



International Study Group for the History of the Fire Service and Fire Protection in the CTIF



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Göfis, March 18th, 2021

Topic 2022 „The steam engine in the fire department“

The title of the topic reveals quite a bit about this year's conference topic. The primary focus of research and description is the use and purchase of steam engines in your region or in the respective federal state.

There will be an entire article on the steam engines covering the technology and history of steam engine. Regarding coordination and questions about your contributions from a multi-author country, contact your national delegate.

As requested at the 28th conference, the contribution can be written in the language of your choice (national language, English or German). In order to reach a wide Readership, we recommend at least a summary in German or English.

If you would also like to present your contribution at the conference, a digital presentation in **PDF** or **MS Power Point** format is required. The conference language is German and English.

You are kindly requested to present in these languages, if you need an interpreter you have to arrange it by yourself.

If you have any questions, please contact Chairman Ingo Valentini.

Structure of the article:

- Main heading with author's first name and surname
- Heading 2nd level (if possible, do not use a 3rd level)
- After the long version first
 - o the comments,
 - o the picture credits and sources
- Short version with translation.



Rules:

As the conference volume must not exceed a certain dimension, **each author** (group of authors) may only submit **one contribution**.

ATTENTION: Due to organizational issues only approximately 10 pages in format A4 (Arial 12) thus approximately **5,000** words may be published. Furthermore, the maximum number of images is 15 (when publishing the conference volume we reserve our right to **exclude** images due to **insufficient quality**).

We are an open working group, nevertheless this topic makes it necessary to stick to the segmentation into individual countries respectively regions. Therefore, we ask you to check beforehand with your chairman if more than one contribution is submitted per province (Germany: 16 provinces, Austria: 9 provinces).

General information: All contributions must contain a **bibliography and list of illustrations!**

Please provide a short **current** information about each author for the **list of authors** at the end of the volume including year of birth, **short** biography of fire brigade career; with a maximum of 9 lines in Arial 9 as well as a portrait photograph in printable quality (!).

When submitting an article, the author agrees to the **publication** of the text and images and their release in the **conference volume** of the International Study Group for the History of the Fire Service and Fire Protection in the CTIF as well as on the respective **USB-stick**, on the **internet** and in relevant **journals**.

Registration deadline if you want to write a contribution:

May 21st, 2022

Please indicate the length of your contribution, after this deadline there will be enough time to answer any questions.

Editorial deadline for articles:

July 26th, 2022



Texts

(Images in this guide are screenshots from MS Word)

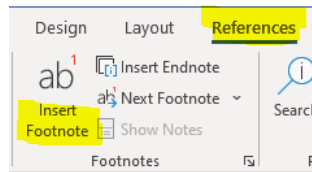
Please use the following formats for your texts:

Normal text:	Arial 12	Format:	<u>underlined</u> , bold , <i>italic</i> , ^[upper case]
Paragraph title:	Arial 12	Format:	bold
Main title:	Arial 18	Format:	bold
Sources:	Arial 10		

lists:

- item 1
- item 2
- item 3
- item 4

Bear in mind to insert correct footnotes or endnotes only!



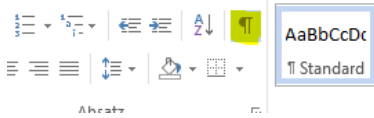
Do not use any other formats!

Particularly:

- **NO** hyphenation (if necessary, this is done automatically in the course of layouting). Thus for example: **Feuerwehrauto** (not: Feuerwehr-auto).
- **NO** needless spaces.

Please note:

When pressing this button (MS-Word), paragraph marks and spaces are displayed!
(But **NOT** printed!!!)



Pictures & Graphics

The general size of pictures is 10x13 cm and **300 dpi** (pixel) in **CMYK**-mode or vector graphics. A minimum of 300 dpi is needed for printing. When scanning pictures, please use a **resolution higher than 300 dpi** (see the Example).

001.jpg



In the text:
Apples (Fig. 1) are nutritious.



Fig. 1: apple on jute

Write the image number in brackets in the text (Fig. x.)

Should you additionally wish to use **legends**, please submit them in a separate document in the following format:

001.jpg apple on jute
002.jpg picture description 2
(a legend is a description and not a story!)



For an exact positioning of your picture in the text flow, please indicate it **{picture position 001.jpg}** in curly brackets.

The following picture formats may be used: jpg, jpeg, tiff, png, raw, psd

The following vector graphics may be used: eps, ai, dxf, dwg

If the images are of poor quality, they will be discarded by the editors. If there is no precise information about the image positions, the images will be freely positioned by the editors!

The final submission deadline is

July 26th, 2022

We kindly ask you to adhere to the editorial deadline!

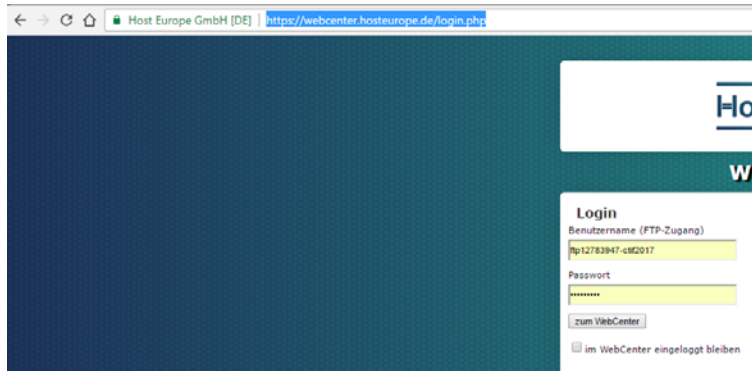
Please use FTP (File Transfer Protocol) for transferring your data – see description on the following page. Generally, mail accounts cannot transfer a high volume of data!



DATA EXCHANGE

To facilitate data transfer, we have set up a FTP (File Transfer Protocol).

Open your browser (Internet Explorer, Mozilla, Chrome ...) and enter the following address:

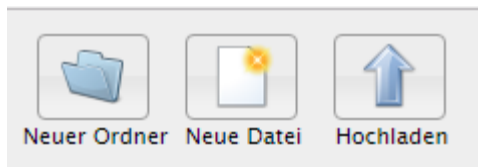


<https://webcenter.hosteurope.de/login>

In a next step the user name and password have to be entered:

User name: **ftp12783947-ctif**
Password: **CTIF_2022**

Open a new file (right mouse button > Neuer Ordner) and name it with your name. Open by double clicking. You can transfer your files either by using „drag & drop“ or by clicking the button „Hochladen“.



After completing the upload, please send a mail to beitrag@ctif-history.com indicating the file name.

As already mentioned before:

- Send unformatted text and submit pictures separately and consecutively numbered.
- Indicate the positioning of images in the text.
- Submit pictures of „good“ quality.
- **Notice: pictures must have 300dpi!**

We are looking forward to your contributions, images and graphics!

Thank you very much for your contributions and have a good time writing,

Ingo Valentini
Stanislav Bárta