

Criteria for assessment TGF full papers

Length of paper

smaller or equal than 8 pages

Format

use correct (LaTeX) format

all files should be uploaded, implying that we can compile the tex-file into a pdf (see at the end of this document some more indications)

Title

correct capitalization of nouns in headings, other words without capital

Authors names

use full first names and last names

use 'and' before last author name

Abstract

10-15 lines

starting with the word 'Abstract' in line with the text

Affiliations

multiple authors from the same company can be included under 1 item on the first page using {} for email addresses.

Code this in LaTeX as:

```
\institute{A.B. Author \and C.D. Co-author \and S.O. Meoneelse \at The first  
university, Address \email{\{abauthor, cdco-author, someoneelse\}@uni.edu}  
\and Y.A. Co-author \at Second institute, Address \email{ya.co-author@si.com}}
```

Page header

include first and last names

for 2 authors use 'and' and both last names

for 3 or more authors use 'et al.'

contribution title should fit on one line

Paragraphs

every heading to be followed by text

first line of text that follows a heading is not indented

next lines of text are indented

correct cross-references (no ?, use 'Sect.' with capital)

Headings

start each noun with a capital

Equations

use correct format

use correct references (Eq.)

explain all symbols after the equation

Figures

- sufficient quality
- well readable and understandable
- correct caption (below or left of the figure), bold 'Fig', no symbol after fig number
- centered
- use correct references (Fig. / Figure at start sentence)
- subfigures are ideally inserted using the LaTeX package subfigure

Tables

- well readable and understandable
- use only horizontal lines in tables, with thicker line below the heading
- correct caption (above the figure)
- use correct references (Tab.)

Lists

- use the correct format (bullets as •, correct indent, – using \itemize)

Spelling check

- no typos
- use British English

References

- use correct style of references (with numbers, automatic)
- list of references should be complete (no more, no less references than used in the text)
- references in list of references in correct format

Tests to see whether the complete document can be compiled

Test by copying the .tex, .bib and figure files into a new folder, in which you put the default .bst and .cls file. Does it compile (compile x2, bibtex x2, compile x2)? Do you get errors or warnings?