

## 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?