

# Guidelines for Authors Preparing Manuscripts for Publication in ELEVCON Proceedings

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**KEY WORDS:** Simulation, dispatching, monitoring, safety

## ABSTRACT

These guidelines are provided for preparation of papers accepted for publication. The Proceedings of ELEVCON 2025, the 24th International Congress on Vertical Transportation Technologies that will be published in the book ELEVATOR TECHNOLOGY 24. These guidelines are issued to ensure a uniform style throughout the book. All accepted papers will be published provided they arrive by the due date and they correspond to these guidelines. Reproduction is made directly from author-prepared manuscripts, in hardcopy form, in A4 paper size 297 mm x 210 mm (11.69 x 8.27 inches). To assure timely and efficient production of the congress book with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines.

## 1 MANUSCRIPT

The maximum paper length is restricted to 12 pages, including figures and tables. The paper should have the following structure:

1. Title of the paper
2. Authors and affiliation
3. Keywords (6-8 words)
4. Abstract (100 – 150 words)
5. Introduction
6. Main body
7. Conclusions
8. Acknowledgements (if applicable)
9. References
10. Appendix (if applicable)
11. Biographical Details

## 1.1 Page Layout, Spacing and Margins

The paper must be compiled in one column for all subsequent text. All text should be single-spaced, unless otherwise stated. Typing should be left and right justified.

The margins must be exactly as follows:

**Table 1. Margin settings for A4 size paper**

| Setting | A4 size paper |        |
|---------|---------------|--------|
|         | cm            | inches |
| Top     | 3             | 1.1    |
| Bottom  | 2             | 0.8    |
| Left    | 2.5           | 1.0    |
| Right   | 2.5           | 1.0    |

## 1.2 Preparation in electronic form

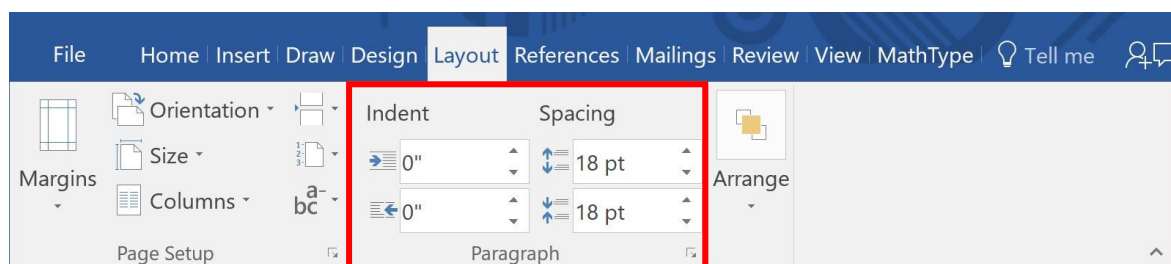
To assist authors in preparing their papers, this style guide for preparing digital version of papers is hereby provided in Word. To copy the styles to your manuscript directly, you can write your manuscript on top of this guideline.

## 1.3 Length and Font

All manuscripts are limited to a size of no more than twelve (12) and no less than eight (8) single-spaced pages (A4 size), including abstracts, figures, tables and references. The font type Arial with a size of twelve (12) points is to be used.

## 2 TITLE

The title should appear centered in bold letters, with each word capitalized at the top of the first page of the paper with a size of eighteen (18) points and single-spacing, set to eighteen (18) points spacing before and after (Figure 1).



**Figure 1. Paragraph setting for the paper title**

The next line, should include the author(s) name(s), centered under the title at fourteen points (14pt), single-spaced. Then, write *affiliation including country* in

upper and lower-case letters, centered under the title at *italic fourteen points* (14pt). In the case of multi-authorship, group the authors by firm or organization as shown in the title of these Guidelines.

### 3 KEY WORDS

Leave one blank line, then type "**KEY WORDS:**" in bold capital letters, followed by 5-8 key words. Note that ELEVCON does not provide a set list of key words, therefore, include those key words which you would use to find a paper with content you are preparing.

### 4 ABSTRACT

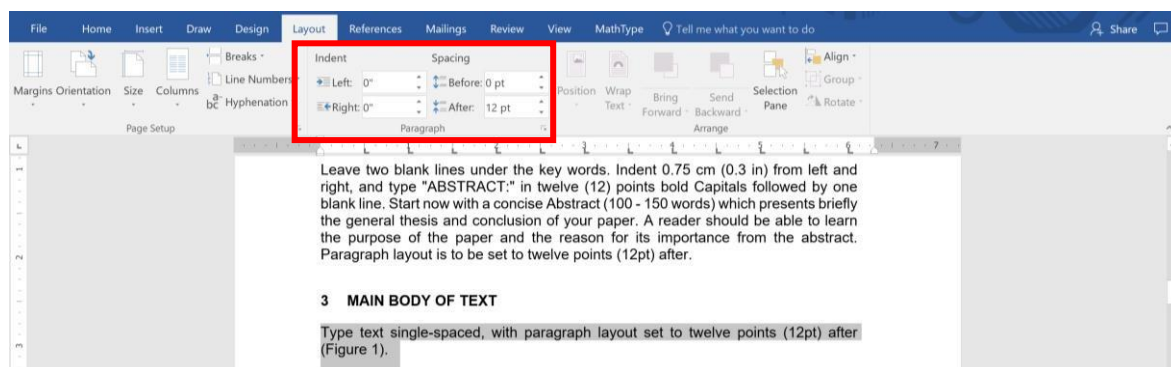
Leave two blank lines under the key words. Indent 0.75 cm (0.3 in) from left and right, and type "**ABSTRACT:**" in twelve (12) points bold Capitals followed by one blank line. Start now with a concise Abstract (100 - 150 words) which presents briefly the general thesis and conclusion of your paper. A reader should be able to learn the purpose of the paper and the reason for its importance from the abstract. Paragraph layout is to be set to twelve points (12pt) after.

