(Title) Instructions for Authors

First name Name 1, First name Name 2, First nameNname 3…

1Author’s affiliation, {author.a…}@xxx.xx

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3Author’s affiliation, {author.c…}@xxx.xx

Keywords: Maximum 4 keywords.

Abstract

Please give a short abstract, not exceeding 10 lines, in Times New Roman 8 pt font.

1. Introduction

The NMDB@Home meeting took place in Onlinia in July 2020. It was a wish of a number of participants to publish proceedings in a rather informal way, but so that they do leave a trace of the contributions. The University of Kiel library kindly offered the possibility to participate in a pilot project for publications. In this initial stage the formats that can be handled most easily are Open Document Format (ODF) and word (doc, docx). We therefore ask the authors to use one of these formats. The present manuscript is to give a guide to writing your manuscript, in order to ensure some homogeneity of the layout. We thank URSI France for allowing us to adapt their template.

1. Format of manuscripts
	1. General

Submit your manuscript with not more than four pages for a poster, six pages for an oral contribution, figures included. The initial submission must be in PDF format and A4 size. The conference proceedings will be available online on the website of the University of Kiel library. Only manuscripts corresponding to contributions given at the meeting will be accepted. The manuscript must be submitted with a name that uniquely identifies the manuscript. Please use the following format:

S*n*\_ + '\_' + name of first author + '\_' + 'o.' + extension (for an oral presentation)

S*n*\_ + '\_' + name of first author + '\_' + 'p.' + extension (for a poster presentation)

Please attach a number to 'p' if you submit manuscripts corresponding to more than one poster. The session number *n* is the one where the contribution was actually presented, as listed in the programme at <http://conf2020.nmdb.eu/schedule/>:

Session numbers:

1. Cosmic Rays in the Heliosphere: Spatial and Time Variability
2. GLE Analysis
3. Space Weather Research and Services
4. Neutron Detector Instrumentation
5. Neutron Detector Response Functions
6. Long-term Stability of Neutron Detectors
7. Data bases and Catalogues

For example, a manuscript based on a talk by J. Simpson et al . in section 4 would be titled S4\_Simpson\_o.odt.

In order to have a certain degree of homogeneity in the presentations, we ask you to comply with the indications given in the present template: font (*Times New Roman*), sizes of letters (*14 for General titles, 11 for the titles of the sections, 10 for the text and the subsections*), and sections (*numbered headings 1./1.1./1.1.1.*). The text and the size of figures must comply with the margins of this note (2 cm). The text should be justified. Tables, figures and captions should be centred on the page.

The article must have the following structure:

1. Title of the article
2. Authors and affiliations
3. Keywords (4 words maximum)
4. Abstract (10 lines maximum)
5. Introduction
6. Text of the article
7. Discussion and conclusions
8. Acknowledgements (if applicable)
9. References
10. Questions/answers from the oral presentation

Item 10 intends to reproduce some of the discussions. The questions asked by the audience will be available on the web site (address) . We would appreciate if the authors could list the question and give a short answer at the end of their manuscript. See an example at the end of this template.

The questions and answers are not counted for the page limit. In case authors do not submit a manuscript, we would like to publish the abstract (or a modified version submitted by the authors, if they wish) in the format given by the present template, together with the questions and answers.

Table 1 shows the page margins to use.

|  |
| --- |
| Page margins, A4 format |
|  | mm |
| Top | 20 |
| Bottom | 20 |
| Right | 20 |
| Left | 20 |

Table 1: Page margins

* 1. Figures and tables

Figures must be placed appropriately in the document, as close as possible to the reference to the figure in the text (see Figure 1). Both figures and tables must be centred horizontally on the page. Large figures can be turned sideways (vertical alignment). In that case, please ensure that the top is always on the left side of the page. In the case of an illustration consisting of several figures in a WORD document, the images can be grouped into a table centred on the page, with the borders of the table not displayed (see Figure 2). The images will be centred vertically and horizontally in each cell of the table.

Captions: All captions must be centred under the illustration. Use single spacing if the caption contains more than one line (but please avoid such a long caption if possible). All captions must be numbered consecutively, for example, Figure 1, Table 1, Figure 2.



Figure 1: Figure placement

|  |  |  |
| --- | --- | --- |
|   |  |  |

Figure 2: Placement of several figures using the table environment

* 1. Equations, symbols and units

Equations: equations should be numbered consecutively in the paper. The number is put in brackets and positioned to the right of the equation. Leave a blank line before and after the equation.

 (1)

with *c* = focal length

 *x*, *y* = image coordinates

 *X*0, *Y*0, *Z*0 = origin of projection

 *X*, *Y*, *Z* = object coordinates

Symbols and units: use the symbols of the International System of Units. If you use special characters or symbols, please explain them in a list.

* 1. Page footnotes

Footnotes appear in the text with a number[[1]](#footnote-1) superscript. Place the notes at the bottom of the page, separated from the text above by a horizontal line.

* 1. References

Bibliographical references should be listed in alphabetical order of the first author, and cited in the text either within parentheses "(Spell 2030)" or, e.g., "Spell (2030) found that there is no unique solution.". Do not include the title of an article. Conference proceedings and books should be cited with the book title, the editor, and publisher, as for example Bocuse (2035). For publications with more than five authors please give an abridged version, as e.g. Steigies et al. (2020). Add the DOI if possible. References to a website should include the following information: author or organization responsible for the website, year (website creation), accessed date: day month year, the URL (if possible without a line break).

* 1. Refereeing and publication

Submitted manuscripts will be screened by the organising committee for consistency with the subject of the conference and the actual presentation, as well as for matching the required format. Manuscripts not fulfilling these criteria may be rejected or returned to the authors for revision.

* 1. Deadlines and Publication

We ask the authors to submit a letter of intent by August 8, stating whether they foresee to (1) submit an article (2) agree to have their submitted abstract (or a modified version of it) published, together with the questions asked by the audience and the authors' answers.

* August 8: letter of intent to ludwig.klein@obspm.fr
* September 30: upload of manuscript to <https://cloud.rz.uni-kiel.de/index.php/s/DRWwLoPbacBzDcx>

We expect the completion of the procedure by the Kiel University in early 2021, but will make the article available on the meeting homepage as soon as it is accepted

1. **Discussion and Conclusion**

Meeting online was a useful form of a scientific conference, although we are not yet ready to replace personal communication by videoconferences. The quality of the welcome cocktail and the conference dinner (e.g., Bocuse 2035) was debatable. Future meetings will have to improve not only, but especially, in this domain.

References

Bocuse, P., 2035, How to prepare a conference dinner, Gourmet Publishers, DOI …

Spell, J., 2030, Astron. Astrophys. 3527, 41, DOI: …..

Steigies, C., Buetikofer, R., Klein, L. et al., 2020, in NMDB@Home, ed. C. Steigies, K.-L. Klein, Univ. Kiel Publishing, DOI …

**Questions and answers**:

C. Steigies: Ich bin jetzt weg. Bist Du da ?

Answer: Yes, but perhaps no, as shown in the Discussion section of the manuscript.

etc.

1. Footnote example [↑](#footnote-ref-1)