

Guidelines for Authors

1 Length of your article/paper

A length of 3 to 5 printed pages, including figures and tables, should only be exceeded in exceptional cases. 1 printed page = 3 typewritten pages (font 10 points; 60 characters/line; 1 line spacing; 30 lines/page).

Please send your manuscript on diskette (3.5", DOS-compatible) or CD-ROM or Email (scharrer@cfi.de). Please make sure that a print-out is send separately to the editorial department.

2 Language

Scientific papers are generally published in English or German.

3 Layout of your manuscript

3.1 Title

This should be short and concise, clearly defining the content of the manuscript.

3.2 Author

Title, first name(s) and last name, full postal address. Please include your telephone and fax numbers, email address so that the editorial department can contact you if necessary. Add any special notes regarding the manuscript (e.g. "Paper given at..." or "Thesis", etc.).

3.3 Abstract

This should include all keywords and give the gist of your manuscript. It should be a maximum of 20 lines in length. Please list 2-4 keywords separately.

3.4 Body text

Do not include any repetitions. Logical and clear structure of the sections. Papers should comprise the following sections: abstract, introduction, experimental/tests, results, discussion and summary/conclusion. References to practical applications should always be provided.

4 Manuscript form

4.1 Body text

Please type the text as a continuous block, i.e. not interrupted by tables and figures, with double space. Paragraphs should be well proportioned.

4.2 Figures

Indicate these with "Fig." and attach them with your manuscript text. Limit the number of your figures to those absolutely essential. Please send the figures as tif or jpeg files (300 dpi).

Colour reproduction of your figures is not possible. If you have prepared graphs, etc., use graphic devices (dashes/dotted lines, etc.) rather than colours to indicate differences. Graphics are often scaled down for publication, therefore make sure any lettering will still be readable – capital letters should be at least 1.75 mm high when reduced. Enclose units of measure in square brackets.

4.3 Tables

Use arabic numerals to label tables (Table 1) and enclose these with your manuscript.

4.4 Captions

List the captions for both figures and tables at the end of the body text.

4.5 Units

Please use the SI system.

4.6 References

In the body text, enclose references in square brackets [1]. List the references at the end of the text in accordance with German standard DIN 1505 (start with the last name):

- [1] Laenger, F.: Extruderauslegung unter der Berücksichtigung der Merkmale keramischer Arbeitsmassen - Part 5a, cfi/Ber. DKG **68** (1991) [10] 397-401
- [2] Salmang, H.; Scholze, H.: Keramik (Teil I). Springer-Verlag, Berlin-Heidelberg-New York, 1982, p. 249

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6 Reference Copy

Every author will receive a reference copy of the journal issue containing his/her paper.

7 Procedure

Please address all manuscripts to the Editorial Department of **cfi/Berichte der DKG, Göller-Verlag GmbH, Aschmattstr. 8, D-76532 Baden-Baden**. On receipt of your manuscript, it will be appraised by referees. You will be advised of their decision and any necessary editorial preferences accordingly.

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The guidelines for authors are also available online. Refer to www.cfi.de, section „papers“.

For the special edition dedicated to the Annual General Meeting October 2005 manuscripts both in English and German language will be accepted.