INSTRUCTIONS FOR PREPARATION OF FULL PAPER

INTRODUCTION

All published papers will be based on electronically submitted documents. A **.DOC** version must be submitted.

The *Proceedings* will be printed by reproducing a print of the manuscripts submitted by the authors. It is important to note that the appearance of your paper in the Proceedings will depend largely upon the care you take in preparing the original manuscript and graphic material. **You are responsible for all proofreading and layout.**

FORMATTING THE MANUSCRIPT

1. Manuscripts must be formatted two columns to a page. Choose **Times New Roman** as font for your document.

2. Papers should have a maximum length of **8 pages** and should be submitted until the **30th June 2022** .

3. Your text should be **10 point type**. This instruction is printed using the 10 point Times Roman font.

4. The basic page size discussed hereafter, is the standard European A4-Format page (21 x 29.7 cm). Set your paper size to A4, and set the left and right margins to 2 cm. Set the top margin to 3 cm and the bottom margin to 2.5 cm. The text must be justified and divided into two equal columns with 1 cm separation (implying a column width of 8 cm per column).

5. Text should be single-spaced, with double spacing between headings.

6. The title and author information, on the first page should be centered. (See example paper).

TITLE OF PAPER, AUTHORS AND AFFILIATIONS

Type the title in capital letters, using a **CAPITAL BOLD** font (Times New Roman Bold 14 points) centered on the page horizontally; 3.0 cm from the top edge of the first page. Insert 1 blank line, then type the name of the authors, only first and last name (Times New Roman 11 points). Insert 1 blank line, then type author's business or school affiliation (Times New Roman 10 points), using upper case letters to identify the authors affiliation which should be in this format: Department/School/Business, University, Country. See example paper for the case of more than one author. Insert 1 blank line and type "* Corresponding author:" followed by E-mail and complete address of one of the authors identified by the symbol "*".

THE TEXT ON THE FIRST PAGE

Insert 4 blank lines between the authors' affiliation and the text on the first page.

EXAMPLE PAPER

An example paper contains further information on how to format the paper, how to use pictures, tables, and references. We strongly suggest to use it as a template for your own paper.

NUMBERING PAGES, HEADERS AND FOOTERS

Do not use page numbers. Final page numbers will be inserted by the publisher. If page numbering is on, turn it off. Do not use or set any headers or footers in the paper.

GENERAL GUIDELINES TO WRITE YOUR FULL PAPER

Please take note of these comments before writing your paper

7. Make sure your **introduction** is appropriate. An introduction should give the general background for your research, and references to general literature on the subject for interested readers.

8. If necessary, use a **literature review** section to present and explain better concepts, previous work and the academic background of your paper.

9. End your paper with a section on **conclusions and further research** and recommendations. Your conclusions must be based on the material that can be found in the paper.

10. If you are not a native English speaker, have your English corrected before you send in your final pape