

Additional Template Instructions January 2025

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Please find below additional template instructions for the handbook. All other template instructions are still applicable. For the next submission, please ensure your chapter is as complete as possible, including abstract, keywords, contributor statement, and author biographies (max. 50 words!).

1 Title

Please avoid having your title going over 2 lines of text to aid readability and save space.

2 Tone

Please ensure the reader is consistently addressed with 'you' and write using the first person ('I' or 'we') when writing as you would a colleague who asks for advice. (collegial not instructional tone). When storytelling, for instance when highlighting a case study, this may not be needed.

3 Audience

Focus on the engineering practitioner as an audience: use relevant and complete case studies or examples and explain terms they may not be familiar with. Use the Glossary to see which chapter overarching definitions are used and preferred usage of terms. A new and expanded version of the Glossary (Jan 2025) has been released with this update on the template.

To maintain accessibility, also please avoid the use of overly academic English, as your message may be lost to non-native English-speaking engineering practitioners. Aim for B2 level English comprehension.

4 Use of AI

In our initial template instructions, we asked that given that the discussion on the use of AI in Scientific Publications is still ongoing that you do not use Generative AI for

writing or when creating illustrations. We would like to reiterate this position. In addition, we have received instructions from our publisher that all use of AI for the creation of the manuscript must be declared.

Should you have used or are going to use AI for any part of your chapter, you must provide us with a statement using the prescribed format by the publisher as listed below, at the end of your chapter, before the contributor statement. If no AI was used, no statement is necessary.

During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed, edited and made the content their own as needed and take(s) full responsibility for the content of the publication.

5 Bullets and Numbering

Please do not overuse bullets and numbering in your chapter. Only use them when embedded in explanatory text. Sections may not consist of only bullet lists. This gives the overall appearance of a shopping list and adds little value for the reader. For long lists consider other options (incl. graphical).

5.1 Bullets formatting

Please use the following hierarchy when using bullets:

- First level
 - Second level
 - Third level

5.2 Numbering formatting

Please use the following hierarchy when using bullets:

1. First level
 - a. Second level
 - i. Third level

6 Tables and Figures

When numbering tables or figures please use the following numbering convention:

6.1 Tables

Use the format of Table [Part number].[Chapter number - without the 0 in front of numbers 1-9].[order number of table in your chapter] followed by the caption, e.g.:

Table 3.2.4 This is important data [this example refers to the fourth table in chapter 2 of part 3]

Table Header

Table subheader

Table text

6.2 Figures

Use the format of Figure [Part number].[Chapter number - without the 0 in front of numbers 1-9].[order number of figure in your chapter]. followed by the caption, e.g.:



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*Figure 2.1.6: Examples of how to include and attribute [this example refers to the
6th figure in chapter 1 of part 2]*