

# MOTOR VEHICLES & MOTORS 2018

## INSTRUCTIONS FOR PREPARATION OF THE FINAL TEXT OF PAPERS

Final text of the Paper for Congress MVM2018 should be prepared following these instructions.

**The Paper** should be typed using MS Word and prepared in a single column format, following the Word Document Template **MVM2018-Paper template.dot**. When saving your paper, give your Final Paper the filename: **MVM2018-NNN-Paper**, where **MVM2018-NNN** is your individual paper number (code that was sent to you).

The paper should consist of the following main elements (see corresponding Template):

- Author(s) - First and Last name(s). Personal details (full name, affiliations, company name, address, e-mail) should be given in a footnote;
- Title of the paper
- Abstract - An abstract of about 200 words should be typed at the beginning of your text in single column format;
- Keywords: Indicate maximum five keywords;
- Body text (with paragraphs); No first line indentation;
- The first page is different from other pages;
- Summary or Conclusions;
- Acknowledgements (optional);
- References;
- Short CV of the author presenting the paper (optional) – should be typed on the separate sheet.

**The Abstract** is the same as used in the Paper and should also be typed using MS Word and prepared using the following Word Document Template **MVM2018-Abstract template.dot**. When saving, give your Abstract the filename: **MVM2018-NNN-Abstract**, where **MVM2018-NNN** is your individual paper number (see explanations given above).

After completing the typed manuscript, be sure to proof it very carefully. No proof-reading or changes will be made by the Congress organizers prior to publication. If your Paper and Abstract are not prepared using given Templates, it may not be included to the Abstract Proceedings and the Paper Proceedings on Congress CD.

**Creating the PDF versions** The Paper and the Abstract **must be in pdf format**. Please make your **pdf** files in Adobe Acrobat (version 4 and higher). Do not apply any security settings (i.e. allow printing, changing, selecting text, etc.). Complete the Document Information Summary when making your **pdf**. This is essential for us to include your Paper in the index and search facilities of the Congress CD. Click on **File > Document Info > General** and enter you information as follows:

1. **Title** - give the full title of your paper
2. **Author** - give the full names of each author, followed by their affiliation, organisation & country, like this: Last Name, First Name, Affiliation, Organisation, Country
3. Click **OK** and **Save**
4. Give your Final Paper the filename: **MVM2018-NNN-Paper.pdf** and name the Abstract as **MVM2018-NNN-Abstract.pdf** (note the explanations given above).

**Mailing procedure:** Please, send **.doc** and **.pdf** versions of the Paper and the Abstract (files not larger than 5MB) to the following e-mail address: [congress.mvm@kg.ac.rs](mailto:congress.mvm@kg.ac.rs), in accordance with the important dates. If the files are too large or you do not use e-mail, send **.doc** and **.pdf** versions of the Paper and the Abstract on CD, to the following mail address:

University of Kragujevac  
Faculty of Engineering  
N/A Congress MVM2018

Sestre Janjić 6  
34 000 Kragujevac  
Serbia

For additional information, you may contact the Scientific Board of MVM2018 by:

Phone: +381 34 336-005  
Fax: +381 34 333-192  
E-mail: [congress.mvm@kg.ac.rs](mailto:congress.mvm@kg.ac.rs)

or visit the web page: [www.mvm.fink.rs/congress.htm](http://www.mvm.fink.rs/congress.htm)