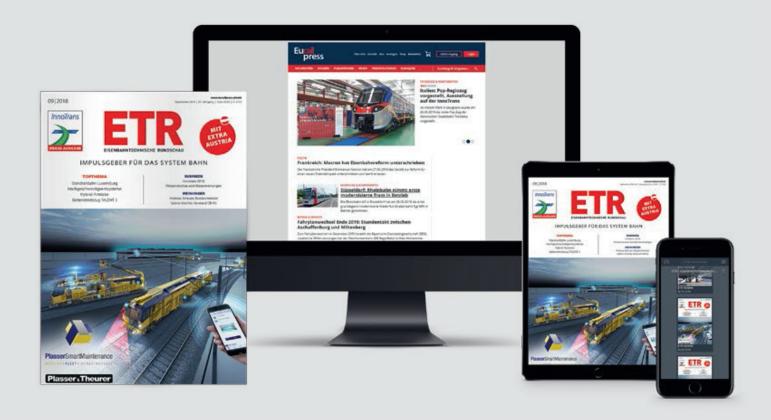
Information for our authors

EISENBAHNTECHNISCHE RUNDSCHAU

Impulsgeber für das System Bahn

- Author checklist:Formalities for the preparation of expert contribution
- Author's sheet and copyright
- Notes on the protection of your data







Author checklist

Please send us your complete documents to the fixed date agreed upon

We require in detail:

- ☐ Headline 1 max. 90 strokes (characters with spaces).
- ☐ Introductory part ② as introduction into the subject being dealt (extent: max. 400 strokes).
- ☐ Text manuscript as Word document.
- ☐ Author information ③ and the author's picture in color with 300 dpi jpg.
- ☐ Possible quotations ④ (max. 150 strokes).
- ☐ Tables and illustration caption and image source
- ☐ Please upload images ("Photos") as jpg, eps, high-resolution pdf or tif (file size min. 300 dpi – images in maximum format) For diagrams and graphics, please use Excel or PowerPoint
 - Please always send all images in separate files, not embedded in a Word document.
- ☐ Literature **⑤** (supplementing and used literature) in the form of a list. For web sources, please indicate the full path including date and time of retrieval.









- ☐ Summary 6 (in German for the publisher's translation into English) (max. 500 strokes).
- ☐ Any formulas shall be created with the Microsoft Equation Editor and embedded into the Word document. So, we can easily recognize the formula and insert them as new sentences in our layout.

ETR structures numerically with a maximum of two headline hierarchies 1; 1.1 Headlines should have max 75 characters.

Images, tables, literature and footnotes should always be mentioned in the text and numbered consecutively.

Please do only use abbreviations, if they are usual. Technical terms, if they occur currently in the text, are used with their abbreviation after the first reference.

Your article should not exceed the number of five printed pages.

With a text/image ratio of 2/3 to 1/3, an article would comprise max. 12 manuscript pages.

(Limit: 15,000 characters plus max. 3 to 6 images).

We are also happy to publish short articles (from 9,000 characters plus 1 to 3 images). You are welcome to provide short notes for our news section.

After editing technical articles and interviews by the editorial staff and layout and before printing, you will receive a proof sheet as pdf. by mail for print approval.

Files suitable for publishing

We use data in the operating systems Windows or Mac Os.

For Windows, please send us texts in Word data files (*doc., *docs.)

Your images should best be presented as *jpg., *tif., *eps (300 dpi, maximum format) or as a high-resolution pdf.

We prefer PowerPoint, Excel or high-resolution PDF for Windows graphics.

Please, do not define automatic pagination. Enter your text in ragged margin, i.e. without line feed. Mark paragraphs by return key and please, avoid automatic hyphenation.

The further processing in the pre-print stage, takes place with Apple Macintosh (Mac-OS Software: InDesign CS6, Photoshop CS6, Illustrator CS6).

For any further inquiry, please do not hesitate to contact:

Frau Ursula Hahn, DVV Media Group | Eurailpress Redaktionsleitung ETR Neckarstr. 3A, D-68542 Heddesheim Telephone: +49 (0) 62 03 661 96 20 Email: ursula.hahn@dvvmedia.com www.eurailpress.de



Author's sheet

Please, sign and return to: ursula.hahn@dvvmedia.com



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For any question, please do not hesitate to contact us.

