**First author’s full Name SURNAME**, Title, Position (10 pt, left)

Mark the Corresponding Author

https://orcid.org/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Name of Institution/Company,

Department name (*if applicable*)

Address, City, Country

Contact phone number

E-mail address

**Second author’s full Name SURNAME**, Title, Position (10 pt, left)

Mark the Corresponding Author

https://orcid.org/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Name of Institution/Company

Department name (*if applicable*)

Address, City, Country

Contact phone number

E-mail address

**Third author’s full Name SURNAME**, Title, Position (10 pt, left)

Mark the Corresponding Author

https://orcid.org/



Name of Institution/Company

Department name (*if applicable*)

Address, City, Country

Contact phone number

E-mail address

**(add more author’s names if necessary)**

**PAPER TITLE (12 pt, bold, capitals, centred)**

(10 pt)¶

**PREPERATION OF PAPERS – PAPER TITLE (Arial, 14 pt, bold, capitals, center)**¶

(10 pt)

(10 pt)

**First author’s full name and SURNAME (12 pt, bold, left) ¶**



**Second author’s full name and SURNAME (12 pt, bold, left) ¶**



**[orcid_16x16(1)](https://orcid.org/0000-0002-1825-0097)** **Second author’s full name and SURNAME (12 pt, bold, left) ¶**

**(add more author’s names if necessary)**

(10 pt)

(10 pt)

Abstract 200-250 words ¶

Purpose – ¶

Design – ¶

Methodology – ¶

(9 pt, Justify)

Approach – ¶

Findings –

Originality of the research – ¶

(8 pt) ¶

**Keywords** 4-6 keywords **¶**

(10 pt) ¶

(10 pt) ¶

**INTRODUCTION (10 pt, bold, capitals, left)** **¶**

(10 pt) ¶

Submitted papers are expected to be original contributions and should not be under consideration for any other publication at the same time. They should clearly describe the background of the subject, the author’s work, including the methods used, results and concluding discussion on the importance of the paper. ¶

(10pt)

Papers are to be prepared in the English language using Microsoft Word. The authors must ensure that the paper is complete, grammatically correct and without spelling or typographical errors. They are also responsible for language editing. Submitted text cannot exceed more than **8.000 words (including abstract, references, figures and tables)**, which are typed according to the following instructions. ¶

(10 pt) ¶

(10 pt) ¶

1. **PAPER FORMAT ¶**

(10 pt) ¶

It is suggested to authors to use the example of this file to write their papers. This particular example uses an **A4 Format (297 x 210 mm) with margins: top 5 cm, bottom 5 cm, left 4,4 cm, right 4,2 cm, gutter 0 cm, header 4 cm and footer 4 cm.** ¶

(10 pt)

All text paragraphs should be single spaced. Double spacing should only be used before headings as shown in this example. Position and style of headings and subheadings should follow this example. One spaces should be inserted between paragraphs. ¶

(10 pt) ¶

(10 pt) ¶

* 1. **Header, Footer, Page Numbering ¶**

(10 pt) ¶

Authors are asked to use 4 cm header and footer. **Do not include page numbers** in your submission. They will be added upon assembling the publication. ¶

(10 pt) ¶

(10 pt) ¶

* 1. **Fonts ¶**

(10 pt) ¶

Papers should use **10-point Time New Roman font, Justify**. The styles available are bold, italic and underlined. It is recommended for the text in figures not to be smaller than 10-point font size. ¶

(10 pt) ¶

(10 pt) ¶

* 1. **Tables/Figures/Graphs** **¶**

(10 pt) ¶

Figures, graphs and/or tables have to be inserted in their proper location in the text. They should be numbered consecutively in Arabic numerals and given a suitable caption located in the upper left corner of the figure, graph or table. (black and white).

(10 pt) ¶

Tables 1: **Title of the Table (10 pt, bold, left)** ¶

(8 pt) ¶

|  |  |  |
| --- | --- | --- |
| **Type of nanoparticles** | **Average size (nm)** | **Variance (nm)** |
| CuO | 47 | 4.2 |
| NiO | 35 | 6.4 |

(8 pt) ¶

Source: (8 pt) ¶

(10 pt)

(10 pt)

* 1. **Referencing** **¶**

(10 pt) ¶

References are cited in the text by the author’s surname, the publication date of the work cited and a page number if necessary e.g. (Jackson 2004, 176) or (Jackson and Miller 2005, 26). Full details are given in the reference list in alphabetical order at the end of the paper. ¶

(10 pt) ¶

(10 pt) ¶

1. **HEADING 1 (10 pt, bold, capitals, left) ¶**

(10 pt) ¶

* 1. **Heading 2** **(10 pt, bold, left) ¶**

(10 pt) ¶

2.1.1. Heading 3 (10 pt, left) ¶

(10 pt) ¶

*2.1.1.1. Heading 4 (10 pt, italic, left) ¶*

(10 pt) ¶

(10 pt) ¶

**CONCLUSION (10 pt, bold, capitals, left)** ¶

(10 pt) ¶

Conclusions should state concisely the most important propositions of the paper as well as the author’s views of the practical implications of the results. ¶

(10 pt) ¶

(10 pt) ¶

**ACKNOWLEDGEMENTS (10 pt, bold, capitals - *optional*)** **¶**

(10 pt) ¶

A short acknowledgement section can be written between the conclusion and the references. Sponsorship and financial support acknowledgments should be included here. Acknowledgements for the contributions provided by other colleagues who are not included in the authorship of this paper are also a part of this section. If there are no acknowledgements, the acknowledgement section is not mentioned in the paper.¶

(10 pt) ¶

(10 pt) ¶

**REFERENCES (10 pt, bold, capitals)** **¶**

(8 pt) ¶

Examples of bibliography/references citation: (8 pt, Identation: Hanging 1.27 cm)

*Journal article:* Surname, Initials (year), "Title of article", *Journal Name*, Volume, Number, pages. ¶

e.g. Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22, No. 2, pp. 72-80 https://doi.org/10.1108/07363760510589235¶

*Book:*  Surname, Initials (year), *Title of Book*, Publisher, Place of publication. ¶

e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY. ¶

*Book chapter:* Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages. ¶

e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. ¶

*Document on the World Wide Web (author/sponsor given but not dated):* Author (sponsor) n.d., *Title*, viewed date, website. ¶

e.g. World Tourism organization UNWTO n.d., *Global Code of Ethics in Tourism*, viewed 21 November 2014, <http://ethics.unwto.org/en/content/global-code-ethics-tourism>. ¶

**Please include DOIs in your references where it is possible!**