



Paper Title (22pt, Times New Roman, Upper Case, Justify, Before: 12pt, after: 18pt)

Author¹, Author² and Author³¹Name of Institution/Department, City, Country

Email: first.author@hostname1.org

²⁻³Name of Institution/Department, City, Country

Email: {second.author, third.author}@hostname2.org

Abstract: This article gives you important guidelines for the preparation of a research paper for publication in Hinweis Digital. Basic information regarding Paper Margin, Font Face, Font Size, Table, Graphs, Figure etc. are described in this Template. The abstract is between 150 to 250 words and cannot have references in it. Abstract gives the idea of research process, and its significance in brief. This document gives you layout for preparation of Manuscript (inclusive of this abstract) and can be used as template. **<Line Spacing- Before: 12pts and After: 6Pts> <10 point><Justify><Bold>**

Keyword: The author gives 4 – 10 keywords which are related to the major part of their research work. **<Line Spacing- Before: 12pts and After: 6Pts> <10 point><Justify><Bold>**

I. INTRODUCTION <Line Spacing- Before: 12pts and After: 6Pts, 11 point, Bold, Upper Case, Left Align>

The introduction of paper contains the nature of research work, purpose of work, and the contribution of this paper. It contains the references of the previous work done. This template is in Word document, provides authors with most of the formatting specifications required by the author for preparation of their research paper. **<Special- First Line: .75 cm, 10 point>**

II. MAJOR FORMAT GUIDELINES <Line Spacing- Before: 12pts and After: 6Pts, 11 point, Bold, Upper Case>

A. Page Layout and Font Used <Line Spacing- Before: 6pts and After: 3Pts, Hanging: .5, 10 point, Bold, Italic>

Authors are advised to prepare their Manuscript in separate A4 size document and cut or copy their research paper and paste it in this template. Other option is use this Template for writing their research work. All the research work of authors is only accepted in **ENGLISH** language and Font face is **TIMES NEW ROMAN** only. Major font and paragraph specifications are given in TABLE I. Number style used may be Number or Roman Numerals depends on author way of writing Manuscript. Heading and Subheading of the section is written as “I. INTRODUCTION” or “1. Introduction”, it may be Uppercase or Sentence case. Try to keep Manuscript precise and not more than 5 to 8 pages. All the body text is justified (not heading and sub heading). Major details of paper layout are given in TABLE II.

TABLE I: FONT AND PARAGRAPH SPECIFICATIONS <9 point, Bold, Center Align, Line Spacing- Before: 6pts and After: 6Pts >

| Fonts: Times New Roman | Font Size | Text | Align |
|------------------------|-----------|--------|---------|
| Title of Paper | 22 | Normal | Left |
| Author's Name | 10 | Bold | Left |
| Author Affiliation | 9 | Normal | Left |
| Abstract And Keywords | 10 | Normal | Justify |
| Headings | 11 | Bold | Left |

| | | | |
|----------------------|----|--------------------|---------|
| Sub Headings | 10 | Bold or/and Italic | Left |
| Body Text, Equations | 10 | Normal | Justify |
| References | 9 | Normal | Justify |
| Acknowledgement | 9 | Normal | Justify |

TABLE II: PAPER LAYOUT

| | |
|----------------------------|--------|
| Header | 2 cm |
| Footer | 1 cm |
| Line Spacing for Body Text | Single |
| Top Margins of Paper | 1.5 cm |
| Bottom Margins of Paper | 1.5 cm |
| Left Margins of Paper | 3 cm |
| Right Margins of Paper | 2.5 cm |

B. Figures, Graphs and Tables

Figures, graphs and tables should be inside the margins of page. Figure caption is placed below the figures and written as Fig. 1. Similarly, Table caption is placed above the Tables and written as TABLE I. Do not use to put figure inside the border. Figures, Graph and Tables captions are flush centre and labels should be legible, 8 to 9 point. Fig. 1, is used for referring figure in the text body. Similarly, Tables and Graphs are used for referring table and graph in the text body. First figure starts from Fig. 1 and last figure ends with Fig. N (N is last figure of research paper).

C. Conclusion Acknowledgement and Appendix

Conclusion section is mandatory and contains advantages, disadvantages, review the main part of research paper and use of research work. If author want to acknowledge someone, then acknowledgement section should include in research paper after conclusion. Appendix section (if required) appears before acknowledgement section.

III. CONCLUSION <11 point, Bold>

This paper shows the basic format of research paper preparation and can be used as template writing research paper. Conclusion of research paper is between 150 to 350 words.

REFERENCES <11 point, Bold>

References are most important part of research paper therefore each citation must be right and complete. Authors are requested to use such references which are readily available. Reference used in the text body is in square bracket like [1] and for group of reference it is like [1], [2]. Method of writing references is given below. <9 point>

- [1] V. P. Gountis and A. G. Bakirtzis, "Bidding strategies for electricity producers in a competitive electricity marketplace," IEEE Trans. Power System, vol. 19, no. 1, pp. 356–365, Feb. 2004.
- [2] J. Clerk Maxwell, "A Treatise on Electricity and Magnetism", 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
- [3] R. Benato and A. Paolucci, EHV AC Undergrounding Electrical Power. Performance and Planning. New York: Springer, 2010.
- [4] Angus DC, Linde-Zwirble WT, Lidicker J et al (2001) Epidemiology of severe sepsis in the United States: analysis of incidence, outcome, and associated costs of care. Crit Care Med 29:1303–1310.
- [5] Levy MM, Dellinger RP, Townsend SR, Surviving Sepsis Campaign et al (2010) The Surviving Sepsis Campaign: results of an international guideline-based performance improvement program targeting severe sepsis. Crit Care Med 38:367–374.