, For the editorial office Ursula hn

ursula.hahn@dvvmedia.com

DVV Media Group

INFORMATION FOR THE PROTECTION OF YOUR DATA

Information in accordance with the EU General Data Protection Regulation (GDPR) art. 13,14 and 21

With the following information we would like to give you an overview on the collection and processing of your personal data by us and your rights arising with the legal requirements of data protection.

1. WHO IS RESPONSIBLE FOR PROCESSING THE DATA?

This data protection information is liable for processing my personal data by:

DVV Media Group GmbH Heidenkampsweg 73-79 20097 Hamburg

Managing Director: Martin Weber

2. HOW CAN YOU CONTACT THE RESPONSIBLE DATA PROTECTION OFFICER?

You can contact the competent company data protection officer as follows:

Rheinisch-Bergische Verlagsgesellschaft mbH Datenschutzbeauftragter Zülpicher Straße 10 – 40196 Düsseldorf

as well as by email via: datenschutz@dvvmedia.com and by telephone: 0211/505-0

3. WHEREFORE DO WE PROCESS YOUR DATA (PURPOSE OF PROCESSING) AND ON WHICH LEGAL BASE?

We process personal data in accordance with the provisions of the European General Data Protection Regulation (GDPR) and the Federal Data Protection Act (BDSG)

• To fulfill contractual obligations (GDPR Article 6 para. 1b) This processing is carried out in order to provide our services within the framework of the contract with our authors. The purpose of data processing is primarily due to the specifically commissioned services. Further details to data processing purposes can be obtained from the underlying order and/or contract documents as well as in our General Terms and Conditions.

• Within the framework of the balancing of interests (GDPR Article 6 para. 1f)

Where required, we process personal data beyond the actual fulfilment of the contract for safeguarding justified interests by us or third parties. This concerns the establishment of legal claims and the defense of legal claims as well as for protective measures to safeguard the rights of use granted for copyrighted content according to German Copyright Act §95 a.

4. WHO ARE THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE DATA CAN BE DISCLOSED TO?

To meet our contractual and legal obligations, customer data can be disclosed to other group companies or external services. These might be, e.g.:

Printing and logistics services

IT-service companies

- Service, hosting and data center
- Data management

Billing and collection services:

- Auditina
- Corporate Accounting, Collection, Controlling

5. IS THE DATA TRANSFERRED INTO A THIRD COUNTRY OR TO AN INTERNATIONAL ORGANIZATION?

The transfer of personalized data to recipients in third countries or international organizations does not take place at present and is not provided for the future.

6. HOW LONG IS THE DATA STORED?

If your data is not subject to retention and documentation obligations (this might arise, inter alia, from the German Commercial Code (HGB) and amount up to 10 years), it is deleted with the discontinuation of the purpose. Thus, after termination of a contract, work is usually still required for the execution of the contract or storage is required until the expiry of the respective statutory (according to German Civil Code §§ 195 et seq., usually 3 years, but in certain cases up to 30 years) or contractual limitation periods.

7. WHAT RIGHTS DO YOU HAVE AS A DATA SUBJECT?

As a data subject you may exercise the following rights:

- information concerning the data stored in relation to your person
- correction, deletion as well as limitation on processing your data
- objecting to the processing of your data
- transfer of the data provided by you
- in case the processing of your data is based on your consent, you have the right to cancel the consent at any time

8. WHAT RIGHTS OF APPEAL DO YOU HAVE?

You have the right to complain to the competent data protection supervisory authority. The competent authority for this is:

Der Hamburgische Beauftragte für Datenschutz und Informationsfreiheit Kurt-Schumacher-Allee 4 20097 Hamburg Telephone: +49 (0) 40 428 54 – 4040

The provision of your personal data is stipulated in the contract or required for the conclusion of a contract. Without the required data, an order/ contract relationship cannot come about.

If the responsible authority intends to further process your personal data for a purpose other than that for which the personal data were collected, the responsible authority shall provide you with information about this other purpose and any other relevant information prior to such further processing.

