**(4 spaces)**

Word template for submissions for TeachING-LearnING.EU-Publication 2013: „Kompetenzen in den ingenieurwissenschaftlichen Studiengängen vermitteln und prüfen“ (14 pt, Arial bold)

 **(2 spaces)**

**Initials last name (12 pt, Arial bold)**

Job title/position (12 pt, Arial)

Affiliation (12 pt, Arial)

Town, Country (12 pt, Arial)

E-mail: mail@mail(12 pt, Arial)

 **(1 space)**

**Initials last name (12 pt, Arial bold)**

Job title/position (12 pt, Arial)

Affiliation (12 pt, Arial)

Town, Country (12 pt, Arial)

E-mail: mail@mail(12 pt, Arial)

 **(1 space)**

Introduction

The full paper should be prepared using this template, and submitted both in **doc and pdf format** in high quality print. No hardcopy is required. Please do not insert page numbers and do not secure the pdf file.

# General

## Paper, authors and affiliation

Title format: 14 pt Arial, bold, centre adjusted. Title longer than one line is preferable to split into a single-line title and a subtitle. Subtitle is 12 pt Arial bold.

Authors are listed with initials and last names, followed by the referred organization list. Use the corresponding templates.

## Paper size, margins and numbering

Please use page size A4. The text should fit exactly into the type area and be fully adjusted. Papers in two columns format will not be accepted. For A4 size paper the margin settings are: Top: 20 mm; Bottom: 20 mm; Inside: 25 mm; Outside: 25 mm. *Table 1* summarizes the margins applied.

Please do not insert page numbers.

## Sections

The paper directly starts with the introduction (i.e. no Abstract field is inserted), followed by the consecutively numbered main chapters. Include a list of numbered references at the end of the manuscript (use the template format like in [1]). A summary is optional.

## Paper length and language

The paper length depends on the kind of paper. **Scientific papers** **are limited to** **8-10 pages of size A4**, **Best Practice papers** to **6-8 pages** and **essays** to **4-6 pages**.

Papers should be submitted in German or English language. Please proofread your paper.

## Submission deadline

Please submit the full paper until **January 11th, 2013 to Nina Friese (****friese@teaching-learning.eu****)**.

The submitted papers are peer reviewed, and thus the final decision for paper acceptance will be made on the basis of the paper review.

# Section headings and text style

## Heading 1

Format of section headings: bold capitals Arial 12 pt. Line spacing before and after a heading is 12 pt and 6 pt, respectively. Use consecutive numbering of the sections. Introduction and References are not required to number.

## Heading 2

Secondary headings are typed in initial capitals. Line spacing before and after a secondary heading is both 6 pt. Please limit the depth of headings to major and secondary headings.

## Normal text style and list

The normal text is typed in Arial 11 pt, **justified with 1.15 line spacing**. Line spacing between consecutive paragraphs within the same section is 6 pt as in this Template.

# Figures, tables and equations

## Tables

Tables prepared in basic word format are preferred. Tables must be referred in the text in the format as *Table 1*. The smallest font size in the table shall not be smaller than 10 pt.

*Table 1.* Margins of the page size A4 [mm]

|  |  |  |  |
| --- | --- | --- | --- |
| top | bottom | inside | outside |
| 20 | 20 | 25 | 25 |

## Equations

Use the equation editor of Word with the standard settings (12pt italic Times New Roman). Equations shall be numbered. An example is given in *Eq. (1)*.

  (1).

## Figures, diagrams, illustrations

Figures, diagrams, illustrations should have a resolution of 600 dpi.. Reference to the figures must be given in the text. Two-column figure arrangement as shown in *Fig. 1* and *Fig. 2* [4] is allowed: use 2x2 table without borders. The smallest font size in the figures shall not be smaller than 10 pt.

|  |  |
| --- | --- |
|  | ibz_bild |
| *Fig. 1.* Drawing | *Fig. 2.* IBZ – TU Dortmund |

# summary

Summary is optional. The numbered reference list shall be given as follows. Please order your references as they appear in the text.

References

**(1 space)**

1. Lastname1, Initials, Lastname2 Initials, Lastname3 Initials and Lastname4 Initials (2009), Title of the article, *Journal*, Vol. 120, No. 6, pp. 1718-1731.
2. Lastname5, Initials (2006), Title of the article, Proc. of the Conference, Editors, Place of Conference, Vol. 2, pp. 120-128.
3. Lastname6, Initials, (1994), Title of the book, Publisher, Town, pp. 62-90
4. Retrieved on September 11th, 2012 from: http://www.aaa.tu-dortmund.de/cms/de/AAA /Internationales\_Begegnungszentrum\_\_IBZ\_/index.html