

Medjunarodni naučno-stručni skup
XXV NAUKA I MOTORNA VOZILA 2015
SCIENCE AND MOTOR VEHICLES 2015
International Automotive Conference
14 - 15 April 2015, Beograd, Serbia

Dear Prospective Author(s),

Thank you again for your good willingness to offer a paper(s) to the forthcoming 25th JUMV International Automotive Conference 2015, that will take place in Belgrade, the capital of Serbia, on 14-15 April 2015.

Please find enclosed Instructions for technical preparation of your final manuscript. Please read it carefully and do your best to meet all the requirements. Should you have any problems with it please do not hesitate to contact the JUMV.

Please also note that your Final Manuscript **should reach the JUMV by 15 February 2015** at the latest. All authors are kindly requested to pay the registration fee by the same date (at the latest) – Instructions for money transfer will be available upon a written request.

Following JUMV general policy only paper(s) meeting the following conditions will be included in the Final conference Programme:

- Both the Abstract and the Final Manuscript should pass the peer review, and
- Final Manuscript Conference Editing Fee¹ (i.e. Author's Registration Fee) must be paid for each individual paper included in the Final Conference Programme.

This general policy does not apply to Invited Papers.

Regular Author's Registration Fee is 425,00 EUR.

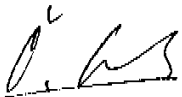
For those willing to benefit special Author's Registration Fee following conditions shall apply upon request:

- Early registration for payments before 15 January 2015 – 10% discount,
- Authors who already participated at any previous JUMV Conferences – 10% discount,
- JUMV Trusted Partner Delegates, Young Engineers, and some other categories upon written request placed to JUMV – 10% discount,
- For two (and each consecutive) registered participants from the same organization – 10% discount to the second (and each consecutive) registration.

Wishing you successful technical preparation of your Final Manuscript(s),

Sincerely Yours,

Prof. Dr. Čedomir Duboka
Conference Chair



Encl. Instructions for technical preparation of Final Manuscripts

¹

Final Manuscript Conference Editing Fee (or Author's Registration Fee) includes paper offer and final manuscript handling fee in addition to admission to Special & Technical Sessions, Conference Dinner, Welcome Drink, Refreshment at Coffee Breaks and Catered Luncheons during the Conference.

Last Update: April 2014

INSTRUCTIONS

FOR TECHNICAL PREPARATION OF FINAL MANUSCRIPTS FOR JUMV CONFERENCES

1. The Final Manuscript of your paper offered to JUMV for publication must be written in English language.
2. JUMV will not make any corrections to your paper, so please prepare it carefully, following these Instructions.
3. It should be prepared for A4 LaserWriter output, in an electronic ("**doc**") format using Desktop publishing and Word processing technology (Microsoft Word for Windows 2000 or higher is preferred). Any illustrations (charts, graphs, tables, or photos) must be prepared in an electronic format ("JPG/JPEG" or similar) having appropriate resolution for paper/pdf printing and these must be included in the text.
4. JUMV **will only add heading** to the first page of your Final Manuscript and **page designation**.
5. Please note that your paper **may not** be accepted for publication if it was not prepared in an appropriate way.
6. The paper should be prepared in single-column format. Page format and specifications are as follows:

Body text: Paper size A4	Top Margin <u>first page</u> 100 mm
Type style: Arial or Times New Roman	Top margin <u>other pages</u> 25 mm
Type size: 11 points	Bottom Margin <u>all pages</u> 25 mm
Spacing: Single (13 points)	Side Margins <u>all pages</u> 20 mm

Column Style: **Justified**

JUMV will only use free space of 210 x 100 mm of the First Page Top Margin for editing purposes!
You are kindly requested to leave this space free.

6. Please use the **separate** Cover Sheet to print on it the following information:
 - (i) Title of the paper
 - (ii) Author(s) - First and Last Name(s) and Affiliation(s)
 - (iii) Photo(s) of Author(s) in 30 x 40 mm size
 - (iii) Short Curriculum Vitae of the presenting author (optional)
7. Elements of the text (Recommended):
 - (i) Abstract - An abstract of about 100 words should be printed at the beginning of your text, starting with the first line below the Top Margin of the first page,
 - (ii) Key Words: Indicate about five Key Words under the text of Abstract,
 - (iii) Body text (with paragraphs),
 - (iv) Summary or Conclusions,
 - (v) Acknowledgments (optional),
 - (vi) References,
 - (vii) Appendix (optional)
8. Number of pages: not more than 12-15 (Recommended).
9. **Mailing procedure:** After completing the manuscript, be sure to proofread it carefully. Do not hesitate to use Spelling and Grammar capabilities of Microsoft Word 2000 or higher.

Please email your Final Manuscript prepared in line with these Instructions having "doc" format to the following email address:

cduboka@mas.bg.ac.rs or cduboka@EUnet.rs or cduboka@jumv.rs

Please also send one (1) hard copy of your Final Manuscript in "doc" format in addition to its electronic copy on a CD to the following mailing address:

JUMV c/o Faculty of Mechanical Engineering, University of Belgrade
SRB - 11120 Belgrade 35, Kraljice Marije 16, P. O. Box 34, Serbia
10. For any additional information you may contact JUMV:

by phone (+381-11) 3370-358 / 3302-288 / 3302-390, 3340-762, by fax. (+381-11) 3370-652 / 3370-364 / 3228-079
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