

Creating your written contribution

Notes



Please enter your text **directly into our two templates** (main article & abstract).

The **special page format** has already been set in the templates and format templates are created.

Please save your two print-ready word-files as:

Surname_main article
Surname_abstract

Please upload the two files by **June 28th, 2026**.

Please upload via OwnCloud.

You can find the link on our conference website (section "Author")

<https://www.unileoben.ac.at/en/recydepotech>

If you have any questions about the template or your written contribution, please contact us at rdt@unileoben.ac.at or +43 (0)3842 / 402-5103.

Notes on formatting main article

Format templates:

All formatting (titles, authors, text, headings, bulleted lists, images, image captions, etc.) are saved in the word-template "Template_main article" as a style sheet template.

The format templates are located under the "Start" tab.

To see the second line of the style sheets, click on the arrow.



ATTENTION: Unfortunately, the format template for the headings cannot be changed from level 2 (1.1). It can therefore happen that the headings are not numbered consecutively correctly. Please simply leave the "wrong" numbering and send an e-mail to rdt@unileoben.ac.at after the upload for information.

Scope/number of pages:

The keynote speech and the plenary speeches can be 4, 6 or 8 pages long.

The presentations and posters can be 4 or 6 pages long.

An even number of pages is absolutely necessary (without exception).

Language:

The article can be written in German or English.

Additional information: Approximately 90 % of the articles are written in German.

If the main paper is written in English, please (nevertheless) also submit a one-page abstract in English.

Title:

Please do not use a title that is too long - 1-2 lines are optimal.

Authors/Institutions:

An unlimited number of authors or companies/institutions can be named.

If the article is written in English, please also write the company name in English (if available).

Abstract:

Please write between 10 and 15 lines.

Enumerations:

Please use the following enumeration form:

- Austria,
- Spain,
- Germany and
- Switzerland.

Tables:

Please number all tables consecutively.

The table description is located above the table - whereby the word "Table" should be abbreviated as "Tab." - and any explanation below.

Please set the frames and paragraphs according to the example below. You can also simply copy the shown table as a template!

Tab. 1: Visitor statistics for the last four conferences.

	2020 ¹	2018	2016	2014
Domestic	457	465	424	408
Abroad	113	103	134	99
Total	570	568	558	507

¹⁾ Held as a virtual conference due to coronavirus.

Equations:

Please number all equations consecutively.

Please place the numbering in brackets () on the right-hand side.

Font Arial, font size 9 pt.

Illustrations/graphics:

Please include all images directly in the template.

The images do not have to be uploaded/submitted as a separate file (e.g. JPG, etc.).

Please number the illustrations consecutively.

The caption is below the figure, whereby the word "Figure" should be abbreviated as "Fig.".

A "Figure" style sheet has been created.

The illustrations must be easy to read (not too small) and suitable for black and white (e.g. with a fill grid). Of course, you can also insert the illustrations directly as black and white images.

Additional information: The conference proceedings will be published electronically in color. However, printed copies will only be available in black and white.

A minimum resolution of 300 dpi is recommended for photos and 1,200 dpi for line drawings/graphics.

Literature references:

Please use the citation function of Word - style sheet: APA.

You will find all the necessary tools in the "References" tab.

Step 1: Create new source

Select "Manage sources" and then "New".

Enter the source data.

If you want to enter more data, you can display more fields by ticking "Show all bibliography fields".

The source is saved with "OK" and can then be linked in the text itself.

Step 2: Insert citation in the text

Place your cursor (mouse pointer) at the point where the quote is to be inserted in the text.

Select "Insert citation" and click on the relevant source.

Now the source is automatically listed.

Step 3: Changing a source

Select "Manage sources".

Click on the affected source so that it is highlighted in blue.

Click on "Edit".

You can now adjust the data.

Step 4: Delete sample quotation Mustermann, Max

Same procedure as in step 3.

Please delete the affected entry "Mustermann, Max" in all areas.

Please delete the quote in the text as well (if it is not done automatically).

Step 5: Update bibliography

As a last step, please click on the quote "Mustermann, Max" at the end of the template (page 1).

Now a field "Update citations and bibliography" appears - please click on this field.

The sample citation should now have disappeared and all your citations should appear instead.

Contact

If you wish, you can enter your contact details here. If there is no need, please delete the paragraph and heading.

Keywords

Please enter 5-7 keywords that should not be included in the title of the article.

The keywords will be used for the subject index and will be removed before printing.

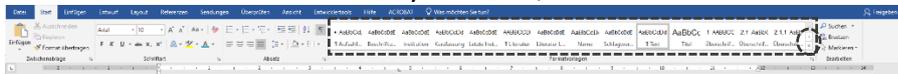
Notes on formatting abstract

Format templates:

All formatting (title, authors, text, bulleted lists, etc.) are saved in the Word-template "Template_abstract" as a style sheet.

The format templates are located under the "Start" tab.

To see the second line of the style sheets, click on the arrow.



Scope/number of pages:

The abstract may only comprise 1 page without exception.

However, we ask you to write at least 15 lines.

Language:

The abstract must be written in English without exception.

If the main paper has already been written in English, please also submit a one-page abstract in English.

Title:

Please do not use a title that is too long - 1-2 lines are optimal.

Authors/Institutions:

An unlimited number of authors or companies/institutions can be named.

Please write the company name in English if available.

Enumerations:

Please use the following enumeration form:

- Austria,
- Spain,
- Germany and
- Switzerland.

Tables:

The abstract must not contain any tables.

Equations:

The abstract must not contain any equations.

Illustrations/graphics:

The abstract must not contain any illustrations/graphics.

References:

The abstract must not contain any references.