Figure 1. Stamp issued to help people getting familiar with SI units.

Pages should be laid out using two columns, as done in most journals, to increase readability.

3.1. Subsections

If a section is long or deals with different topics, make a subdivision in subsections. Avoid further subdivision of a subsection. When subsections are used, there must be at least two. Use the style named "Level2Title" for the header of a subsection.

3.2. Numbering of subsections

Subsection numbering follows the outline numbering format which is configured in the template. Subsection headings use the Calibri font and are in bold.

This template uses automatic outlined numbering for the sections and subsections. We recommend that the author makes use of this feature. If the author does not feel comfortable with
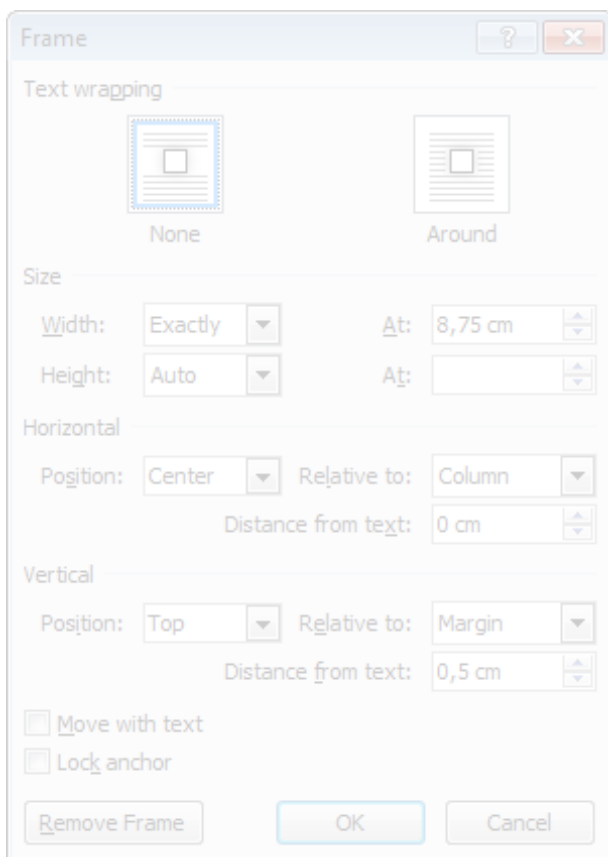

Figure 2. Microsoft Word frame formatting window. It can be accessed by clicking on the frame content to make the frame border visible, clicking in the frame border to select it and finally right click the frame border to show up the pop-up menu and choosing the option "Format Frame".
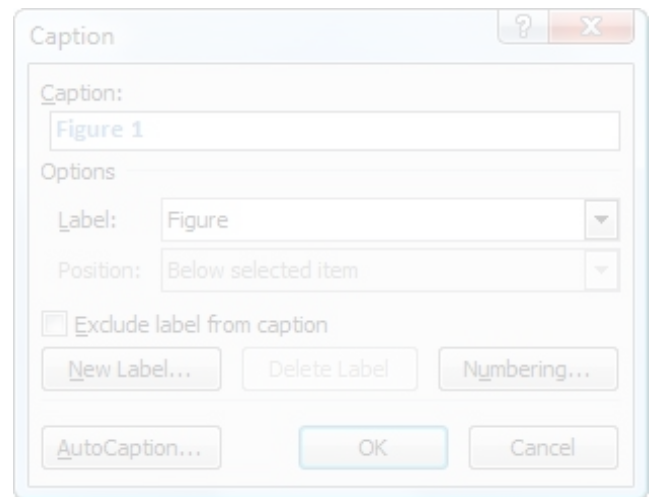

Figure 3. Microsoft Word caption insertion window. It can be accessed by right clicking on the picture or table and selecting "Insert Caption" from the pop-up menu.

it, he may choose to manually number the sections and subsections.

Configuring a blank Word document to use automatic outline numbering is not always as straightforward as it should be. We point out, nevertheless, that the configuration is already done in this template and the author just can use it. It suffices to place the cursor in the section or subsection title and select the "Level1Title" or "Level2Title" styles already available from the menu or ribbon. This simple procedure is the same that should be used for all other parts of the paper (paper title, main text, abstract, etc.). The author does not have to worry about the numbering at all.

An even simpler procedure would be just to copy and paste an existing section or subsection title and rewrite the text. The author, however, can choose to use manual numbering by deleting the automatic number that comes with the use of the proper style and input the numbers he wishes for each section.

4. ABOUT ILLUSTRATIONS AND TABLES

4.1. Location

Illustrations and tables can have two formats: column wide or page wide. Figure 1 is an example of the first kind [1]. Figure 5 gives an example for a page wide figure.

Page wide figures and tables should be placed inside a frame. Column wide ones can be placed inside a frame or directly in the middle of the body text. In both cases they should be located on top or bottom of the page where they are first referred to in the text if possible. Figures should be configured with the "Figure" style.

4.2. Managing frames

To create a frame, we recommend that the author copies and pastes one of the frames in this template. Before doing that, however, it is important to understand how they are configured. **Fehler! Verweisquelle konnte nicht gefunden werden.** shows the window where the configuration is done. It can be accessed by:

1) clicking on the frame content to make the frame border visible;
2) clicking in the frame border to select it;