

BVM2025 Author checklist

Legend: positive example, negative example

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

Adhere to heading hierarchy, no empty chapters or sub-chapters	<code>\section{...}</code> <code>\subsubsection{...}</code>	3.7.2
Tables and figures		
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
References		
References without additional words	<code>Siehe Abb. 1 und Abb. 2</code> <code>(Abb. 1, Abb. 2)</code>	3.10
Abbreviate table and image references correctly	German: <code>Abb.</code> , <code>Tab.</code> , <code>Gl.</code> , <code>Abschn.</code> English: <code>Fig.</code> , <code>Tab.</code> , <code>Eq.</code> , <code>Sec.</code>	3.10
Abbreviate journal names according to MEDLINE coding	<code>Computers & mathematics with applications</code> <code>Comput Math Appl</code>	3.10
Bibliography file name must contain article number	<code>4051.bib</code>	3.10
Combine successive references	<code>\cite{4051-01, 4051-02, 4051-03}</code>	3.10