

## GUIDELINES FOR AUTHORS

- The papers shall not exceed 25 pages
- The papers shall be written entirely in English and must comply exactly with the instructions below.
- Papers which don't comply with the formatting conditions described below will be returned to the authors and will only be taken into consideration for one last reviewing if they meet standards set.
- The papers must be written clearly, concisely, without any ambiguities.

### **Format page**

Texts should be written in single line spacing, justified alignment.

**Paper format:** format: user  
width: 25.6cm  
height: 24.6cm  
orientation: portrait

**Margins:** left: 2.3cm  
right: 2.3cm  
top: 2.3cm  
bottom: 1.2cm

**Layout settings:** page layout- right and left  
format: 1,2,3.....

**Header:** no header

### **Footer:**

Footer on: checked  
Same content left/ right: checked  
Left margin: 0  
Right margin: 0  
Spacing: 0.9cm  
Use dynamic spacing: checked  
Height: 0.1cm  
AutoFit height: checked

### **Format paragraph**

Alignment: justify  
Indent: left, right, before, after: 0  
First line: 1.9cm

**Paper Structure and formatting details:**

( single space, Verdana, 11)

**TITLE OF PAPER ( centered, Verdana, 11, bold, CAPS LOCK )**

The function, the first name and the surname of the author ( align right, Verdana, 11)

Affiliation( align right, Verdana, 11)

( double space, Verdana, 11)

**Abstract ( Verdana, bold, 11)**

*No more than 150 words. The abstract must clearly specify the purpose of the paper and the objectives pursued by the author. ( Verdana, 11, italic )*

( single space, Verdana, 11)

**Keywords( Verdana, bold, 11):** *five- six keywords definig the subject of the paper ( Verdana, 11, italic )*

( single space, Verdana, 11)

***Chapter title* ( Verdana,11, bold, italic)**

( single space, Verdana, 11)

**Section title ( Verdana,11, bold )**

Content ( Verdana,11 )

( double space, Verdana, 11)

***Illustration list*( Verdana,11, bold, italic)**

( single space, Verdana, 11)

***References*( Verdana,11, bold, italic)**

( single space, Verdana, 11)

References are mandatory and shall be written according to Chicago Manual Style. The authors shall visit: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) for guidelines. There are no accepted footnotes , only endnotes where necessary.

( single space, Verdana, 11)

***Endnotes*( Verdana,11, bold, italic)**

**Images insertion:** the images should be centered and under each image there should be the number of the picture, the title and the source of origin.