Title of the article   
(font Times New Roman, size 16 pt, centered, style – 01\_TITLE)

Name Surname1, Name Surname2 (font Times New Roman, size 12 pt, centered, style – 02\_AUTHORS)

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2Department and/or Faculty, University, City, Country  
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(font Times New Roman, size 10 pt, centered, Italic, style – 03\_AFFILIATION)

**Abstract.** An abstract should not exceed 200 words. It should give the purpose of the study, principal objectives, scope of the investigation, methods employed, results and principal conclusion should be included (font Times New Roman, size 9 pt, style – 05\_ABSTRACT).

**Keywords:** 3–5 keywords (font Times New Roman, size 9 pt, style – 05\_KEYWORDS).

Introduction

Each paper should clearly indicate the nature of its technical/scientific contribution, the problems or environments to which it is applicable. Contributed papers should present original research and they will be subject to peer-review. All papers must be submitted using the electronic submission system. Valid document formats are Microsoft Word (DOC and DOCX) only. Please complete the checklist provided in Appendix 1 before submitting the manuscript.

This electronic document is a “live” template and allow easy formatting of the text. The customised styles needed for formatting your manuscript are embedded in this document. Mark any text that needs to be formatted with the mouse, and click the appropriate style from the list of styles (e.g. for first level section headings that should be formatted using font Times New Roman, size 10 pt, bold face use style 06\_HEADING 1st). This template uses a number of special styles (e.g., 03\_AFFILIATION), as well the following inbuilt styles: 07\_PARAGRAPH\_1st – use this style for formatting the first paragraph in the section), 07\_PARAGRAPH – use this style for formating paragraphs, and other. For detailed list of styles see Appendix 2.

General requirements (main text)

Length (for second level section headings use font Times New Roman, size 10 pt, Italic, left, style – 06\_HEADING 2nd)

Paper length is limited to 8 pages (including all figures, tables, bibliography, and appendices). Papers should be in one column pages with a font size of 10 points (single line spacing) using Times New Roman font type.

Structure

Sections should not be numbered. In general, after the abstract the background and the purpose of the study should be stated first in the introduction, followed by sections in which details of the methods, materials, procedures, and equipment used should be described. Discussion and conclusions should follow. The reference list must be provided at the end of the document.

Page setup

Authors should ensure that their papers may be printed on the standard printer. Papers should be formatted for A4 paper. Top, bottom margins should be 2.5 cm and side margins should be 2.2 cm.

Tables and figures

Tables and figures should be incorporated and mentioned in the text. They must be as close to the reference as possible and should be in a form suitable for publication when printed with a good quality laser printer (e. g. see Fig. 1). Tables and figures should be sequentially numbered in separate series and should meet the requirements that are provided in Table 1.



Fig. 1. Figure captions should be centered and placed below the figure   
(font Times New Roman, size 9 pt, style – 08\_FIGURE).   
Include a single empty line in the Normal style before   
the figure (Source: ...)

Table 1. Table captions should be centered and placed above the table (font Times New Roman, size 9 pt, style – 10\_TABLE). Include a single empty line in the Normal style after the table (Source: ...)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
| Diagrams, charts, schemes | Times New Roman from 5 to 8 pt | From 0.3 to 2 pt | \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg |

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

All figures and tables must be placed and cited in the text in consecutive numerical order. In multi-part figures, each part should be labelled, e.g. Fig. 1a, Fig. 1b.

The resolution of pictures should be no less than 300 dpi (dots per inch).

Figures, e.g., a diagram, must be inserted as a pure “image” using the Word “Insert special” option in the “Editing” menu. The image should be fixed in relation to the text body by using the “Image” option in the “Format” menu. From the “Image” option one selects the “Layout” entry, followed by the “In-line-with-text” option and carriage return. In Office 2007, insert the Image using the “Paste Special...” function accessible from under the Paste icon on the Home pane.

