

The manuscript title

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Abstract

Authors are requested to prepare their papers exactly in accordance with the instructions given below. The abstract should contain at most 150 words in the language of the manuscript. The entire manuscript (abstract, text, figures, tables and references) should not exceed 10 pages. The manuscript should be submitted to konferenca@zveza-zsis.si in Microsoft Word format (.doc or .docx) and Adobe Acrobat Reader format (.pdf). Name the manuscript in the following format: leading author's last name, the first two words of the manuscript title, version number (example: Jurcic_The_manuscript_v1.doc).

1. Introduction

The manuscripts should report on original research or on technical developments and their applications. They should contain quality scientific or technical information. Manuscripts of a commercial nature will be rejected and will not be authorized for presentation. The process of validation and acceptance and/or rejection of papers shall be under the authority of a Programme Committee, which will not be held responsible for any errors appearing in the final text. Authors assume sole responsibility for their manuscript, both for its form and its substance, and are invited to check their manuscripts thoroughly before submittal.

2. Authors

The number of authors should be limited to four (4), except in exceptional circumstances. The last (family) name should be given first, followed by the name of the author (middle names should be given as initials). Letters from the beginning of the alphabet should be used to indicate which information goes with which author. The address(es) should be centred and in lower-case letters. The different parts of the address(es) should be separated by commas and if more than one line is necessary, the various lines should be of roughly the same length.

3. Format and margins

Set the paper size ISO B5 (width 17,6 cm, height 25,01 cm). All text of the manuscript must be located within a 126 mm by 200 mm rectangle of a B5 page. The margins are given in Table 1. An example of the page format is given in Figure 1.

Manuscript title: Times New Roman, 14 points, centred, boldface type. Add the blank space 18-points after the title, do not leave blank lines (Use: Format → Article/Paragraph → Indentations → Spaces).

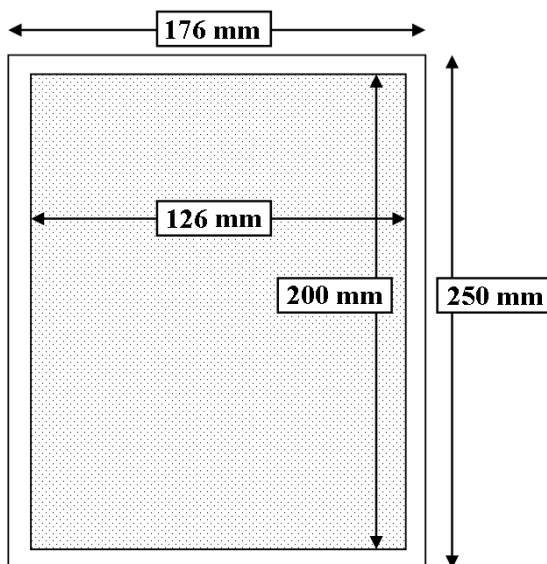
Text: Times New Roman, 11-points, single spaced, justified block.

Table 1. Page margins of manuscripts. Enter one blank line below each Table.

| Margin Position | Top | Bottom | Left | Right |
|------------------|-----|--------|------|-------|
| Margin size (mm) | 25 | 25 | 25 | 25 |

Header and footer: Authors are asked to add one-line centred in the footer and leave the header blank. The footer shall be placed 12.7 mm from the bottom edge of the page. Leave the footer – the editors will insert the sequential pagination there.

Do not use page numbering. Do not use footnotes. Turn off the “track changes” function.



Sequential page number

Figure 1. Text area of manuscripts. Enter one blank line above each Figure.

4. Headings

Titles of all sections should be 12-points Times New Roman and centred. Blank space 12-points should be placed above and below the titles. Do not leave blank lines (Use: Format → Article/Paragraph → Indentations → Spaces).

4.1. Sub-Section Headings

Sub-section headings should be in lower-case, 11-points, bold letters and justified left. Blank space 12-points should be placed above, but not below.

4.1.1. Sub-sub-section headings

Sub-sub-sections should be avoided. If used, sub-section headings should be in lower-case, 11-points, regular letters and justified left. Blank space 12-points should be placed above, but not below.

5. Tables and figures

Each table should be numbered (Tables 1, 2, 3, etc.), with the caption being placed above the table. Each figure should be numbered (Figures 1, 2, 3, etc.), with the caption being placed below the figure. All tables and figures should be numbered sequentially and centred. Figures and tables should be incorporated in the text (e.g. Figure 1) and should not run into the margins. Fonts used in figures should be large enough to be legible. Black and white colours are preferred.

6. Equations

Equations should be centred, numbered in order (i.e. (1), (2), (3), etc.) down the right-hand side of the page and cited in the text with its number, e.g. eq. (1). Equations should be separated from the text above and below by a blank space 12-points. If necessary, a symbol-nomenclature glossary should be placed at the end of the manuscript.

$$c = a + b \tag{1}$$

where a = apricot (kg), b = sugar (kg), c = apricot marmalade (kg)

7. Units

The SI system of units should be used.

8. File size

Sequential page number

Occasionally, Microsoft Word may generate larger-than-necessary .pdf files when images inserted into the document are manipulated in Microsoft Word. To minimize this issue, use an image editing tool to resize the images to the appropriate printing resolution (usually 300 dpi), and then insert the image into Microsoft Word using Insert | Picture | From File...

Reduce the size / pixel resolution of images in the manuscript so that the file size does not exceed 10 MB.

9. Discussion

It is important that you write for a general audience. It is also important that your work is presented in a professional fashion. This guideline is intended to help you achieve that goal.

Remember the following:

- Do not wait until the last minute to submit your paper.
- Do not expect to get an extension for submitting your paper.
- If you do not submit your paper according to the guidelines specified in these instructions, there is no guarantee that your paper will be included in the congress proceedings.

10. Conclusions

More information can be acquired via email or telephone.

11. References

References should be numbered in a square bracket, which is also referenced in text. The numbering should be coherent with citations in text. Use blank space 6-points below a reference. Do not leave blank lines (Use: Format → Article/Paragraph → Indentations → Spaces). See examples below.

- [1] Tester J.W., Drake E.M., Driscoll M.J., Golay, M.W., Peters W.A., Sustainable Energy. Choosing among options. The MIT Press, Cambridge, UK, 2005.
- [2] Zupančič D., Ogljični odtis izdelka. Diplomaska naloga visokošolskega strokovnega študija, Fakulteta za strojništvo, Univerza v Ljubljani, 2010 (Slovene).
- [3] Pušavec F., Kopač J., Sustainability assessment: cryogenic machining of Inconel 718, Strojniški vestnik – Journal of Mechanical Engineering, vol. 57, pp. 637-647, 2011.