

# Author Instructions for EFOMP European Medical Physics News

Dear Author,

please, follow these instructions for formatting your article for EMPNews and providing us the necessary files with a systematic file naming scheme and necessary copyright infos of figures. You may use this word document, as the page margins and text font is already set to Arial 12 pts.

Prior to submission of your article, please, use the **free online spellchecker** for your manuscript via copy and paste at: **www.grammarly.com**

## Article format:

The following measures of lines are planned for standard Word Documents with margins as follows:

Top: 2,5 cm; Bottom: 2 cm; Left and Right each 2,5 cm.

As for the typeface, all numbers of lines of text refer to an Arial font in 12pts.

An article **purely text-based** can be up to **56 lines per page (= 28 lines for a half page)**, not including the authors' information or any paragraph separations.

A **one-column article** with **one full-width image** is **32 lines of text per page**.

A **one-page-articles with author information without images** can have up to **46 lines of text** including **5 paragraph separations** plus the additional the authors' information.

A **two-column article without images** is **58 to 60 lines with 5 - 8 paragraph separations per page (= 37 lines for a half page)**.

A **two-column articles with a full-width Image** and the **author information below** use **28 lines** including **5-8 paragraph separations per page**.

These line numbers per page will decrease depending on the number of figures.

## Author information (short academic CV and portrait photo):

At the end of each article will be a small portrait photo as well as a **short academic vita** of each of the authors. The text for each author should consist of:

- The full name + title of the author
- Position in EFOMP or name of the position and company/university/clinic
- An academic CV with up to 130 - 150 words.

The **author portrait photo** has the **format 27,5 x 40 mm<sup>2</sup> (WxH)** in the layout. If you do not crop the image to this size yourself, please, provide the image of a larger size and sufficient resolution. Please, provide the author's portrait photo in **jpg** or **png** format and use a filename like:

**NameOfArticleNameOfAuthor.jpg** or **NameOfArticleNameOfAuthor.png**

## Figures:

Figures (images, photos, diagrams) can be provided in different sizes in **jpg** or **png** file format:

- Full-Size-Image (WxH mm<sup>2</sup>): 185 x 86
- Example:



- Inline images (WxH mm<sup>2</sup>): 27,24 x variable high or 58,7x variable high or 90,1 x variable high
- Example View:
- 27,24 x 4,93:



- 58,7 x 4,98



- 90,1 x 4,98



- Tripled Images (WxH mm<sup>2</sup>): 58,7 x variable high (86 mm is recommended)
- Example View:



- Dual image (WxH mm<sup>2</sup>): 90,18 x variable hight (86 mm is recommended)
- Example View:



Please use this **filenaming scheme** using a **consistent short name of the article**:

**NameOfArticleFig0x.jpg** or **NameOfArticleFig0x.png**

### **Figure captions:**

Please, provide the **figure captions** and **corresponding credit/copyright info** as a separate text file named:

**NameOfArticleFigureCaptions.txt**

in the following form:

Figure 1: description of the figure (max 30 words) © NameOfTheCreditHolder

Figure 2: description of the figure (max 30 words) © NameOfTheCreditHolder

Etc.