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ABSTRACT

Your manuscript must be in English. Please use UK spelling. We recommend limiting the abstract to 400 words but the abstract submission system allows some flexibility. To enter an abstract into the system please refer to the ETRAP 2013 conference website, page 'call for papers'; click on Abstract Submission System' in the red box.

1.   Introduction (12 pt, bold)

1.1   Settings

Your manuscript should then continue on the same page with an introduction. The typeface throughout the text is Arial. Setting of paper size is **DINA4-size only**. The top, left and right margins are 2.5 cm while the bottom margin is 2 cm. For all following text sections the font size is 11 pt, single line spacing with a spacing of 0 pt before and after the paragraph mark, and the lines are justified in block mode.

1.2   Figures and tables

Figures and tables should be inserted into the text at the appropriate place. They should be clearly identified with a caption, as shown below.
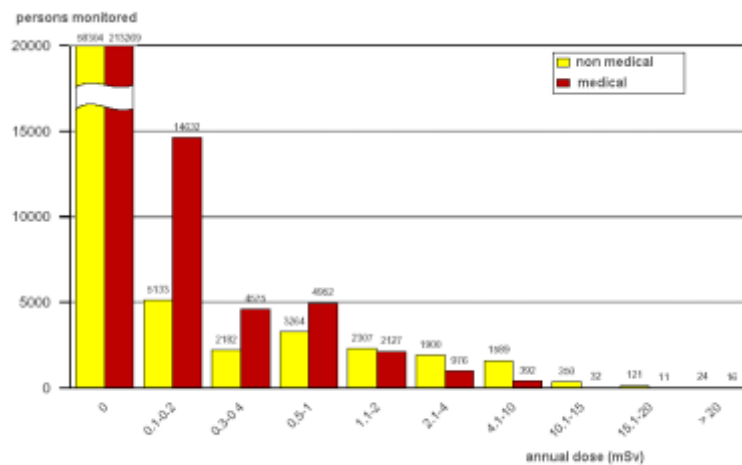
Fig 1. Caption for figure one

xxx	yyy	zzz
aaa	123	456
bbb	789	012
ccc	345	678
ddd	901	234

Tab 1: Caption for table one

2.   Electronic form of contribution

For the conference proceedings (Transactions) **an electronic version as a MS WORD.doc file** of your final paper is **required**. Please use UK spelling.

3.   Length of your presentation

Your presentation will be (exclusively) in **English** and not last more than **15 minutes**.

We recomment a standard length of your manuscript from **five until ten pages**, including the title page, all tables and figures and the references.

4.   Visual aids for oral presentations, special instructions for poster presentations

The visual aid available to you as a speaker in an oral session is power point projection. Posters will be on displays throughout the conference. They should be mounted on before the beginning of the first session and must be dismounted at the end of the last session. The **surface available /size** of the poster panels is **194 cm x 94 cm** (**portrait** format). At least one author per paper is requested to attend personally the whole poster session to permit proper presentation and discussion of the poster during the said poster session.

5.   References

Please number your references and cite them in brackets. The list of references should be at the very end of your manuscript under the section heading "References".

6.   Deadline

Your **full paper** must be sent by **15 February 2013** at the very latest. Please upload your contribution through the ETRAP 2013 Abstract Submission System on www.etrap2013.org .

Your **Powerpoint presentation** must be in our possession by **1 March 2013** at the very latest.

Please don't hesitate to contact the ETRAP 2013 Secretariat should you have any question:
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