

Authors' Guidelines of the Periodical "F&S-Filtrieren und Separieren" (F & S Filtration and Separation)

The periodical **F&S - Filtrieren und Separieren** (F & S Filtration and Separation) publishes technical papers, memos and information concerning separation techniques and related fields. The form of technical papers is suitable for practically relevant review articles, scientific research projects and progress reports. Procedures, apparatuses and experimental results can be reported on in the form of memos, as can conferences and exhibitions. Information is published in short form in the categories "Product Information," "Branch Forum," and "Read for You."

Manuscripts in the German language in all categories are always welcome. The contributions are intended to inform the readers and reply to open questions.

The manuscripts are published following an assessment and, if necessary, revision.

Please send your contributions to:

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Conditions for acceptance:

The author(s) guarantee(s), upon sending the manuscript to the editorial office, that he/they is/are in possession of the copyright and of whatever release approvals may be required.

Content and length of the manuscripts

Technical papers must be comprehensibly written and application-orientated. The respective manuscript should not exceed the standard values of 12 text pages (A4), a maximum of 10 illustrations and a maximum of 5 tables. The line spacing should be 1½. A summary (abstract) is to be included on the title page, containing the goal and purpose of the project, as well as the most important results and conclusions. It should be no longer than 15 typescript lines. Aside from the author's own results, the contribution itself should deal with the results of others as well. The known literature concerning this is to be quoted.

Memos can provide information concerning interesting innovations and individual results (e.g. experimental and operational results, commissioning and new developments). In this case, the manuscript should not exceed eight pages (including illustrations, tables and literature quotations). An abstract is not required in this case.

Other information requires no particular form. It will be revised and formatted by the editors.

The text of a technical paper or memo should be divided by subheadings. Tables and illustrations are desirable if they enable the text to be shortened and make the description clearer. Tables, illustrations and literature quotations must be referred to in the text. As with mathematical equations, they must be consecutively numbered with Arabic numerals. Tables and illustrations are to be delivered on separate sheets, i.e. not inserted in the text.

Abbreviations used in the text, illustrations and tables must be explained (in the text when they are used for the first time). Only the units of the International System (SI units) are to be used.

Formatting the manuscripts for technical papers and memos

Title page: The title page must contain the complete name (first name and surname) of the authors, their academic degrees and addresses (including telephone and telefax numbers as well as e-mail addresses). In the case of technical papers, an abstract is required in addition to the title.

Text processing: The manuscript should be prepared with a text-processing system (preferably WORD). It should be written as an endless text. There should be no underlining or highlighting of the text by means of different font types and capitals. The manuscript must be submitted on a data carrier (CD) or by e-mail.

Spelling: The "new spelling" is to be observed in the composition of the manuscripts. This has increased the number of spelling possibilities. In the composition of the manuscripts, therefore, the following points should be observed:

- The "scientific" spelling in accordance with, for example, the international nomenclature (e.g. IUPAC recommendations), is to be used. Thus the spelling *Calzium* is to be used instead of *Kalzium*, *Ethanol* instead of *Äthanol*.
- Technical terminology from foreign languages is not to be germanicised (e.g. *shredder* instead of *Schredder*).

Illustrations: Each illustration must bear a caption (legend). The captions should be listed on a separate sheet. The illustration originals must be delivered so that they can be reproduced. The inscription should be sufficiently large and clear. The coordinates of diagrams must be provided with the symbol of the size and the respective SI unit. The respective standards for inscriptions, diagrams and flow charts are to be adhered to. Illustrations are to be numbered and the manuscript enclosed separately.

An illustration on a data carrier must be in a 1:1 representation with at least a 300 dpi resolution. The picture quality of the internet is usually insufficient for a reproduction in the periodical. In case of scanned illustrations, the scan original should be submitted as well, if possible.

Tables: Tables are to be consecutively numbered and provided with a table heading.

Mathematical equations: Mathematical equations are to be written clearly (indices, exponents). They can be listed in a separate line in the text or in a corresponding descriptive line (e.g. Gl. 1) on a separate sheet. All signs used in formulas are to be explained either in the text or in a separate index at the end of the paper.

Literature references: Literature references and quotation are to be identified with consecutive Arabic numerals in slashes, e.g. according to Mayer /1/. The index of the literature citations is to be appended at the end of the manuscript under the heading "Literature."

Footnotes should be made in the manner of the following examples:

/1/ S. Ripperger: *Tue Gutes und Schreibe darüber*, F&S-Filtrieren und Separieren 16 (2002), Nr. 3, S. 110-115

/2/ *Die Deutsche Rechtschreibung*, 21. Auflage, Dudenverlag, Mannheim (1996)

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