### 5 INTRODUCTION

Introduction brightens the background of the study of the paper. It is written in Normal style, single-spaced, with paragraph layout set to twelve points (12pt) after.

### 6 MAIN BODY OF TEXT

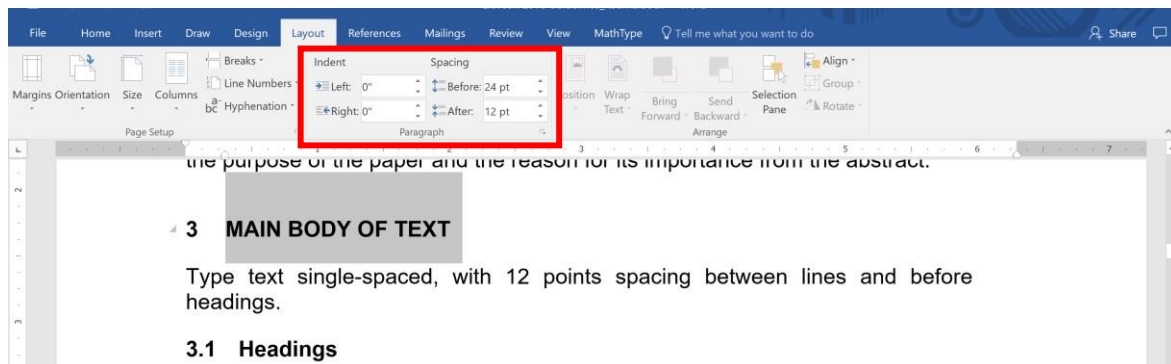
Type text single-spaced, with paragraph layout set to twelve points (12pt) after (Figure 2).



**Figure 2. Paragraph setting for the body of the text**

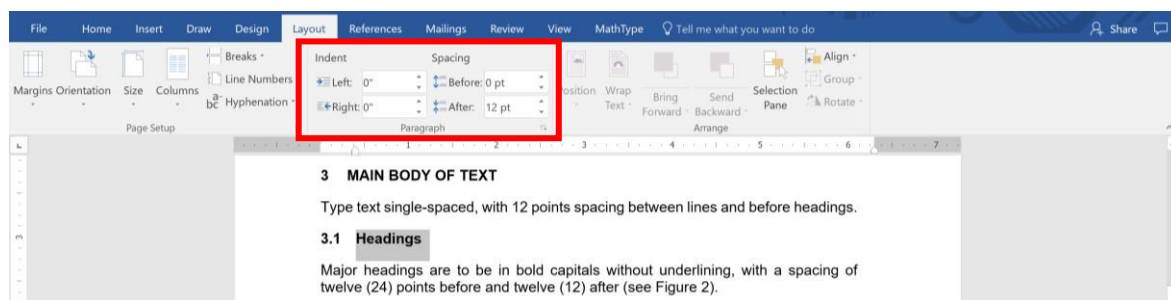
#### 6.1 Headings

Major headings are to be in bold capitals without underlining, with a spacing of twelve (12) points before and twelve (12pt) after (see Figure 3).



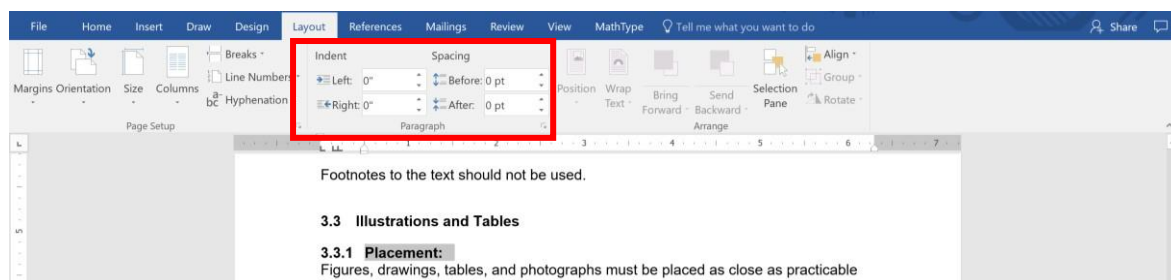
**Figure 3. Paragraph setting for major headings**

Type subheadings (second-order headings) in bold upper case and lower-case letters. Subheadings are on a separate line with spacing of zero (0pt) points before and twelve (12pt) after (see Figure 4).



