NVHH2025-0xxx

Conference extended abstract template for authors

X. Author1\*, Y. Author2, Z. Author1

1University Name,   
Department Name, City, Country

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Summary

These instructions help you to prepare your extended abstract for the NVHH 2025 conference. Including the layout, illustration, text style and referencing guidelines are interpreted as your paper will appear in the proceedings. It is highly advised to follow these guidelines to keep uniformity between submissions as much as possible. Please send any comments or questions by e-mail to [NVHH@gpk.bme.hu](mailto:NVHH@gpk.bme.hu)

# Introduction

The goal of this template is to achieve uniformity amongst the extended abstracts appearing in the NVHH 2025 Conference. The typography, layout and style used in these instructions are the same as you should use when preparing your abstract.

The abstract must be uploaded in MS Word docx format or in zip format, exported from the LaTeX document.

The extended abstract must be at least one (1) page long but not exceed six (6) pages in length. Try to keep even number of pages for your document (2, 4 or 6).

The most straightforward way to adapt the formatting is preparing your document by the modification of this template file. Using the Format copy tool for different elements of the document (title, headings, equations etc.) is a further effective way for composing or editing your file in accordance with the template formats.

The official language of the Conference is English. Abstracts written in other languages will not be accepted.

## Authors

The abstract title and authors should be exactly in the format as indicated in this template to maintain uniformity.

Affiliations of authors should be indicated by superscript numbers as in the example. Do not use academic titles (Prof. Dr. etc.).

# Paper formatting

## Print area

The paper size is the A5. Set the page margins to 18 mm for all sides.

## Title

Use capitals as indicated in the title of this example. Title should not be longer than 2 lines. Do not use punctuation in the title or headers.

## Summary

Your summary should not exceed 100 words. It should provide a brief introduction of the contents of your paper.

# Paper body

Use a one-column format – even for figures. Avoid the usage of breakpoints in the file (e.g. section break, page break etc.). Do not use extra line breaks to modify the visual appearance of any part of the document – use the built-in MS Word functions instead (mostly found in paragraph formatting).

# Headings and heading spacing

We recommend using no more than two levels of headings, indicated in these instructions as Heading 1 and Heading 2. The styles for these headings are included in this Word template.

# Heading 1

Indicating the major parts of your abstract, use the Heading 1 Style. Generally, such a technical paper is composed of the following main sections:

* Introduction
* Motivation and goals
* Methods
* Results and discussion
* Conclusions
* References

## Heading 2

To denote logical subsections of major sections, use the Heading 2 style.

### Heading 3

To denote logical subsubsections of subsections, use the Heading 3 style.

# Mathematic expressions and equations

Equations should be placed to the middle and numbered at the right margin.

, (1)

. (2)

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold (**U**) for variable matrices. Use ith, jth, nth, not ith, jth, nth. The order of brackets should be {[()]}, except where brackets have special significance. Units should be straight normal letters in “( )” brackets.

Use the built-in equation editor of MS Word. Do not insert equations as images. In the Equation style, two tabulators are used: the first is centre aligned – for the equation itself – while the second is right aligned - for the numbering. You can use this format in the right way, if a tabulator is inserted before the equation, and between the equation and the numbering. Take care: pressing Tab key at the beginning of a line will increase the indentation instead of inserting a tabulator character. In such case, you should copy-paste a tabulator from another location (e.g. from after the equation, where you can insert one by simply pressing Tab key).

You should refer equations as Eq. (1) in the text.

# References and Cross references in MS WORD

We suggest using the word preferences properties in File/Options/Advanced and set the followings. Unset “Do not compress images in file” and set “High Fidelity” in default resolution. Check “Show bookmarks” and set for “Field shading” “Always”. Thus, you can see the bookmarks for equations, figures and tables and the tiny dark grey cornered rectangle. While for fields you can see light grey fillings indicating cross references.

## Automatic numbering

Just simply copy new equation, figure, table and reference instances using the template you will see automatic increasing. In some MS Word versions zou might need to apply “update field” found under a right click menu applied in a grey field zone in the selected body text segment.

## Introducing reference bookmarks

Use from the Ribbon “Insert/Links/Bookmark” select the field number of equations, figures, tables and references and give name like “b\_0XXX\_eq1” or “b\_0XXX\_fig1”, where “b” stands for “bookmark”, while “0XXX” stands for the abstract numbering or some random designation made by the author using at least 4 characters which should be truly random not like „1234” „0000” and „0XXX”. If the bookmarks were set correctly then shaded cornered rectangle should appear around the number of the formally explained properties of the MS Word system was applied.

## Cross references in the text

Ones the bookmark was set you can use “Insert/Links/Cross-reference” and select at “Reference Type” “bookmark” and the name of the given equation, figure, table or reference number.

# Figures and Tables

Make sure that all graphical content is sharp and printable in sufficient quality (at least 600 dpi). It is possible to use both grayscale and coloured graphics.

Lines should be thick enough to allow proper reproduction. When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the size of the main text – ca. 10 point.

Take care that figures copied from other sources do not contain Asian fonts!

Number figures and tables consecutively, e.g., Fig. 1; Tab. 1. See Fig. 1 as an example of figure and caption placement. Refer to all figures and tables in the text at least once.



Figure 1: The NVHH 2025 logo

Each figure and each table must have a caption. Captions should be centred at the foot of the figure. Begin the caption with a capital letter. Make sure that that the figure or table does not extend into the page margins. Always insert figures and tables inline with the text, instead of using floating objects. Do not wrap the text around the figures. The figures have caption below the figure. The tables have caption above the table.

Table 1: Sample table for NVHH

|  |  |  |
| --- | --- | --- |
|  | Column 1 | Column 2 |
| Row 1 | 3.14159 | 2.71828 |
| Row 2 | 1.41422 | 1.61803 |

# Conclusions

This document summarizes the instructions for preparing an extended abstract of the NVHH 2025 International Conference. Check reference style – showing example for a journal paper, a conference paper and a general document.

# Acknowledgement

If you wish to express gratitude to all who contributed to your work, please put this section into your text.

# References

Relevant works previously published must be cited in the reference list. List the references at the end of the paper, in order of appearance in the text.

References are to be marked in the text by numbering them in appearing order (in square brackets), e.g. [1], [2, 3] or [1-3]. Only publications actually cited in the paper can be included in the list of references. Do not use the et al. expression, just the numbering. Please follow the format for references as follows

# References

[1] A. A. Author, “Title of paper,” *Journal*, vol. 10, no. 2, pp. 234-241, 2022, DOI (if applicable)

[2] A. A. Author1 and B. B. Author2, “Title of paper,” in *Title of conference proceedings including place and date of conference*, B. B. Editor, ed. (if applicable), Place: Publisher, 2024, pp. 234-241, ISBN (if applicable)

[3] A. A. Author1, B. B. Author2, and C. C. Author3, “Title of report/thesis,” Identification code, document type (e.g. Ph.D. dissertation), Institute or publisher, Location, 2020.