

**E***P Magazine*

ISSUE

LAB v3.0

# *EPMagazine* ISSUE LAB v3.0

## Welcome to this Laboratory!



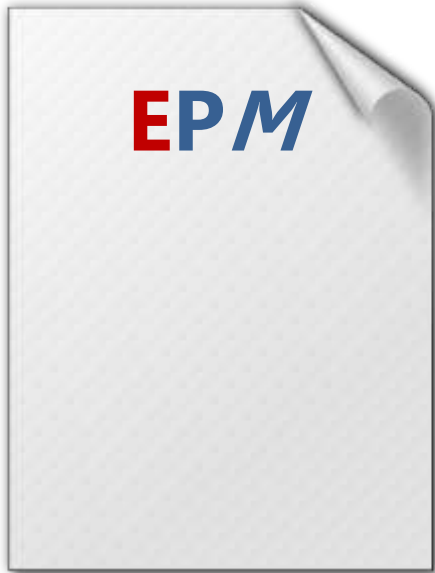
During this lab you are going to learn how to prepagate and paginate an article.

You may also use the **From Nothing to the Issue** written in order to help you in the job.

# Contents Sections

<b>A.1</b>	<b>Front Cover</b>	<b>The first external cover of the Magazine</b>
<b>A.2</b>	<b>Inside front cover</b>	<b>The internal cover of A1</b>
<b>B</b>	<b>Index</b>	<b>The content of the Magazine Issue</b>
<b>C</b>	<b>Editorial</b>	<b>Editorial Board Notes</b>
<b>D</b>	<b>General</b>	<b>Articles written by teachers and experts</b>
<b>E</b>	<b>News</b>	<b>Small articles about science news written by students or teachers</b>
<b>F</b>	<b>14-16 Section</b>	<b>Articles written by 14-16 - year - aged pupils about HST</b>
<b>G</b>	<b>Fun Pages</b>	<b>Games, crosswords and comics about Science and Technology</b>
<b>H</b>	<b>17-19 Section</b>	<b>Articles written by 17-19 - year - aged pupils about HST</b>
<b>I</b>	<b>Technology for Green Energy</b>	<b>Articles written by pupils, students, teacher and experts about TGE</b>
<b>J</b>	<b>University</b>	<b>Articles written by university students about HST</b>
<b>A.3</b>	<b>Inside back cover</b>	<b>The back inner cover</b>
<b>A.4</b>	<b>Back Cover</b>	<b>The back cover of the Magazine</b>

# What is a layout?



**The layout is the part of graphic design that regards the arrangement and style treatment of elements on each page.**

**EPM** layout:

- Is chosen yearly during the meetings
- Must not be modified during the pagination process
- Number of pages has to be a multiple of four

# Forms: the way for success!

## Check-form

The check-form is a list of steps that each paper has to follow to be evaluated, accepted, paginated and published

**Title Check-Form**

Code: \_\_\_\_\_

Work working: NAME: \_\_\_\_\_

Information form filled and controlled with keywords

Conformity to the terms of the Magazine (author references, past present and possible future of the subject of the topic)

Clarity of the presentation

Didactic usefulness

Originality (search about plagiarism both in English and in the author's mother tongue)

Consistency of Web addresses (e-mailing links)

Consistency of Bibliographic and Bibliographic information (see attached form)

English title only if it has been corrected

Author language (check only if it has been corrected)

At least 4 images per page in \* JPG format, not less than 100 DPI of resolution

1 photo of the Author(s) in \* JPG format, not less than 100 DPI of resolution

Images caption both in English and in author's tongue

References (use material at: \_\_\_\_\_)

English: \_\_\_\_\_  Take as acceptance

Topic: \_\_\_\_\_  Take as acceptance

Author: \_\_\_\_\_  Take as acceptance

**THE PUBLISHER**

The publisher preparation

The publisher formatting (font size, colour, make bold, etc.)

The publisher Graphic shape of the text

Send File to Author for consultation & agreement

**ACCEPTANCE**

Best result of revision:  11,  12,  13,  14,  15

Refused for publication, Date and Reason: \_\_\_\_\_

Proposed to another: \_\_\_\_\_

Date Today: \_\_\_\_\_

Use: "\_\_\_\_\_" (this form) if the requested information is ok  
"\_\_\_\_\_" (red font) when some information is not ok (in the colour will help you to singnificant them)

17 Magazine Check-Form 2011

## Submission-form

In this form there are authors and teachers' data, article section, the confirmation of originality and keywords

**History of Science and Technology**  
**EUROPEAN PUPILS MAGAZINE**  
**2011**

FAX SENT TO: \_\_\_\_\_

Please to be filled in by **Author(s)** and submitted both to:  
for +353(0)1 453 4000 and e-mail to: the editors at: [editors@hst.ie](mailto:editors@hst.ie)  
(European Union) to: [editors@hst.ie](mailto:editors@hst.ie)

