Paper Writing Instructions Published for the Authors of the 10th ICHSF 2025 in Dortmund

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Abstract

Listed below are the guidelines to prepare a paper for the proceedings of the 9th ICHSF. They are written in the format that is described in this document. Please follow these instructions carefully. It is highly recommended to use this document as a template to prepare your paper in Microsoft (MS) Word. With regard to the keywords, the authors are asked to use the CIRP unified keyword list as a reference. Three keywords should be selected from that list to identify the subject of the paper.

Keywords

General topic, Specific topic, Detailed description keyword

Introduction

The official language of the conference and the paper is English. If English is not your native language, please make sure that the language is checked by a competent editor. In order to maintain uniformity throughout the proceedings of the ICHSF, the paper should be exactly in the format indicated in this template.

An abstract of approximately 200 words is obligatory. It is followed by the text, beginning with a short introduction and ending with the conclusions. This is succeeded by the acknowledgments (optional), the reference list and an appendix (optional).

Layout

Margins

There should be a top margin of 40 mm and a bottom, left, and right margin of 25 mm, respectively. Your manuscript must fit into the given margins. There is no difference between even and uneven pages in the format.

Paragraph Formats

Please use the paragraph formats given in **Table 1** below. They can be found in the MS-Word file of this document.

Title, Authors, and Affiliations

The paper must begin with a title, which is put directly under the top margin of the first page, it is followed by the authors and the affiliations. In the title, the first letters of all the words except prepositions should be capitalized. The paragraph format in the MS-Word file for the title is “ICHSF – Title of the Paper” (see Table 1).

The authors` names should be written as shown in the following example: A. E. von Mueller. Do not use academic titles (e.g. Prof. Dr.-Ing. etc.). The paragraph format for the authors is “ICHSF – Authors” (see Table 1).

Affiliations of the authors should be indicated by superscript numbers, as given in the example. The affiliations are followed by a comma and the corresponding country. The paragraph format for the affiliations is “ICHSF – Affiliations” (see Table 1).

The corresponding author should be marked by an asterisk (\*). His email address should be given in an extra line under the affiliations.

Abstract and Keywords

For the abstract and the keywords, the paragraph formats called “ICHSF – Abstract: Headline”, “ICHSF – Abstract: First Paragraph”, “ICHSF – Abstract: Following Paragraphs”, “ICHSF – Keywords: Headline”, and “ICHSF – Keywords” should be used (see Table 1). The abstract should consist of approximately 200 words and the keywords should be selected from the CIRP unified keyword list, as stated before.

Headlines and Paragraphs

The template provides three different headline formats:

* First level headline format: ICHSF – Text: Headline 1
* Second level headline format: ICHSF – Text: Headline 2
* Third level headline format: ICHSF – Text: Headline 3 (See Table 1)

The first letters of all the words in a headline, except for the prepositions, should be capitalized. A blank line separates a headline from the first paragraph of a section. The first and the following paragraphs of a section should have the formats of “ICHSF – Text: First Paragraph” and “ICHSF – Text: Following Paragraphs”, respectively. There is no blank line between paragraphs of one section.

Spacing between the lines of a paragraph should not be smaller than single spacing and not larger than 1.5 spacing. In this document, 1.1 spacing is used. Larger spacing values than 1.1 may be used in case of legibility problems (e.g. subscripts).

Figures and Tables

All figures and tables should be integrated in the text, as shown in **Fig. 1**. There should be a blank line before the figures and the tables. Below the tables and figures, there should be a table or figure number (bold, italic) and a caption. The figure (or table) and the corresponding caption should appear on the same page. For the captions, the paragraph format called “ICHSF – Captions” is valid.

The font “Arial” must be used in figures and tables, the font size should not be smaller than 8pt or larger than 12pt. The thickness of the lines used in the figures should be between 0.3 mm and 0.7 mm, as also stated in Fig. 1. As the reproduction will be made in greyscale only, please avoid coloured figures.



**Figure 1**: Guidelines for figures

A figure or table should be referred to in the text asFig. 1 or Table 1, respectively. Format the first reference to a figure or table in bold.

