

# BVM2022 Author checklist

Legend: positive example, negative example

Description	Example	Chapter
<b>General</b>		
Use UTF-8 encoding		1
File names for images must contain the article number	<span style="color: red;">img1.png</span> <span style="color: green;">4051-img1.png</span>	3.1
Units in formulas not italicised and space between number and unit with \ts	<span style="color: red;">\$3\mu m\$</span> <span style="color: green;">\$3\ts \text{\mu m}\$</span>	3.3
<b>Language</b>		
Use of correct quotes	German: \glqq, \grqq English: \elqq, \erqq	3.5
Capitalise Title, Subtitle and Runningtitle in English articles	<span style="color: green;">\title{Interval Neural Networks as Instability Detectors for Image Reconstructions}</span>	3.5
Decapitalise Sections, Subsections and Subsubsections in English articles	<span style="color: green;">\section{Materials and methods}</span>	3.5
<b>Front page</b>		
No colon in title, use subtitle instead	<span style="color: red;">\title{My Title: My Subtitle}</span> <span style="color: green;">\title{My Title}</span> <span style="color: green;">\subtitle{My Subtitle}</span>	3.6
Specify short title in \titlerunning		3.6.1
Author listing as in the example	<span style="color: green;">\author{Thomas~M. \Iname{Deserno} \inst{1}, Heinz \Iname{Handels} \inst{2}, ...}</span>	3.6.2
Only specify surnames in authorrunning, follow example	<span style="color: green;">\authorrunning{Deserno et al.}</span> Example for 4+ authors, all cases can be found in the author guidelines	3.6.2
Only provide the decapitalised email of the main author	<span style="color: green;">\email{support.bvm@plri.de}</span>	3.6.2
<b>Structure</b>		
No paragraphs in abstracts		3.7.1
Title of abstracts starts with "Abstract:"	<span style="color: green;">\title{Abstract: My Title}</span> ... <span style="color: green;">My Text</span>	3.7.1
No disclaimer and no acknowledgements in abstracts		3.7.1
In long articles, include acknowledgements and disclaimers using \acknowledgement and \disclaimer as in the example	<span style="color: green;">\begin{acknowledgement}</span> <span style="color: green;">\begin{disclaimer}</span>	3.7.2

Adhere to heading hierarchy, no empty chapters or sub-chapters	<code>\section{...}</code> <code>\subsubsection{...}</code>	3.7.2
<b>Tables and figures</b>		
Use side caption for small images and tables	<code>\begin{SCfigure}</code> <code>\begin{SCtable}</code>	3.8
Images at the bottom of the page with caption below, tables at the top of the page with caption above		3.8
Captions ends with a full stop	<code>\caption{My Caption}</code>	3.8
Large tables fill the entire text width	<code>\begin{tabular*}{\textwidth}{l@{\extracolsep\fill}lll}</code> ...	3.8
Tables no border lines except horizontally at the top and bottom margin, as well as directly below the header line		3.8
<b>References</b>		
References without additional words	Siehe Abb. 1 und Abb. 2 (Abb. 1, Abb. 2)	3.10
Abbreviate table and image references correctly	German: Abb., Tab., Gl., Abschn. English: Fig., Tab., Eq., Sec.	3.10
Abbreviate journal names according to MEDLINE coding	Computers & mathematics with applications Comput Math Appl	3.10
Bibliography file name must contain article number	4051.bib	3.10
Combine successive references	<code>\cite{4051-01, 4051-02, 4051-03}</code>	3.10