



Guidelines for preparing a manuscript for the Dry Metal Forming Open Access Journal - Fast Manuscript Track

First Author*¹, Second Author², Third Author^{1,2}

¹First affiliation, Address, City and Postcode, Country

²Second affiliation, Address, City and Postcode, Country

Abstract

These are the guidelines to prepare a manuscript for the Dry Metal Forming Open Access Journal – Fast Manuscript Track. Please follow these instructions carefully. These guidelines are written in the mandatory format, so you may wish to write your text directly into this template in order to achieve the correct paper format.

Keywords: Guidelines, layout, format, style

1 Contents

The paper is headed with the title followed by the names of the authors and their affiliations. An abstract of 100 up to 200 words is obligatory. It is followed by a short list of keywords which characterize the content of the paper. Note that generic terms are not good keywords, whereas specific terms or processes are good.

In the next section please provide the main paper text, normally beginning with a short introduction and ending with some conclusions. This is followed by the acknowledgements and appendix (both optional), and a list of references.

2 Layout

The journal papers must be provided in pdf format prepared from this Microsoft Word template.

Text should be produced on the basis of these guidelines within the dimensions shown on these pages. Paper title, authors name, affiliations, abstract and keywords must be in one column. The body of the paper must be in two columns.

2.1 Paper size and margins

The paper size is A4 (210 mm wide and 297 mm high). There should be a top margin of 25 mm and a bottom, left and right margin of 20 mm, the only exception being the first page with 80 mm top margin. Neither text, nor figures or tables should be printed outside these margins. Please do not edit page headers.

2.2 Fonts

Please use Times New Roman 10 pt for all main text and refer to the font sizes, layouts and styles indicated in Tab. 1 for specific formatting of all text items. Bold fonts shall be used for all headers. The first order header should be written in 11 pt as in this guideline. Figure and table captions, text in tables and the list of references shall be in 8 pt.

Please refer to the provided selection of DMF style definitions and do always use the respective DMF style sheet setting for each type of text.

Tab. 1: Font sizes, layouts and corresponding style definitions

Item	Font layout	Font size	Style sheet*
Title	bold	16 pt	DMF Title
Authors	normal	12 pt	DMF Authors
Affiliations	normal	8 pt	DMF Affiliation
Headers w/o number	bold	11 pt	DMF Header
First order section headers	bold	11 pt	DMF Headline 1
Other section headers	bold	10 pt	DMF Headline 2 etc.
Main text	normal	10 pt	DMF Body text
Figures (centered)	normal	10 pt	DMF Figure
Figure captions	normal	8 pt	DMF Figure caption
Table captions	normal	8 pt	DMF Table caption
Table text	normal	8 pt	DMF Table text
Equations	normal	10 pt	DMF Equation
References	normal	8 pt	DMF References

*Please select from the style sheet menu of this template

2.3 Title, authors and abstract section

The title of the paper must be written in 16 pt bold letters. Author’s names shall be set to 12 pt. The full first name shall be provided plus middle initials. Authors shall be separated by commas. The affiliation is given in the next line, followed by the address and country, all separated by commas. If authors come from different affiliations, please list the affiliations and use superscript numbers to refer to the authors. The corresponding author shall always be indicated with an asterisk, and his contact e-mail address be provided in the first page footer. All above text is left justified.

Separated with one blank line from the affiliations and with a black solid 1 pt line beneath, follows the word Abstract in 11 pt bold and the abstract text in 10 pt. The list of keywords is separated from the abstract by one line spacing. The word Keywords: is bold, and the keywords line carries a black solid 1 pt line beneath, followed by one blank line that separates the main paper body section.

2.4 Main paper body section formatting

Every paragraph of main text starts with an indentation of the first line of 0.63 cm. There is no blank line between the paragraphs within a chapter of text.

The text is written single-spaced. Only if there are problems of legibility, (e.g. when using subscripts or formulae) a larger line spacing (e.g. 1.15) may be used.

At the end of a last paragraph of a text chapter, there is no blank line to separate from the next headline, but a 6 pt spacing that should come automatically when using the text formats provided with the DMF body text style sheet definition.

2.5 Figures and tables

Figures and tables should be integrated in the text like in Fig. 1. Note that figures shall be centered in the text column and 6 pt spacing should be used to separate the figure from the preceding text (please use DMF Figure style sheet). Text within figures should preferably be non-serif type like Arial or Helvetica, and scaled to match between caption and main text size (i.e. not smaller than 8 pt and preferably not larger than 10 pt).

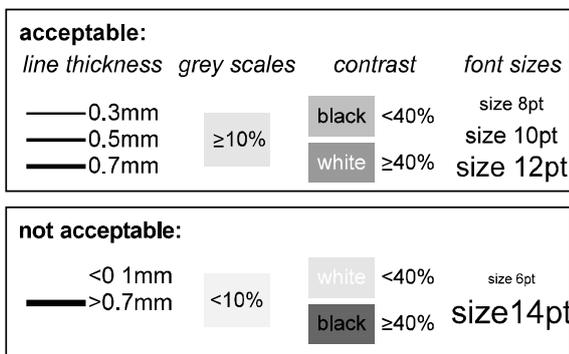


Fig. 1: Guidelines for figures

Tables should carry horizontal 1pt solid lines above and below the headline and below the last line, and table text shall be set in 8 pt (please use DMF Table style sheet together with DMF Table text style sheet).

Above the tables and under the figures there must be a table and a figure number, respectively, and a cap-

tion. Font size is 8 pt. Numbers carry a colon, and captions are aligned with a tabstop. Table captions are to be placed above the table with 3 pt spacing between them and the table. Table notes should be placed directly under the table in 8 pt. Also, there should be a spacing of 3 pt between a figure and its caption. All captions are separated from the main body text by 6 pt.

2.6 Equations

Equations and formulae (cf. eq. 1) should be numbered consecutively with arabic numerals in parentheses on the right hand side of the column.

$$E = m \cdot c^2 \tag{1}$$

Equations shall be centered with the help of tabstops when using the DMF Equation style sheet, which also provides for 6 pt extra spacing between equations.

2.7 Referencing

References should be indicated in the text using consecutive numbers in square brackets [1]. In the reference list they should be cited including the title of the paper. The reference list carries a header in 11 pt bold without numbering. The reference list is set in 8 pt with 0.63 mm indentation. Please see the end of this template for an example reference list.

2.8 Page numbers

Please do not manually interfere with page numbering as this will be provided for by the editorial office.

2.9 Language

Papers in the Fast Manuscript Track of the Dry Metal Forming Open Access Journal may preferably be prepared in English, albeit contributions in German are also welcome.

3 Submission and Copyright

With submission of a manuscript the authors explicitly agree that the manuscript may be published in the as-submitted form in the Dry Metal Forming Open Access Journal immediately upon acceptance. Please be aware that once published, papers cannot be modified or withdrawn from the open access platform. Please note however that the editor reserves the right to reject any submitted material for any reason.

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- The authors must have taken care to acknowledge in an appropriate way the source of any previously published or third party material used in the paper.

Acknowledgements

Any acknowledgements can be made here in normal body text style. The heading is 11 pt bold without numbering.

Appendix

Appendices should be avoided. However, authors including an appendix section should do so before the References section. Multiple appendices should all have headings in 11 pt bold style and be ordered as Appendix A, Appendix B, etc. Styles of text, tables and illustrations are identical to the formatting of the main text.

References

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