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## Author's checklist for submitting papers to ICUME 2015



- MANDATORY:** I downloaded the template for Word or LaTeX from [www.icume.de](http://www.icume.de) and used it for preparing my paper.
- MANDATORY:** I used paper settings A4.
- MANDATORY:** I only used the fonts Times Roman (Times New Roman) and Helvetica (Arial) for the entire document including special characters (character maps as  $\pm$   $\{11\bar{2}0\}$ ). Other fonts will cause the paper to reproduce incorrectly or may change a special character to a square.
- MANDATORY:** The length of the paper is between 6 to 10 pages.
- MANDATORY:** I added no foreign language text (Figures), only English.
- MANDATORY:** I prepared the paper as given in the template, uploaded original word documents (.doc. or .docx), LaTeX files (.tex) or ZIP Archives (.zip) together with the PDF in my participant account.
- MANDATORY:** I downloaded the copyright transfer agreement, signed it and uploaded it on my participant account.
- MANDATORY:** I added authors with full first and last name, full address and email address.
- MANDATORY:** I added my keywords.
- MANDATORY:** I only included black and white pictures in my paper.
- NOT MANDATORY:** I would like to make my paper “OPEN Access” for Euro 200.00 / USD 276.00 per paper. Trans Tech Publications Ltd will bill me directly.