NAME OF PAPER: \_\_\_\_\_

AUTHOR(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CLASS: \_\_\_\_\_

CORRESPONDING AUTHOR: \_\_\_\_\_

PLEASE SEND TO: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CATEGORY OF YOUR PAPER** - Please tick the category of your paper

**1 General Section** (unpublished work) up to 4 pages, including references, tables and figures (3 photos per page at best)

**2 News Section** (unpublished work) up to 2 pages, including references, tables and figures (3 photos per page at best)

**3 14 to 16 years old Section** (unpublished work) up to 4 pages, including references, tables and figures (3 photos per page at best)

**4 Five Section** (unpublished work) up to 2 pages, including references and figures (3 photos per page at best)

**5 17 to 19 years old Section** (unpublished work) up to 4 pages, including references, tables and figures (3 photos per page at best)

**6 Technology for green energy Section** (unpublished work) up to 2 pages, including references, tables and figures (3 photos per page at best)

**7 19 to 24 years old University Section** (unpublished work) up to 4 pages, including references, tables and figures (3 photos per page at best)

The two competitions opened for the 2011 are reserved to contributors of:

- 14 to 16 and 17 to 19 **Sections**
- 19 to 24 **University Section**

The Author(s) and the referred teacher confirm that the submitted paper is original, and no part is prepared by works written by other people.

STUDENT'S SIGNATURE: \_\_\_\_\_

Teacher's SIGNATURE: \_\_\_\_\_

17 Magazine Check-Form 2011

# Forms: the way for success!

Article code	Article Title	Article Check-Form	Comments/Remarks	Last meeting and correction of the Pub version of the article (Author input)	Check between the corrected DBC article and the PCB version	Captions & illustrations	Bibliography corrected & working	Formatting (according to the journal)
A.1	1st Cover							
A.2	2nd Cover							
A.3	3rd Cover							
A.4	Last Cover							
B	Index							
C	Editorial							
B.1	Green Energy							
B.2	Biography							
E.1	Abstracts							
E.2	Abstracts							
F.1	Abstracts							
F.2	Physics							
C	Table of Contents							
B.3	Renewable Energy							
B.4	Science & Technology							
C	Geographical							
C	Physics							

## General Check-Form

The general check-form allows you to have an overall view of the issue process.

## Referee List

A list of all European referees that have to be contacted before publishing an article, to check its correctness and originality

EPMagazine International Referees List 2010		
English	Igor Kuchel'nykh	ikuchel@yandex.com
	Evangelina Tangua	evangelina@univie.ac.at
	Viviana Zlatan	vzlatan@univie.ac.at
	Constantin Pădur	constantin.p@univie.ac.at
	Evgeny Kozlov	evgeny.kozlov@yahoo.com
	Martina Tschokova	tschokova@yaho.com
Maths	Sergiy Kabanov	skabanov@yahoo.com
	Christina Popa	christina.popa@yaho.com
	Maria Popescu	maria.popescu200@gmail.com
	Dimitris Nikolaidis	dimitris.nikolaidis@univie.ac.at
Physics	Theodoros Vatan	thvatan@univie.ac.at
	Maria Popescu	maria.popescu200@gmail.com
	Stefan Frutiger	stefan.frutiger@univie.ac.at
Biology	Martina Zarfhan	mzaraf@univie.ac.at
	Angelo Rapisarda	arapisar@univie.ac.at
Chemistry	Tamara Gotsman	tgotsman@yahoo.com
	Nikola Georgiev	ngeorgi@univie.ac.at
Natural Science	Martina Zarfhan	mzaraf@univie.ac.at
	Adrian Dinc	adrian.dinc@univie.ac.at
Computer Science	Dimitris Nikolaidis	dimitris.nikolaidis@univie.ac.at
	Gabriel Ciomara	ciomara.g@univie.ac.at
	Christina Popa	christina.popa@univie.ac.at

## Referee Form

This form is filled by the referee after his/her evaluation of the paper. He/She notes if the article is suitable for publishing (or not!) and if there are some corrections to be made before publishing.

The image shows a detailed referee form with several sections:

- REFERENCE INFORMATION:** Fields for Name, Address, E-mail, Telephone, and Fax.
- TITLE OF THE REFERRED PAPER:** A line for the paper title.
- AUTHORS:** A line for the author names.
- RECOMMENDATIONS:** A section with checkboxes for 'ACCEPTED FOR PUBLICATION' and 'SPECIFIC COMMENTS'.
- COMMENTS:** A large area with horizontal lines for providing feedback.

# Papers evaluation

- Receive and check initially submitted papers
- Send the papers to the corresponding Editorial Board
- Ask for possible revision..
- ..or missing material
- Send the paper to referees to check Scientific and Historic suitability
- Ask the author for the agreement



# Pagination

- Copy-paste the text in the template
- Columns lines must match horizontally
- No empty spaces are allowed
- You must not modify the layout





# Let's work!

## Now it is time to act!

- Take the article from the desktop

- Complete the evaluation process

- Write a fake mail asking missing stuff and referee

request and show them to an Italian Group Team

Member

- Paginate the article (as if you received the missing material)