

Author checklist: technical articles

Hints for the creation of manuscripts

Please write your article with a program that produces MS Word documents (doc or docx files). Please submit separate Word documents for each language, containing all the text elements but WITHOUT inserting any figures or tables. Please do not include any manual hyphenation or line breaks.

Please e-mail the complete documentation (article in German and English, figures, tables, etc. and authors' details) to the appropriate chief editor or specialist editor by the agreed deadline (see publication programme).

- **SIGNAL+DRAHT is published in two languages, German and English. The structure and contents of both language versions should generally be the same. Please therefore deliver manuscripts in both languages. If you need assistance in producing a good, readable quality in one of the languages, the Publisher would be happy to recommend a professional translator.**
- **The total length of the article should not exceed 18 000 characters (including spaces) per language.**
- **Use only MS DOS system fonts, for instance Arial, Times New Roman, Calibri, Courier New and Georgia.**



The image shows two pages from a technical manuscript. The left page is the title page, and the right page is the literature review page. Callouts from the left point to various sections:

- Maximum length of title: 80 characters (including spaces)** points to the title: "Elektronische Bewehrung durch elektrische Leiter in Eisenbahnstrecken".
- Name(s) of author(s)** points to the author: "Hennig Oßen".
- Introduction/summary: max. 600 characters (including spaces)** points to the abstract: "Elektrische Tunnelbauwerke sind sehr komplexe, vielfältige Erzeugnisse...".
- Subheadings of max. 110 characters (including spaces) with decimal numbering and a maximum of three levels (1; 1.1; 1.1.1)** points to the subheading "Zusammenfassung".
- References in the form of a list: Example: [1] Braband, J.: Evidence of safety at least equal to reference systems, SIGNAL+DRAHT 12/2008** points to the literature list on the right page.
- Web sources: with URL, date and time (Ex.: http://www.eurailpress.de/verlag/zeit-schriften/signal-draht/archiv.html, 16 April 2015 at 13:30)** points to a specific reference: "[2] Prof. Dr.-Ing. Gerhard Fuhrmann, Bericht EMU-Schulung F9 (ELB), November 2014".
- Your author's details with title and / or academic degrees, postal and email addresses** points to the author's contact information: "Dipl.-Ing. Hennig Oßen, Fachgruppenleiter Entwicklung / Elektrische Erzeugnisse, Signal Deutschland GmbH, Behlmer Straße 7, 03047 Dresden, E-Mail: hennig.osen@signal-group.com".
- Summarise table and figure captions (citing sources) in the form of a list at the end of the Word document** points to the caption: "Tabelle 1: Einströmungsstelle für eine Einleitungsanlage von 0,2 m".
- Refer whenever possible to figures, tables and references in the text and number them consecutively.** points to the text: "Bild- und Tabellenüberschriften: Bild 1: Signalfeld eines konzentrischen Leiters...".

Illustrations / formulae

- Up to eight figures, tables, etc. in both German and English.
- Provide figures, etc. as separate files (DO NOT insert figures, etc. in the text).
- Figures should be submitted in jpg, tif, eps or pdf format (minimum resolution of 300 dpi and minimum width of 9 cm). Set your digital camera to a high resolution when taking photographs.
- Create figures, etc. with Microsoft products*: (Word, PowerPoint, or Excel)
- Please deliver drawings from AutoCAD or Visio in eps or ai format, using one of the fonts mentioned above. If possible, convert fonts into vector graphics.
- Minimum resolution of scanned diagrams: 1200 dpi, photos 300 dpi.
- Please create equations and symbols with a word processing system so that they are clear and unambiguous (for example, using a formula editor).
- Please mark subscripts and superscripts clearly.

* Hinweis: Be prepared for some colours to look different when printed compared with your computer screen.

Style guide

- Avoid complicated sentences (especially ones with convoluted subordinate clauses).
- Use only common abbreviations and acronyms.
- Avoid special abbreviations. In exceptional cases, write the term in full the first time it occurs followed by the abbreviation in brackets.
- Avoid verbatim quotations of individuals' opinions.
- Numbers up to twelve should be written out in full, except in combination with units.
- Use only the "SI" international system for abbreviating weights and measures.
- Currencies: use the standard international abbreviations (e.g. EUR) and „m“, „bn“, etc. or "million", "billion", etc. instead of strings of zeros.

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