Formulas and equations

Formulas, equations and their components presented in the text must be written in Equation Editor. The size of basic symbols in equations should correspond to the letter size of the main text (10 pt). To do that, modify “Full” and “Sub-symbol” parameters in “Size/Define” toolbar of the Equation Editor: main symbols – 10 pt, indexes – 7 pt, sub-indexes – 6 pt (see Fig. 2).

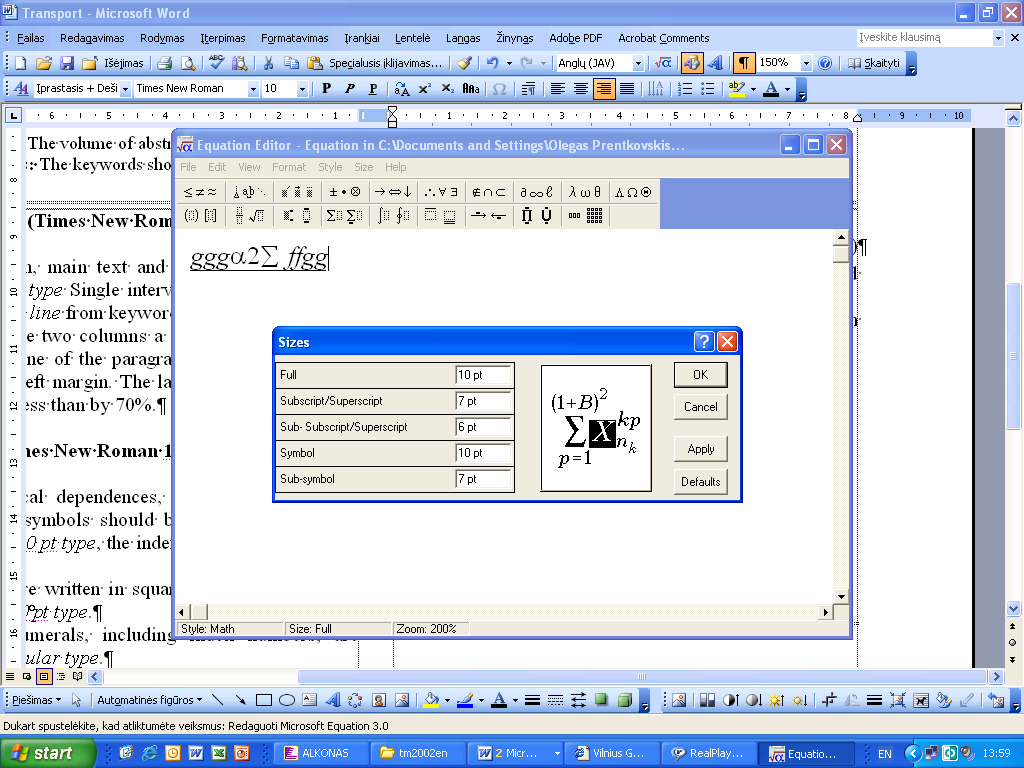


Fig. 2. Equation Editor options

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] and vectors in figurative brackets { }. Equations should be formatted in Times New Roman 10 pt. Punctuate equations with commas or periods when they are a part of a sentence, as in

 (style – 09\_ DISPLAYED\_EQUATION), (1)

where: *a* – explanation; *b* – explanation, etc. (all symbols must be explained).

Please confine equations to one column width – 8 cm. If the equation is longer, it should be split at appropriate algebraic symbols. Equations are numbered by Arabic numerals in round brackets and aligned right. The punctuation and numbers of longer equations, like (2), must be vertically centred with the last line of the equation. The parts of the longer equations must be horizontally left aligned in the Equation Editor.

 (2)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please note that an en-dash should be used for connecting values (years, tables, figures, equations, etc.) in a range; for connecting variables in a range, please use ÷, or “from … to …” construction. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from Insert → Symbol. In the Symbol dialog box select the required character and click Insert.

