



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



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Topic 2020 „The fire department in cooperation with other relief and rescue organisations“

The topic „**The fire department in cooperation with other relief and rescue organisations**“ already says a lot. The different kind of cooperation among fire departments is as diverse as the fire departments themselves. There have always been points of contact with other organizations in the areas of deployment, exercise, prevention and disaster management. A few examples are listed below.

Thus the contributions should or could contain:

- Organizing cooperation
- Control centers that alert several aid and rescue organizations
- Cooperation with military units
- Cooperation with the emergency services (Red Cross, Samaritans)
- Cooperation with water rescue, mountain rescue and technical rescue organizations
- Representation of mixed units (e.g. search and rescue teams)
- Cooperation with the police
- Cooperation in HazMat incidents

As requested at the 27th conference, the contribution can be written in the language of your choice (national language, English or German). In order to reach a wide audience, we recommend at least a summary in German or English.

If you would also like to present your contribution at the conference, a digital presentation in PDF or MS Power Point format is required. The conference language is German and English.

You are asked to speak in these languages, if interpreter is needed you have to arrange it by yourself. If you have any questions, please contact Chairman Ingo Valentini.

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**).



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).

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

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“ portrait of the author! Quality!**

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

THANK YOU!

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 2020

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).

Open your browser (Internet Explorer, Mozilla, Chrome ...) and enter the following address:

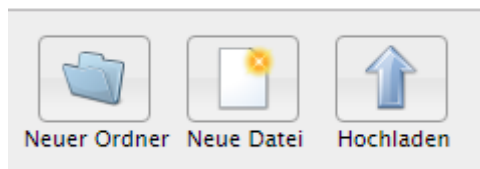


<https://webcenter.hosteurope.de/login.php>

Then the user name and password have to be entered:

User name: [ftp12783947-ctif](#)
Password: **CTIF_2020**

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.
- **Notice pictures must have 300dpi!**

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

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

Ingo Valentini
Stanislav Bárta