

## **AUTHOR GUIDELINES – FULL PAPER PREPARATION**

(For the Conference Flash Drive only)

Listed below are Guidelines for the preparation of papers for inclusion on the FLASH DRIVE of the Conference Proceedings.  
*(Please lay out your manuscripts as described below.)*

FONT – Arial

TITLE (In 16 pt. bold capital letters, center aligned, 2 lines (10 pt.) between title and authors' names)

AUTHOR(S) AND AFFILIATION(S) (In 14 pt., authors in bold, 3 lines (10 pt.) between name(s) and abstract).

The name(s) of the author(s) and affiliations should be typed in upper and lower case, two line spaces below the title. The qualifications of the author(s) should not be given.

ABSTRACT (1 paragraph in italic style to summarize your paper, 2 lines above the main text)

SHORT SUMMARY (One paragraph, ~6 sentences)

KEYWORDS (Obligatory, please give ~3-5 keywords)

Put keywords here

HEADINGS (in CAPITAL letters)

Start all headings and first paragraphs under main heading without indentation.

The paper should be in single-spaced type, preferably in 12 pt Arial. The title and headings can be in bold and the text should be justified. Allow two lines of space between paragraphs.

PAPER SIZE, MARGINS AND PAGE LIMITS

If A4 size paper is used then keep to the margins as specified:

Top and bottom margins = 1 inch or 2.5 cm

Left and right margins = 1 inch or 2.5 cm

Your manuscript (A4 paper size: 210 mm x 297 mm or 8,3"x11,7") should be a maximum of 10 single sided pages. This should include all illustrations, photographs, references etc. Please do not paginate.

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