Reference style

The Harvard (name and year) short reference system is used for citations in the text with a detailed alphabetical list at the end of the paper. If the sources have more than two researchers, only the surname of the first author should be indicated (e.g. Burkart *et al.* 2012). In case the list of references includes persons bearing the same surnames, the first letter of the author’s name should be indicated, e.g. (Edwards, M. R., Edwards, T. 2013). Sources of the same author and the same year should be mentioned in the following way (Ulrich 2012a, 2012b). For formatting references use font Times New Roman, size 9 pt, style –11\_REFERENCES. Follow reference requirements below when preparing your list of references (for examples, see section Reference):

For a book with a single author (Greene 2012), the following information should be indicated: surname, first name initial, year, title of the book, and publisher;

For a book with two authors (Cullen, Praveen Parboteeah 2011), the following information should be indicated: surnames, first name initials, year, title of the book, and publisher;

For conference proceedings (Gawer 2012), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of the conference, date (day and month) and place (city and country) of the conference, and page numbers;

For thesis or dissertation (see Virtanen 2011), the following information should be indicated: surname, first name initial(s), year, title of the thesis, city, university;

For chapters or parts of edited works included in collections or textbooks (Agrawal, Knoeber 2012), the following information should be indicated: surname, first name initial(s), year, title of the chapter, name initials and surnames of editors, title of the book, publisher, and page numbers;

For journal articles (MacNab, Worthley 2013; Edwards, M. R., Edwards, T. 2013; Ulrich 2012a, 2012b), the following information should be indicated: surname(s), first name initial(s), year, title of the article, title of the journal, volume, issue and page numbers;

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For non-book and other formats (Frontier Economics 2011).

Please use the transliterated (not translated) version of the names and sources in Cyrillic. For papers published in the journals available in two or more languages, please give the English citation first, followed by the original language citation.

Conclusions

Conclusions or generalizations about your research should be presented.

Acknowledgements

People who contributed to the work should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named. Funding sources should be included in the form of a sentence as follows, with the funding agency written out in full, followed by the grant number in square brackets: This work was supported by the Medical Research Council [grant number 1111]. Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semi-colon, with “and” before the final funder. Thus:

This work was supported by the Welcome Trust [grant numbers 1111, 2222]; the Natural Environment Research Council [grant number 3333]; and the Economic and Social Research Council [grant number 4444].

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Appendix 1

Submission checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below):

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|  | All URL addresses in the text (e.g., [http://pkp.sfu.ca](http://pkp.sfu.ca/)) are activated and ready to click. |
|  | The text is single-spaced; uses a 10 point font; employs italics, rather than underlining (except with URL addresses) and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. |
|  | All illustrations, figures, and tables are mentioned in the text and are placed within the text at the appropriate points, rather than at the end. |
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Appendix 2

List of styles embedded in this document

|  |  |  |  |
| --- | --- | --- | --- |
|  | Size | Alignment | Style |
| Title | 16 pt | Centered | 01\_TITLE |
| Author names | 12 pt | Centered | 02\_AUTHORS |
| Affiliation | 10 pt | Centered, Italic | 03\_AFFILIATION |
| Received and accepted dates | 10 pt | Centred, Italic | 04\_DATES |
| Abstract | 9 pt | Justified | 05\_ABSTRACT |
| Keywords | 9 pt | Justified | 05\_KEYWORDS |
| Topic | 9 pt | Justified | 05\_TOPIC |
| First level section headings | 10 pt | Left, Bold | 06\_HEADING 1st |
| Second level section headings | 10 pt | Left, Italic | 06\_HEADING 2nd |
| Main Text without indentation | 10 pt | Justified | 07\_PARAGRAPH\_1st |
| Main Text with indentation 0.75 cm | 10 pt | Justified | 07\_PARAGRAPH |
| Figure captions | 9 pt | Centered | 08\_FIGURE |
| Equation centred 8 cm, number – right, 16.5 cm | 10 pt | Centred | 09\_DISPLAYED\_EQUATION |
| Table captions | 9 pt | Centered | 10\_TABLE |
| Table text | 9 pt | Left | 10\_TABLE\_line |
| References list | 9 pt | Justified | 11\_REFERENCES |
| Bullets, indentation 0.75 cm | 10 pt | Justified | 12\_BULLETS |
| Numbering | 10 pt | Justified | 12\_NUMBERING |