

## **Guidelines for abstracts and articles**

### **Abstracts**

1. All abstracts must be submitted using UK spelling and presented in English. The author is responsible for the language of the abstract. No proofreading will be done by the conference organisation.
2. Abstracts must contain original material neither published nor presented elsewhere.
3. The structure of the abstract should contain the following parts:
  - a) Objective(s) - indicate the research hypothesis or questions.
  - b) Design and methods - include brief details of subjects, procedures, measures, statistical analyses, or analogies for qualitative approaches.
  - c) Results - present them as clearly as possible.
  - d) Conclusions - briefly discuss the results and emphasize their significance.
4. An abstract must not be longer than 1000 symbols (incl. spaces).
5. Five keywords should be provided together with the abstract.
6. Graphs, pictures and references should not be inserted into the abstract.
7. Do not use abbreviations in the title of the abstract.
8. The abstracts will be presented at paper sessions, workshops, or as posters.
9. The abstracts will be subject to a review.
10. The scientific committee reserves the right to accept or to reject the abstract, to designate papers either as oral or poster presentations and to choose a suitable session or workshop for the abstract.

### **Papers**

All papers must be submitted in using UK spelling and presented in fluent English. The authors are responsible for the language of the paper. No proofreading will be done by the conference organisation.

Papers must contain original material neither published nor presented elsewhere.

Papers will be subject to a review. Referee commentary will be passed intact to authors. The selection of articles for inclusion in the proceedings will be based on these reviews.

Include a cover letter with your manuscript containing your full name, all academic titles, address and postal code, telephone number, e-mail address, the title of your manuscript and an indication of its length (i.e. the number of standard pages – 1 page = 1800 characters).

The manuscript should include a title, abstract (10 – 15 lines) and five key words in English, and references at the end of the text. Articles or research reports should be a maximum of 20 standard pages (including figures and tables). Please send all images, figures and tables to be included as separate files.

Please submit your text as a .doc or .docx file and format the text as follows:

Font (main text): Palatino Linotype

Font size: 9 pt for main text

Font (section headings): Verdana, size 9 (bold)

**Page layout:**

Paper size: Envelope B5, Width 17.6 cm, Height 25 cm

Margins: Top 2.2 cm, Bottom 2.2 cm, Left 2.5 cm, Right 2.5 cm, Gutter 0 cm, Gutter position: left.

Paragraph justification: full

Space between paragraphs: 0 pt.

Indent the first line of each paragraph and all quotations longer than 4 lines by 0.5 cm (no extra space between paragraphs).

Tables: font for information in tables is Verdana, size 7.5

Do not use any extra formatting (no spacing before or after paragraphs, no headers or footers, no page numbering etc).

Please send all images and figures to be included as separate files.

**Footnotes should not be used. All references cited in the text must appear in the reference list in APA format.**