GUIDELINES FOR VAL5 AUTHORS
ORAL CONTRIBUTIONS

REGISTRATION

Registration in time is only through the Registration Access on the VAL5 Conference Website www.VAL5.de. Registration is mandatory for the presentation of a lecture and the publication of the manuscript in the proceedings.

Please register and submit your paper **until 15 April 2024**.

Please note that for each contribution only one (1) speaker with the registration fee of EUR 990 will be accepted. Co-authors have to register as Non-Members (EUR 1170) or DVM-Members (EUR 1080). By 15 April 2024 early-bird registration ends and fees will be marked up by 100 EUR.

AUTHORS INSTRUCTIONS

The VAL5 Proceedings will be published online on https://dvm-wissen.de/gb/2-publications each contribution quotable assigned with a digital object identifier (DOI).

Time for Presentations

Plenary Lectures: 30 minutes
Session Lectures: 20 minutes followed each by 5 min discussion

Submission of Presentations

Please the latest version of MS PowerPoint for your presentation. Please use broadside format. Font size 18 pt. normal text, 14 pt. legends 12 pt. If you have a coloured background, richness in contrast is particularly important. In order to check the compatibility we need to receive your file by **15 May 2024**, please submit via VAL5@dvm-berlin.de.

Submission of Papers

Contributions to the VAL5 Proceedings have to be submitted through the VAL5 Conference Website www.VAL5.de. The submission system will be opened soon. Only a **compact/ single.pdf file** limited to **8 MB** containing text, all illustrations and figures (instructions below) will be accepted for upload.

Manuscript

Maximum length of the printed paper:

Plenary Lectures max. 15 printed pages   Session Lectures max. 10 printed pages

The first page of your manuscript is an abstract including all information about the author as in the example added.

Manuscripts must be in DIN A4 format (210 × 297 mm)

please NO LETTER FORMAT 8½ × 11 Zoll (216 × 279 mm)!
Please **DON'T** write page numbers on your manuscript.
Please submit your pdf-file **WITHOUT** copy protection.

Style and Format

Language and layout manuscripts should be written in good English.

- **Margins**
  - above 3cm, below 3 cm
  - right 2,5 cm, left 2,5 cm

- **Title**
  - Arial 12 pt. bold
  - upper-case letters
  - centred, balanced

- **Authors, affiliation**
  - Arial 12 pt.
  - centred
  - first name in initials
  - please give the complete postal address in the shortest form

- **Main headings**
  - Arial 11 pt. bold
  - upper-case letters
  - flush left
  - two lines left clear above, 1 below

- **Secondary headings**
  - Arial 11 pt. bold
  - flush left
  - one line left clear above

- **Abstract**
  - Arial 11 pt.
  - one-line justified lines
  - about 200 words

- **Keywords**
  - Arial 11 pt.
  - maximum of 10 keywords
  - your suggestion will be the basis for subject and materials indexes
  - avoid single generic terms such as "fatigue"

- **Main text**
  - Arial 11 pt.
  - one-line justified lines
  - spelling and grammar preferably British
  - please use the MS Word spelling check
  - please do not use "I" or "we"

- **Units**
  - the international system of units (SI) should be used
  - in exceptional circumstances, where other units must be used, a conversion table must be included

- **Figures, photographs**
  - illustrations should be centred and integrated into the text
  - resolution should be at least 150 pixels per inch
  - captions below illustrations
  - the print version will only contain black and white illustrations
  - colour illustrations will only appear in the CD-version
  - in case of micrographs magnification must be given as a length bar

- **Tables**
  - captions should be below tables

- **References**
  - numerical references in square brackets, e.g. [1] and [2-3]
  - complete list at the end of text
  - please see the included example for the citation of papers and books

- **Corresponding author**
  please give the e-mail address of the corresponding author at the very end of your manuscript