

ATTACHMENT B: INSTRUCTIONS FOR THE PREPARATION OF PAPERS

Length

Papers should not exceed 3000 words.

Copyright

Authors are responsible for ensuring that nothing in their papers infringes any existing copyright. If previously copyrighted material is included, authors must provide evidence that the copyright holder has given permission for its use.

Manuscript

The original manuscript should be printed on one side of the paper only. The desired *layout* is shown in *Sample A* below. An electronic copy should be supplied with the original.

Margins: Top 2 cm. Bottom 2.7, right and left 2.5 cm.

Font: Times New Roman 12 or 11.

The paper must begin with an *abstract*. The abstract should be typed as one paragraph not exceeding 400 words and should not contain references or footnotes.

[1] References and bibliography for background reading should be numbered in Arabic numerals in square brackets, and listed at the end of the paper.

Figures and tables should be clear and reproducible. All figures and tables should be placed as near as possible to the place where they are first mentioned, but do not wrap text around them.

TITLE OF THE PAPER IN BOLD CAPITAL LETTERS

N. SURNAME 1, N. SURNAME 2

Organization 1

City, Country

N. SURNAME 3

Organization 2

City, Country

Abstract

This abstract should present a brief outline of the contents of the paper. It should not exceed four hundred (400) words.

1. INTRODUCTION

It is suggested that a brief introduction of the topic(s) discussed further in the following Sections of this paper be included.

2. SECTION TWO

2.1. Section two point one

2.1.1. Section two point one point one

2.1.1.1. Section two point one point one point one