm before 3 mm after | 1.1.1, 1.1.2, 1.1.3, etc. |

**3 Figures and tables**

Figures and tables, as originals of good quality and well contrasted, are to be in their final form, ready for reproduction, pasted in the appropriate place in the text. Try to ensure that the size of the text in your figures is approximately the same size as the main text (10 point). Try to ensure that lines are no thinner than 0.25 point.

**Figure 1.** Caption of the Figure 1. Below the figure.

**3.1. Captions/numbering**

Captions should be typed in 9-point Arial. They should be centred above the tables and flush left beneath the figures.

**3.2 Positioning**

Place the figure as close as possible after the point where it is first referenced in the text. If there is a large number of figures and tables it might be necessary to place some before their text citation. If a figure or table is too large to fit into one column, it can be centred across both columns at the top or the bottom of the page.

**3.3 Colour illustrations**

You are free to use colour illustrations for the online version of the proceedings.

**4 Equations and mathematics**

Equations should be centred and should be numbered with the number on the right-hand side.

*y* = *f*g (*x1,x2*) (1)

Use italics for variables (*x*) and bold (**x**) for vectors. The order for brackets should be {[()]}, except where brackets have special significance.

**References**

Online references will be linked to their original source only if possible. To enable this linking extra care should be taken when preparing reference lists.

References should be cited in the text by placing sequential numbers in brackets (for example, [1], [2, 5, 7], [8-10]). They should be numbered in the order in which they are cited. A complete reference should provide enough information to locate the article. References to printed journal articles should typically contain:

* The authors, in the form: initials of the first names followed by last name (only the first letter capitalized with full stops after the initials),
* The journal title (abbreviated),
* The volume number (bold type),
* The article number or the page numbers,
* The year of publication (in brackets).
* Authors should use the forms shown in Table 3 in the final reference list.

**Table 3.** Font styles for a reference to a journal article.

|  |  |
| --- | --- |
| **Element** | **Style** |
| Authors | Normal  Initials followed by last name |
| Journal title | Normal |
| Book title, Proceedings title | Italic |
| Volume number | Bold |
| Page number | Normal |
| Year | Normal  In brackets |

Here are some examples:

1. K. Menges, M. Boltze: Temporal shifts in Freight Traffic: Estimating the Potential to Improve Traffic Quality on German Highways with Temporal Shifts of Heavy Traffic. In: *Dynamic and Seamless Integration of Production, Logistics and Traffic. Fundamentals of Interdisciplinary Decision Support*, Heidelberg: Springer, pp. 145-161, (2017).
2. R. Elbert, D. Thiel, D. Reinhardt: Delivery Time Windows for Road Freight Carriers and Forwarders – Influence of Delivery Time Windows on the Costs of Road Transport Services. In: U. Clausen, M. ten Hompel, R. de Souza (eds.): *Commercial Transport. Proceedings of the 2nd Interdisciplinary Conference on Production, Logistics and Traffic 2015*, Heidelberg: Springer, pp. 255-274, (2016)

Authors’ background\*

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| --- | --- | --- | --- |
| Your Name | Title | Research Field | Personal website |
|  | Wählen Sie ein Element aus. |  |  |
|  | Wählen Sie ein Element aus. |  |  |
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\*This form helps us to understand your extended abstract better and will not be published.