

# Instructions for Authors

## zfv – Zeitschrift für Geodäsie, Geoinformation und Landmanagement

### Contents of zfv

The zfv journal publishes only original papers in German or English, from the fields of geodesy, geo information and land management that have not been published elsewhere. The following guidelines are applicable for manuscripts and in analogy also for contributions in the three-column report section.

### Organization of manuscripts

Manuscripts should be organized as follows:

- (short) title of the essay, first name and surname of the author/authors
- Keywords: max. 5 terms in the language of the paper
- Summary in German and English (no more than 10 lines each)
- Text usually subdivided into sections with decimal numbering and subheadings.
- References:
  - **Books:** Author's surname, first name(s): Title. Publishing house, place(s) of publication, year.  
*Example:*  
Bruns, Heinrich: Die Figur der Erde. Königl. Preuß. Geod. Inst., Berlin, 1878.  
Sjöberg, Lars E.: Some Integral Formulas for a Non-Spherical Earth. In: R.H. Rapp and F. Sanso (eds.), Determination of the Geoid, IAG Symp. Proceed. pp. 333-338, Springer, Berlin/Heidelberg/New York, 1991.
  - **Journal articles:** Author's surname, abbreviated first name(s): Title. Name of journal (also with established and significant abbreviation), volume or (if paginated per issue) issue no.: pp. ...-..., year of publication.  
*Example:*  
Campbell, J., Nothnagel, A.: Bestimmung rezenter Krustenbewegungen im Europäischen VLBI-Netz., zfv 121, pp. 255-263, 1996.
  - **Internet links:** Link/Address of homepage with month of last access  
*Examples:*  
www.dlr.de, last access 11/2010  
http://europa.eu.int./comm/abc/etc.htm, last access 11/2010
- References in the running text:  
In the running text, references are cited with name of the author(s) and year, e.g. Bruns (1878), Campbell and Nothnagel (1996) or, if not directly included in the running text, (Bruns 1878). Several contributions of an author from the same year are differentiated by adding „a“, „b“, etc. (1993a, 1993b). References cited in the text are specified at the end of the paper under „References“, as described above, in alphabetical order.
- Contact details of the author/author team: First and surname(s), academic degrees, job title, address of residence or office, (optional) telephone/fax number, email address.

### Submission and editing of manuscripts

- Manuscripts should not cover more than 8 pages in print, *including* figures and tables. One printed page comprises approximately 6,000 characters.
- Please send files of text and figures by email to the editor responsible for the respective section, „physical geodesy“, „geo information“, „engineering geodesy“ or „land management“ (for contact details see below or in the zfv imprint). File names should be non-ambiguous and should not contain umlauts or special characters. Use only automatic extensions assigned by the text program. A backup copy should remain with the author.
- If the allocation of a paper to one of the four sections seems unclear, please send your paper to the editor in chief (Professor Jürgen Müller).
- In addition, the paper should be forwarded as a pdf document, with graphs inserted in the intended places.
- Please consider the guidelines to formatting – the less you do here, the easier for the layout (e.g. no columns, no forced hyphenation, etc.).

- After reviewing (and revision), final acceptance and layout of a paper, the author usually gets a pdf file via email as a proof for correction. Corrections should be limited to layout errors as far as possible. Please be sure to meet the deadlines set by the publishing house; in case of problems please contact the publishing house (see below for contact details or in the zfv imprint). Major additions or corrections will only be carried out at the author's expense.
- The author/author team receives two specimen copies per contribution. If desired the contribution can be made available as pdf file after publication for further use (please indicate the source). In the case of several authors, the specimen copies will be forwarded to the first mentioned author, unless agreed otherwise.

### Text files and data format

- **We prefer Microsoft WORD documents.** If you require formulas in your paper, please use the integrated equation editor or, preferably, equation editor „Mathtype“, version 4 or higher. Please make sure that the formulas do not exceed a width of 84 mm if possible, insert line breaks at suitable places, standard character size is 10 points.
- If necessary you can also use LaTeX 2e. **Important:** Article style, character size 10 points, using only standard commands, no redefining of commands. Please make sure that the formulas do not exceed a width of 84 mm if possible, insert line breaks at suitable places. Together with LaTeX files it is essential to also send the original file with extension „.tex“, plus a „.ps“- and a „.pdf“- file. If you have used special styles/packages („.sty“), please provide them, too.

### Formatting and fonts

- For manuscripts please use only standard character fonts (e.g. Times New Roman, Arial, etc.).
- Please use only the standard formatting regular, italic and bold.
- For superscript or subscript make sure to use the corresponding functions.

### Units, abbreviations, symbols

- Units are to be indicated in the SI system. Abbreviations should be avoided if possible or clearly defined when introduced. For symbols please consider established terminology and rules as used in standard literature.

### Tables

- Tables will normally be set to column width (84 mm), as an exception they can be expanded up to type area width (174 mm). Tables are to be numbered and provided with clear table headings (e.g. „Tab. 3: Text headline“). In the running text please refer to the respective table (e.g. „see Tab. 1“).
- To create tables please use the tables function of your text processing program.

### Figures and file format

- **IMPORTANT:** Please make all figures available as separate files, we need the original files.
- Figures are to be numbered consecutively and to be provided with clear headings (e.g. „Fig. 1: European VLBI network“). In the text, please insert a reference at the place of the figure, e.g.: „here <Fig.1=zfv01.tif>“. Please refer to the respective illustration (e.g. „see Fig. 3“) in the running text.
- **Figures:** We need the original files, preferably in formats „.tif“ or „.jpg“ (high resolution, 300 dpi, if possible without using jpg-compression). **Color** photos should be stored in RGB color mode, **gray scale/black-and-white** pictures should be stored in gray scale mode please. Vector data should be stored as „.eps“ (or as Adobe Illustrator files). **Black-and-white line drawings** should have good contrast and clear labels, resolution if possible 800 to 1200 dpi. The width of a figure is normally 84 mm (one column), if necessary it can be expanded up to type area width (174 mm).
- **Vector diagrams:** Vector diagrams exported from a graphical software program should be stored in eps format. If possible, use the fonts „Arial“ or „Times New Roman“ for labels. Please use no hair lines, minimum line width should be no less than 0.2 mm or 0.5 pt.
- **Spreadsheet diagrams:** If using, e.g., Microsoft Power Point or Microsoft Excel please provide us the original files (e.g. „.ppt“, „.xls“, „.pptx“, „.xlsx“).

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