How Should I Plan To Bring New People Up To Speed During My Projects?

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**Abstract.** The abstract should summarize the contents of the paper in short terms, i.e. 15–250 words.

**Keywords:** First Keyword, Second Keyword, Third Keyword.

1. First Section
   1. A Subsection Sample

Please note that the first paragraph of a section or subsection is not indented. The first paragraphs that follows a table, figure, equation etc. does not have an indent, either.

Subsequent paragraphs, however, are indented.

### Sample Heading (Third Level). Only two levels of headings should be numbered. Lower level headings remain unnumbered; they are formatted as run-in headings.

#### Sample Heading (Forth Level). The contribution should contain no more than four levels of headings. The following Table 1 gives a summary of all heading levels.

**Table 1.** Table captions should be placed above the tables.

|  |  |  |
| --- | --- | --- |
| Heading level | Example | Font size and style |
| Title (centered) | **Lecture Notes** | 14 point, bold |
| 1st-level heading | **1 Introduction** | 12 point, bold |
| 2nd-level heading | **2.1 Printing Area** | 10 point, bold |
| 3rd-level heading | **Run-in Heading in Bold.** Text follows | 10 point, bold |
| 4th-level heading | *Lowest Level Heading.* Text follows | 10 point, italic |

Displayed equations are centered and set on a separate line.

*x* + *y* = *z* (1)

Please try to avoid rasterized images for line-art diagrams and schemas. Whenever possible, use vector graphics instead (see Fig. 1).

**Fig. 1.** A figure caption is always placed below the illustration. Short captions are centered, while long ones are justified. The macro button chooses the correct format automatically.

For citations of references, we prefer the use of square brackets and consecutive numbers. Citations using labels or the author/year convention are also acceptable. The following bibliography provides a sample reference list with entries for journal articles [1], an LNCS chapter [2], a book [3], proceedings without editors [4], as well as a URL [5].

Acknowledgments.A third level heading in 9-point font size at the end of the paper is used for general acknowledgments, for example: This study was funded by X (grant number Y).

Disclosure of Interests.It is now necessary to declare any competing interests or to specifically state that the authors have no competing interests. Please place the statement with a third level heading in 9-point font size beneath the (optional) acknowledgments[[1]](#footnote-1), for example: The authors have no competing interests to declare that are relevant to the content of this article. Or: Author A has received research grants from Company W. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

References

1. Author, F.: Article title. Journal **2**(5), 99–110 (2016)
2. Author, F., Author, S.: Title of a proceedings paper. In: Editor, F., Editor, S. (eds.) CONFERENCE 2016, LNCS, vol. 9999, pp. 1–13. Springer, Heidelberg (2016)
3. Author, F., Author, S., Author, T.: Book title. 2nd edn. Publisher, Location (1999)
4. Author, F.: Contribution title. In: 9th International Proceedings on Proceedings, pp. 1–2. Publisher, Location (2010)
5. LNCS Homepage, <http://www.springer.com/lncs>, last accessed 2023/10/25

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