**Figure 4. Paragraph setting for subheadings**

Sub-subheadings (third-order headings) are to be typed in upper and lower-case letters. Sub-subheadings are on a separate line with spacing of zero (0pt) points before and zero (0pt) after (see Figure 5).



**Figure 5. Paragraph setting for sub-subheadings**

Use decimal numbering for headings and subheadings. No indentation is required for headings.

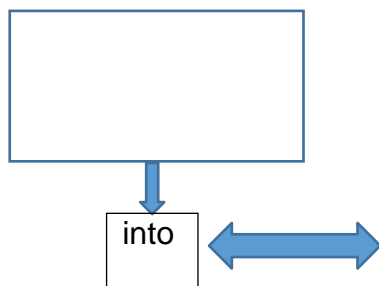
## 6.2 Footnotes

Footnotes to the text should not be used.

## 6.3 Illustrations and Tables

### 6.3.1 Placement:

Figures, drawings, tables, and photographs must be placed as close as practicable to the reference in the text. Make sure that the figure is either in line with text, or placed within a drawing canvas which is in line with the text, as in the example in Figure 6:



*Figure 6. An example for a drawing canvas in line with text*

### 6.3.2 Captions

All captions should be typed in upper and lower-case letters, in italic, bold and centered directly beneath the illustration, or above the table (see Table 1 and Figures 1-4 for example). Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Table 2, Figure 3.

Photographs: Photographs should be in black and white.

Drawings: it is advisable to use computer drawing software (such as Adobe Illustrator™, Freehand™, Visio™, or drawing tools in MS-Word™) to create illustrations. Do not create labels over shaded areas. Use line thickness of at least 0.3 mm.

### 6.3.3 Copyright

If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: © SPOT Image Copyright 20xx (fill in year), CNES. It is the author's responsibility to obtain any necessary copyright permission. After publication, your article is distributed under the [Creative Commons Attribution 3.0 Unported License](#).

## 6.4 Equations, Symbols and Units

### 6.4.1 Equations

Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. It is recommended to use the Word-Equation tool. Leave one blank line before and after equations:

$$ax + by + cz = 0 \quad (1)$$

where a is variable 1, b denotes variable 2, and c refers to variable 3.

Variables used in any equations should be defined in the main text where they first appear. If applicable, units of measurement should be given. Avoid confusion between the letter 'o' and the numeral zero ('0'), as well as between the upper case 'l' and the numeral one ('1'). Vectors and matrices in the equations should be clearly indicated.

#### **6.4.2 Symbols and Units**

Use the SI (Système Internationale) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

## **7 CONCLUSIONS**

Conclusion sums up the findings of the paper and suggests improvements to be made by further studies.

## **8 ACKNOWLEDGEMENTS (OPTIONAL)**

Acknowledgements of support for the project/paper/author are welcome.

## **9 REFERENCES**

References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section with APA style.

Aba, M. B., Pesach, M.M., and Shekel, M. (1998). On the numerical modelling of elevators. *Jnl. Transportation Res.*, Vol.19 (5), 33-41.

Arav, T. and Tal, C. (1980). Simulation Study. Report for the Givatayim City Council. Keter.

Asher, T., Tamar, U.C., and Perez, M.E. (1999). A breakthrough in traffic studies. (A. F. Baruch, Ed.) *Advances in Technology, Ramat Gan*, Vol.4, 3rd ed., 223- 247.

Gur, C.P.L. and Lulu, H. (1980). *Elevators: Theory and Application*. (M. Tamir, Ed.) New York.

## **10 APPENDIX (OPTIONAL)**

Any additional supporting data may be appended, provided the paper does not exceed the limits given above.

## **11 BIOGRAPHICAL DETAILS**

Short biographical details of the authors. Please, attach your photo (3 cm x 4.5 cm) along with the biographical details.

## 12 CHANGES

Once your paper has been submitted in MS-Word™ (DOCX format) no changes to it can be made. Consequently, please proofread your paper carefully and use spell-checking tools before sending.

## 13 SCHEDULE FOR SUBMISSION

The abstract should be delivered to Dr. Siikonen **by September 15, 2024** via e-mail [marja-liisa@mlslift.com](mailto:marja-liisa@mlslift.com).

The deadline for the submission of full papers (DOCX and PDF formats) is **December 15, 2024** and must be submitted via e-mail only to [marja-liisa@mlslift.com](mailto:marja-liisa@mlslift.com). The Adobe PDF™ file submitted must be identical to the DOCX version. Please, take care to send the full paper on time!

The authors will receive feedback from the reviewers by February 15, 2025, and the deadline for submitting the revised final papers based on reviewers' comments is **March 31, 2025**. After submitting the final version, the authors are entitled to present the paper at the conference.

Revised May 2024