

SUBMISSION OF SYNOPSES

CONTENTS OF SYNOPSES

The synopses should consist of:

- a **title**, **author** and co-author names;
- author and co-author **affiliations**;
- a **topic number** referring to the chosen area of the Conference program;
- an **abstract** with no more than 50 words;
- a 2 to 3 **A4 pages summary**, including the abstract;
- key words;
- key diagrams;
- a reference list.

SUBMISSION OF SYNOPSES

Full hard copy and one anonymous copy must be posted to the conference secretariat.

One copy and one anonymous copy must be E-mailed to: maglev2002@epfl.ch

FILE FORMAT

Synopses should be prepared and saved:

- Microsoft Word 95 or higher for both Windows or Macintosh;
- Word Perfect 5.x or higher (Windows /Macintosh);
- Adobe Acrobat (PDF) v3 or higher (for both platform).

As the reviewing process will use PDF format, we recommend to e-mail your synopsis in PDF format to avoid conversion errors if possible. In addition, files can be compressed (using for example Zip, Arj, Tar or Cab).

FONT – FORMULA – GRAPHICS

- Normal Font: TIMES NEW ROMAN;
- Formulas: SYMBOLS, MS Equation format, MathType;
- Graphics: All graphics must be inserted in the synopsis using Insert Image.

Available file format are: EPS, TIFF, PICT, BMP, JPG, and GIF, Graphics, pictures and other non text elements could increase unnecessarily the file size.

To avoid this, graphics should be prepared at the right size and color depth and saved in JPG or GIF format before including them into the final document.

Avoid cropping or other distortion to ensure a good printed quality of your synopses.

FORMAT DETAILS

- Margins: Set your Top, Left, Right and Bottom margin to 1 inch (2.5 cm);
- Main Title: TIMES NEW ROMAN **14** Centered Spacing: 6 pt before, 18 pt after;
- Abstract: Start the abstract directly below the title (maximum 50 words);
- Body Text, Normal style: TIMES NEW ROMAN **11**;

- First Level Heads: TIMES NEW ROMAN **14** bold in upper and lower case. Space before are set to 12, spaces after to 6. First level heads should not be more than one line;
- Second Level Heads: TIMES NEW ROMAN **12** bold in upper and lower case. Space before and after are set to 6. Second level heads should not be more than one line;
- Third Level Heads: TIMES NEW ROMAN **11** bold in upper and lower case. Space before and after are set to 6. Third level heads should not be more than one line.

- Graphics and Tables: Spaces before and after graphics must be set to 3 pts. They must be numbered as referred to in the text. They must have an explicit caption (normal style). They must have a title.

- Equations: In equations, you can mix TIMES NEW ROMAN and SYMBOL fonts (11 points). Equations must be numbered (example Eq. 1). You can also use the MS-EQUATION (v.2 or higher) format or MatType format.
- References: TIMES ROMAN 10 points. Spaces before and after graphics must be set to 3 pts. Entries in Reference lists are numbered to correspond to text citations. They precede punctuation within square brackets: example [1]. Do not use superscripts to preserve legibility.

SECRETARIAT

MAGLEV'2002

Swiss Federal Institute of Technology

Department of Electrical Engineering

EPFL-DE-LEME

CH-1015 Lausanne

Phone: ++41 21 693 26 91 Fax: ++41 21 693 26 87

E-mail: maglev2002@epfl.ch