

International Conference, GroPro, 15-17 September 2008

Guidelines for Manuscripts

Contents:

Below is presented a proposal for the general organisation and lay-out of contributions to the GroPro conference.

First of all we kindly request that all manuscripts begin with an abstract of maximum 100 words. Depending upon subject and type, the organisation may hereafter vary more freely, but below is shown a suggestion for the general outline.

Please keep your manuscript within a limit of no more than 5 pages.

• Resumé of max.100 words – Should always be part of the manuscript and be placed in the beginning
• Introduction or background
• Scope
• Technical descriptions, test description, localisation etc.
• Results (in case of presentation of preliminary results, the schedule and format of the final reporting should be stated)
Discussion, including advantages and disadvantages plus for example economic aspects (should always be presented when remediation techniques are discussed and preferably as detailed as possible)
Conclusion and perspectives

Copyright

Submitted manuscripts in connection with the GroPro conference are printed in the proceedings handed out at the meeting.

Preparation of the typescript

Lay-out and Figures:

Font: Please use "Times Roman" 12 pitch and please use single line spacing.

Margin: Top = 4 cm, Bottom = 3 cm, Left and Right margins = 2½ cm

Headings: Please type with **BOLD CAPITALS, 12 Pitch**. Use a spacing of 1 line to the beginning of text. Subheadings should be typed with **small, bold letters, 12 pitch**.

References: To be placed at the end of the manuscript and typed with 10 pitch.

/xx/ Title, author, source, year

Page numbers: Manuscripts supplied in electronic form should **not** be paginated. If hard copies are supplied, pages should be numbered using an ordinary pencil, as the printer will take care of the consecutive numbering.

Figures: Currently, we are unfortunately unable to print figures and tables in colour. Please insert all figures in the text at the position, where they are to appear.

Submission and editing:

We prefer that text and figures be submitted in electronic format via mail or as files in MS Word. At the same time we kindly ask for a print-out in hard copy in order for us to be able to check the final lay-out.

ATV Soil and Groundwater reserves the right to edit the final lay-out.

Presentation:

If you wish to use a video/data-projector, we kindly ask you to produce your presentation in PowerPoint. At the conference there will be a PC available with Windows XP, MS Office and USB port for memory devices.

We recommend that we test your presentation together, either before start of the meeting or during one of the breaks. As a matter of absolute safety we recommend that you bring a copy on overhead sheets.

Cover Page: Manuscripts should be accompanied by a cover page.