

## TITLE – MANUSCRIPT PREPARATION INSTRUCTIONS

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### Abstract

This is the abstract with up to 200 words.

### INTRODUCTION

This document contains all information you need to prepare your manuscript for the Torsional Vibration Symposium, 2025.

Your complete paper

- must not exceed 8 pages (min. 4 pages)**
- the Vibration Association must receive all papers as a PDF-file not later than January 12<sup>th</sup>, 2025** (if you have any problems in preparing a PDF-file, please get in touch with the Vibration Association),
- must be submitted in electronic form via e-mail to [info@torsional-vibration-symposium.com](mailto:info@torsional-vibration-symposium.com), and**
- should be a PDF-file with a file size of not more than 5 megabytes.**

The title of the paper should be placed in the same position as it is above. Arial 15-point bold is preferred.

In preparing your manuscript, the paper should start with the **Abstract**, followed by the main paper body where the first paragraph would normally include an **INTRODUCTION**. It is preferable to label it as above, using the style indicated. The text should be written as a contribution to the torsional vibration literature, and not as a list of topics to be covered during the oral presentation.

## **PREPARING YOUR MANUSCRIPT**

These instructions are written in a form that satisfies all of the formatting requirements for your manuscript. Please use them as a template in preparing your manuscript. Authors must take special care to follow these instructions concerning margins. The basic instructions are simple:

- Format the manuscript for an A4 size page.
- The top margin is 38 mm (1-½ inches).
- The bottom margin is 38 mm (1-½ inches).
- Use left and right margins of 32 mm (1-½ inch).
- The text shall have both the left and right margins justified
- Do not indent the first paragraph. The following paragraphs should be indented 10 mm.

## **TYPE FONTS AND STYLE**

The manuscript must be typed in single-spacing. Use double-spacing only to set off equations, illustrations, figures, and tables. The body of the text should be prepared using Arial. This paragraph has been prepared using Arial.

This paragraph has been typed using Arial 12-point type – the smallest that is allowed for preparation of your manuscript. Note that while the first paragraph directly under the section heading has not been indented, this and subsequent paragraphs have been indented. The indent should be about 10 mm (0.4 inch). Note that there is no spacing between paragraphs (unless a subheading is used; see below).

## **SECTION HEADINGS**

Section headings should be centred on the page and in capital letters only. The

type, fonts, and style above (Arial 13-point bold) are an example of a section heading. A double space above and a single space below section headings must be included. Do not underline section headings. A bold font should be used for section headings.

### **Subheadings**

Subheadings should be positioned on the left margin, in a bold-faced font the same size as the main text (Arial 12-point) with single spacing above and below. The first letter of each word in the subheading is to be capitalized.

### ***Sub-Subheadings***

Sub-Subheadings, such as this one, are integrated into the paragraph, and should be typed using italic bold-faced font the same size as that used for the body of the text. Only the first letter of each word in the subheading should be capitalized. Note that a blank line precedes and follows the subheading.

## **OTHER IMPORTANT INSTRUCTIONS REGARDING YOUR MANUSCRIPT**

Your manuscript will have an attractive layout if you follow the style-related instructions given above. There are several other instructions that should be carefully followed:

**Presenting Author:** Please indicate the presenting author with an asterisk.

**Number of Pages:** The manuscript must not exceed a maximum of 8 pages in length. The minimum is 4 pages.

**Proofreading:** Proofread your manuscript carefully. You are responsible for proofreading and correcting your manuscript before submitting it for publication. There will be no further proofreading or opportunity for changes.

**Equations:** Equation numbers should be right-aligned on the page and numbered consecutively beginning with (1). Equations should be separated from the body text by a single line of spacing, before and after them.

