

## DOCUMENT FOR PREPARING PAPERS

### **TITLE OF PAPER** **(two lines at the most)**

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***Abstract:** This document presents a template for preparing the camera ready papers that will be included in the Volume of Proceedings. We suggest your papers to be prepared in the form of this template.*

***Key words:** Document, symposium, paper*

### **1. INTRODUCTION**

The paper is to be typed on A-4 form sheets (210x297 mm). The margins to be used are: 5.2 cm top and bottom, 4.2 left and right, header 3.8cm, footer 4.27 cm.

The maximum range of the paper is 5 pages, including the text, pictures, tables, references and other agenda. The title of the paper is to be written in the middle of the first page of the paper, after one empty line. Font Times New Roman Bold 14pt is to be used. The names of the authors and the names of their institutions are to be written in font Times New Roman 10 pt, in the middle of the page, too. After the title of the paper and the name of the author, follows a short abstract written in font Times New Roman Italic 10pt.

### **2. SUBTITLE**

Subtitles are to be written in font Times New Roman Bold, in capital letters size 11 pt. The paper is to be typed with the common space and the double space between paragraphs, the left and right margins are to be justified. Font Times New Roman 10 pt is to be used exclusively, in which this document has been typed, too.

The beginning of the paragraph is to be typed from the first column. The equations are to be written with numerals at the right edge.

$$NSV = \sum_{k=0}^n NP_k \cdot a_k \quad (1)$$

The pictures are to be given as in the following example:

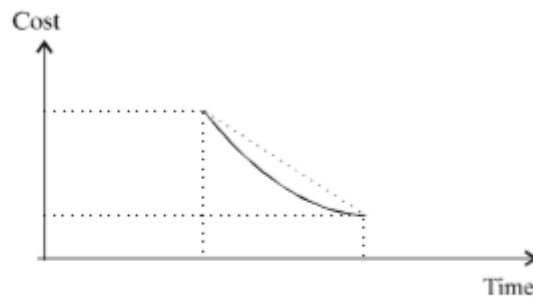


Figure 1.

## REFERENCES

References should be listed alphabetically by author at the end of the manuscript. APA citation style should be used.

In the text, insert the author's name and date in parentheses, e.g., (Mintzberg, 1985).

Multiple references should be listed alphabetically in parentheses, separated by semicolons e.g., (Jackson, 1996; Watson, 1986).

Page numbers, to indicate a passage of special relevance or to give the source of a quotation, should appear in parentheses as (Willmott, 1992, p. 12).

If there is more than one reference to the same author in the same year, postscript the date with a, b, c, etc. e.g., (Sparrow, 1998a).