|  |  |  |  |
| --- | --- | --- | --- |
| **Paragraph format** | **Font** | **Font size** | **Spacing in pt (before, after)** |
| ICHSF – Title of the Paper | Times New Roman, Bold, left-aligned | 20 pt | 42 , 12 |
| ICHSF – Authors | Times New Roman, Bold, left-aligned | 16 pt | 0 , 12 |
| ICHSF – Affiliations | Times New Roman, Normal, left-aligned | 12 pt | 0 , 0 |
| ICHSF – Corresponding Author | Times New Roman, Normal, left-aligned | 12 pt | 0 , 0 |
| ICHSF – Abstract: Headline | Times New Roman, Bold, left-aligned | 16 pt | 36 , 12 |
| ICHSF – Abstract: First Paragraph | Times New Roman, Italic, justified | 12 pt | 0 , 0 |
| ICHSF – Abstract: Following Paragraphs | Times New Roman, Italic, justified, beginning of the first line 10 mm displaced | 12 pt | 0 , 0 |
| ICHSF – Keywords: Headline | Times New Roman, Bold, left-aligned | 16 pt | 12 , 12 |
| ICHSF – Keywords | Times New Roman, Normal, left-aligned | 12 pt | 0 , 48 |
| ICHSF – Text: Headline 1 | Times New Roman, Bold, left-aligned, numbered | 16 pt | 18 , 12 |
| ICHSF – Text: Headline 2 | Times New Roman, Bold, left-aligned, numbered | 14 pt | 12 , 12 |
| ICHSF – Text: Headline 3 | Times New Roman, Normal, left-aligned, numbered | 14 pt | 12 , 12 |
| ICHSF – Text: First Paragraph | Times New Roman, Normal, justified | 12 pt | 0 , 0 |
| ICHSF – Text: Following Paragraphs | Times New Roman, Normal, justified, beginning of the first line 10 mm displaced | 12 pt | 0 , 0 |
| ICHSF – Captions | Times New Roman, Italic, left-aligned | 12 pt | 6 , 18 |
| ICHSF – Equations | Cambria, normal, left-aligned, beginning of the first line 10 mm displaced | 12 pt | 6 , 6 |
| ICHSF – Acknowledgments: Headline | Times New Roman, Bold, left aligned | 16 pt | 18, 12 |
| ICHSF – References: Headline | Times New Roman, Bold, left-aligned | 16 pt | 18 , 12 |
| ICHSF – References: List | Times New Roman, Normal, justified | 12 pt | 0 , 0 |
| ICHSF – Appendix: Headline 1 | Times New Roman, Bold, left-aligned, numbered | 16 pt | 18 , 12 |
| ICHSF – Appendix: Headline 2 | Times New Roman, Bold, left-aligned, numbered | 14 pt | 12 , 12 |
| ICHSF – Appendix: Headline 3 | Times New Roman, Normal, left-aligned, numbered | 14 pt | 12 , 12 |

**Table 1:** Paragraph formats and features

Equations

The paragraph format called “ICHSF – Equations” should be used for the formatting of the equations. Besides, the font of the equation body should be Cambria, 12 pt, italic. The equation and the following and previous paragraphs should be separated with blank lines.

*F* = *F*0 + *a*∙sin(*ωt*+*φ*)(1)

Each equation should be numbered consecutively throughout the paper using arabic numbers in brackets: (1), (2), etc. The equation number should be right-shifted, as shown in the example above. An equation should be referred to in the test as **Eq. 1**. Format the first reference to an equation in bold.

Acknowledgments

It is possible but not mandatory to include acknowledgments. These should be given after the conclusion and before the references, the headline format “ICHSF – Acknowledgments” should be used. For the test, the “ICHSF – Text” formats should be used.

Appendix

For the headlines in the appendices, the formats called “ICHSF – Appendix: Headline 1”, “ICHSF – Appendix: Headline 2”, and “ICHSF – Appendix: Headline 3” should be used (see Table 1), as in the example given in Appendix A.

References

List the references at the end of the paper in alphabetic order. Cite the references in the body of the paper using author name and year of publication (Norton, 1929). The citation can be made directly …, as Jäger and Tekkaya (2012) showed… or indirectly (Jäger and Tekkaya, 2012). Abbreviate for more than 2 authors (Psyk et al., 2011). All references listed must be cited and all cited references must be included in the reference list. The types “ICHSF – References: Headline” and “ICHSF – References: List” (see Table 1) of the Word template should be used for formatting.

Jäger, A., Tekkaya, A.E., 2012. Online measurement of the radial workpiece displacement in electromagnetic forming subsequent to hot aluminium extrusion. In: Tekkaya, A.E., Daehn, G.S., Kleiner, M. (Eds.), High Speed Forming 2012, Proceedings of the 5th International Conference, Dortmund, Germany, pp. 13-22.

Norton, F.H., 1929. The creep of steel at high temperatures. McGraw-Hill, New York.

Psyk, V., Risch, D., Kinsey, B.L., Tekkaya, A.E., Kleiner, M., 2011. *Electromagnetic forming – A review*. Journal of Materials Processing Technology 211 (5), pp. 787-829.

1. Important Additional Information
   1. Length of the Paper

The length of the paper is restricted to a **maximum of 8 pages** and a **minimum of 3 pages** (including the appendix, etc.) If your paper exceeds the maximum limit, please contact the conference office. An exception of up to 14 pages can only be granted under justified circumstances. Please remember that only the papers with an **even number of pages** will be accepted.

* 1. Header

Each page of the paper must have a centred header with the statement: “10th International Conference on High Speed Forming - 2025” (Times New Roman, 12pt font). The format “Kopfzeile,ICHSF – Header” should be used.

* 1. Deadline

Please send soft copies of the papers as MS-Word.doc-files to the conference office by email. In case of large data volumes, it is possible to send your paper on CD. Please do not send your manuscript or graphics by fax. **The submission deadline for papers is the 7th of** **April, 2025**.

Conference office: 10th International Conference on High Speed Forming

Institute of Forming Technology and Lightweight Components

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44227 Dortmund

Germany

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* 1. Copyright

Full responsibility for the paper rests with the author. The author must take the necessary steps to obtain permission to publish the material and to use any material that might be protected by copyright. Every corresponding author must submit a signed non-exclusive distribution license to the conference office. The license form will be made available to submitting authors. Without this license, a paper will not be published in the proceedings.

* 1. Help

If you have any questions concerning these guidelines, please feel free to contact the conference office any time:

Email: [ichsf@iul.tu-dortmund.de](mailto:ichsf@iul.tu-dortmund.de)

**Please check these pages regularly for the most recent information provided by the ICHSF conference office.**