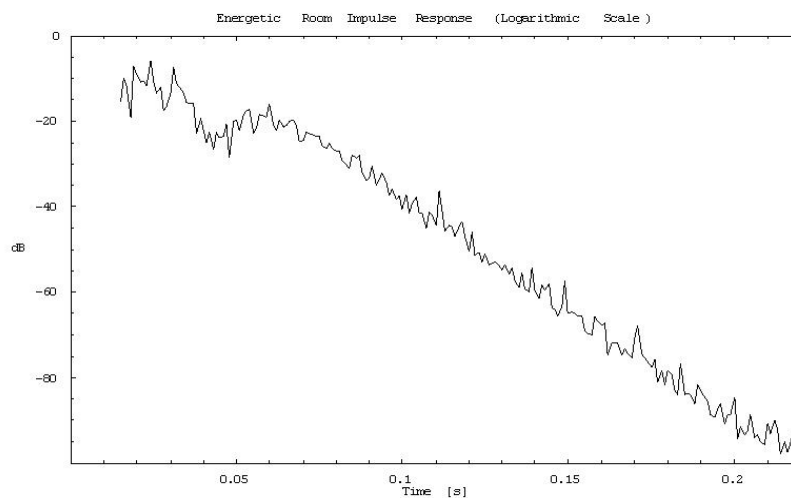
$$\frac{1}{c^2} \frac{\partial^2 \Psi}{\partial t^2} = \frac{\partial^2 \Psi}{\partial x^2} + \frac{\partial^2 \Psi}{\partial y^2} + \frac{\partial^2 \Psi}{\partial z^2}; \quad [c] = [ms^{-1}] \quad (1)$$

**Units:** The use of SI units is strongly recommended, and mixed units are to be avoided.

**Tables:** Tables should be framed. The font of a table heading is 11-point Arial Italic. Table captions should always be positioned *above* the tables.

**Figures:** All illustrations (line drawings, charts, plots, etc.) must be suitably reduced in size to fit the page. Nevertheless, all figures and tables must be of good quality and legible (e.g. jpeg-file with 300 dpi). For a diagram, please adjust the labelling of the axes if they are not legible. All figures must be individually numbered and captioned. Illustrations must be sharp and clear.

**Figure and Photograph Captions:** Have to be inserted using an 11-point Arial in Italics font.



*Figure 1 – Example of a figure with caption*

**Photographs:** It is necessary that you reduce your photos and paste them in the text where you want them to appear. Do not use high-resolution pictures since this will increase the size of your final PDF-file.

**Location of Illustrations and Size of Lettering:** The illustrations suitably reduced in size should be preferably located within the text material, but may be located at the end of all text material. The illustrations and captions should be legible without having to turn the manuscript by 90 degrees.

## SUMMARY (OR CONCLUSIONS)

Following the body of the paper, the last section is normally the SUMMARY or CONCLUSION, and should be labeled as such.

## REFERENCES

To save space, references may be set in 11- or 10-point type. This is the smallest type that should be used for references. All references should appear at the end of the paper. An example of the proper format for references is given below. If an italic font is not available, the words italicized in those examples should be underlined. For citations in the text please use square brackets and numbers: [1], [2]. The references should be listed in alphabetical order.

[1] B.I.C.E.R.A. (The British Internal Combustion Engine Research Association), *Handbook on torsional vibration*, Cambridge university press (1958)

[2] Hafner K.E., Maas H., *Die Verbrennungskraftmaschine, Band 4: Torsionsschwingungen in der Verbrennungskraftmaschine*, Springer (1985).

OTHER IMPORTANT INFORMATION

**Final Acceptance:** The Congress Scientific Committee has the right to reject papers considered inappropriate to the Proceedings, even if the abstract originally appeared to be acceptable.

**Please note that the official language of the Torsional Vibration Symposium 2025 is English.**

## Presentation of the Papers:

Unless you receive further notice, each presentation will be **25 minutes** in total (**20 minutes for the presentation**, and 5 minutes for questions). **Make sure that you are able to stay within these time limits.**

## Copyright:

By submitting a contribution to the Vibration Association, the author confirms that he or she holds the explicit right to use all contents (e.g. texts, pictures) of his / her abstract, paper and presentation. In the case of copyright infringement, the author shall be liable.

By submitting the full paper to the Vibration Association, the author agrees to give the copyright of the paper and the abstract to the Vibration Association.