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# Table of Contents

Please insert an automatic table of content at the beginning of your paper. It provides a better overview of the document and one can simply access the individual chapters by clicking on their heading in the table.

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# Summary

This template contains styles for the different parts of the text, which need to be used to format your manuscript. Styles include for example headings, pictures and descriptions, subscript and superscript for numbers, lists, etc. You can find the complete list of styles by clicking on the button marked by the red arrow:



The main text must be preceded by an abstract which should not be longer than 10 lines. Please insert your abstract formatted as ‘Standard Paragraph’.

The summary heading is formatted as ‘Summary’, not ‘Heading’.

Please note for the whole manuscript: do not use empty paragraphs to create spaces in or between the chapters. If you want to start a new page please use the ‘Page Break’ function.

# Heading 1

Paragraphs formatted as ‘Heading’ will be numbered automatically. Sub-headings for sub-chapters are possible with ‘Heading 2 – 6’. Paragraphs in the chapters should be formatted as ‘Standard Paragraph’.

# Pictures and Graphics

Please incorporate all images in your text file. Please do not send images in separate files and do not insert them in an own chapter at the end of the text. Please ensure that your images and graphs are suitable for black & white printing.

Pictures and graphics should be formatted as ‘Picture / Graphic’.

The following paragraph should contain the image description and be formatted as ‘Picture / Graphics Description’. This includes automatic numbering.



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You can also refer to a picture or graphic in your text by using a cross-reference, e.g. ‘See Figure 1 for the logo of the Aachener Colloquium for Sustainable Mobility’.

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Tables should be preceded by a description paragraph formatted as ‘Table Description’. This includes automatic numbering.

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# Formulas

Please use the following, frameless table to present your formulas. You can simply copy the table. Insert your formula in the left column with the Equitation Editor. In the right column, automatic numbering should be formatted as ‘Formula Description’.

|  |  |
| --- | --- |
| $$E=m∙c²$$ |  |

|  |  |
| --- | --- |
| $$F=m∙a$$ |  |

# Lists

## Ordered lists

To create ordered lists please use the ‘Ordered List’ format

1. First entry
2. Second entry
3. …

## Unordered lists

To create unordered lists please use the ‘Unordered List’ format

* First entry
* Second entry
* …

Spaces before and after the list will be created automatically

# Abbreviations

CO2 Carbon dioxide

DoE Design of Experiments

EM E-Motor

HV High voltage

SUV Sport Utility Vehicle

WJ Water jacket

ICE Internal combustion engine

# References

Please use the following pattern to list all your references. Note: each reference is one paragraph. Inside the paragraphs a line break is used to start the new line (use shift+return on the keyboard). The paragraphs are formatted as ‘Literature’ and the numbering will be created automatically.

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