



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



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Topic 2019: „FIRE BRIGADES IN AND ON WATER“

The topic „**Fire Brigades in and on Water**“ already says a lot, primarily encompassing services of special fire brigade units (water brigades, divers) and their equipment (fire service rescue boats, barges and others). Furthermore, flood rescue operations may be included. Thus the contributions should or could contain:

- Technical description of equipment
- Development of special units
- Fire brigade and water brigade
- Special unit teams (e.g. divers)
- Water brigade training
- Major flood incidents

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**).

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

The **article** has to be published in **German language** (new German orthography), including an **abstract** in **English** and in the **national language** of the author. Authors are responsible for translations and have to organize these themselves, this is **not** done by the editorial office!

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 their articles, the authors agree 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 **disk**, in the **internet** and in relevant **journals**.



I ask you to:

- **Respect the submission deadline!**
- **Send images in appropriate quality!**
- **Only submit proofread articles!**
- **Include a „current“ photograph of the author! Quality!**

The editorial office is neither responsible for translation nor for proofreading!

THANK YOU!

We are an open working group, nonetheless 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).

Texts

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		

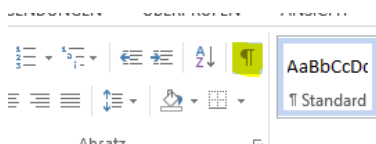
lists :

- 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**.



- The following picture formats may be used: jpg, jpeg, tiff, png, bmp, raw, psd
- The following vector graphics may be used: eps, ai, dxf, dwg

Please submit **pictures** separately (**NOT** embedded into the text!!) and number them **consecutively**. Insert the picture number in brackets (**Fig. x**) in the right place of the text. Pictures you wish to embed into the text are marked with curly brackets **{Position picture 001.jpg}** in the chosen place. In case there is no exact information about the placing of pictures, these are positioned by the editors!

Should you additionally wish to use **legends**, please submit these 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!!

Example:



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



Fig. 1: apple on jute

Pictures of bad quality are discarded by the editors!

Final deadline

21st July 2019

We ask you to reliably meet 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).

Öffnen sie ihren Browser (Internet Explorer, Mozilla, Chrome ...) und geben sie die Adresse ein:
Open your browser (Internet Explorer, Mozilla, Chrome ...) and enter the following address:

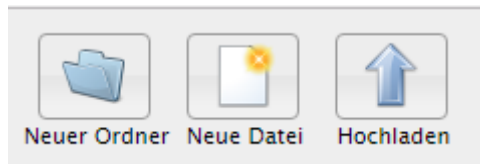


<https://webcenter.hosteurope.de/login.php>

Then the user name and password have to be entered:

Benutzername: [ftp12783947-ctif2019](#)
Passwort: **CTIF_2019**

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.

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

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

Ingo Valentini
Stanislav Bárta