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INSTRUCTIONS FOR AUTHORS

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Authors are encouraged to submit reports of their scientific work for inclusion in the abstract book. The deadline for submission is **1 September 2005**. Abstracts must be written in English and should be prepared and submitted following these instructions. Depending on the overall contents of all contributions the scientific committee will select a number of contributions for presentation. Authors will be notified of their abstracts for presentation and provided with instructions for preparing their presentation after **10 October 2005**.

General instructions

It is necessary that you provide your manuscript both as high quality camera-ready paper originals and on computer disk file(s). In its final formatted version of the **Abstract book** each abstract **should NOT** occupy more than **one page**. Please follow the guidelines on this and the following page as closely as possible.

Abstract submission should include:

1. Completed **Abstract Submission Form** included in this package (also downloadable in PDF format from: <http://lbk.fe.uni-lj.si/ect/abstract/>).
2. **Camera-ready** high quality paper original AND TWO additional hardcopies (including tables, figures, and equations, if any). Please see instructions for the page layout and format on the opposite side.
3. **Computer disk file(s)** containing your manuscript. You can put the files **on a PC diskette** and mail it together with the Abstract Submission Form and hardcopies. Alternatively you can **send the files attached to an email message** to the address below (but you must still supply hardcopies and Abstract Submission Form by mail). Indicate the type of your files on the diskette label or in the email message.

Computer disk files

Disk files will be used for the *on line* publication of the *Proceedings*. Please supply your manuscript in one of these formats: **Microsoft Word** (*.DOC), **rich text format** (*.RTF), or **plain ASCII text** (*.TXT). Name the file by the first author's last name, e.g. "**doe.doc**" for John Doe. Please avoid using characters that are not from English alphabet (except Greek math symbols).

Figures should be sent in separate files. Please use **Graphics Interchange Format (GIF)** or **Joint Photographic Experts Group (JPG or JPEG)** formats for supplying your figures and equations. Use one file per figure or equation. If you are unable to use these formats please send three high quality black and white copies of high resolution by mail.

Send your manuscript to:

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Important dates:

- Deadline for registration and abstract submission: 1 September 2005
- Deadline for payment of reduced tuition fee: 10 October 2005

How to Prepare the Manuscript in a Camera-Ready Form for the Electroporation based Technologies and Treatments postgraduate course

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INTRODUCTION

This document contains information for the preparation of manuscripts in camera-ready form to be submitted for the Electroporation based Technologies and Treatments postgraduate course. Manuscripts must be written according to the layout and instructions given in this document. You can also use an MS Word file provided at www.cliniporator.com/ect/abstract as a template for your manuscript.

PAGE LAYOUT

The maximum length of paper is one A4 page. Leave 2.5 cm margins on the top and the bottom of the page and 2 cm margin on the left as shown on this page. Text must be arranged in two columns (width 8.5 cm, 0.5 cm in between) thus leaving a 1.5 cm margin on the right. The rectangle around this text only indicates the active text area on one page.

Title should be centred at the top of the page, using the whole width of the page. The title should not exceed two lines. Full names of authors, and their affiliations and addresses should be left aligned using the whole width of the page. Mark the affiliation of each author clearly.

FORMAT

Use Times New Roman font throughout your manuscript. For different parts of the manuscript use font sizes and styles as given in Table 1.

Table 1: Font sizes and styles to be used in manuscripts.

	font size	font style
title	14 pt	bold
authors	12 pt	normal
affiliations	12 pt	<i>italic</i>
headings	10 pt	BOLD CAPS.
normal text	10 pt	normal

Use single line spacing for normal text. Start each paragraph with a 0.5 cm indentation. Do not add blank lines between paragraphs but do add one blank line before after each heading. Use only one level of headings and do not indent them.

If possible use standard structure for your manuscript. Start it with a short **introduction** followed by a description of the **methods** used. Specific **results** should be presented and main **conclusions** should be outlined.

RESULTS AND FIGURES

Number your figures (Figure 1) and/or tables (Table 1) consecutively. Do not indent figure and table captions. If you use equations, number them consecutively too.

The tables must be inserted in text. Include figures and equations in your camera-ready manuscript. Figures may be fit across both columns if necessary. Use only black and white figures!



Figure 1: Logotype of the Faculty of Electrical Engineering in black&white.

REFERENCES

References must be numbered in square brackets in the order of their first citation in the text [1]. A full list of references should be given at the end of the paper using the IEEE format as shown here [2,3].

- [1] A.B. Author, S. More and S. Else, "Title of the paper," *Journal Name*, vol. 77, pp. 88-99, 1999.
- [2] C.D. Writer, *Book Title*. New York: Cliffhanger, 1970.
- [3] E. Author, "Title of paper in a book," in *Proceedings of the ICBEM*. Tampere, Ragnar Granit Foundation, 1996, pp. 77-80.