

**PAPER TITLE –CAPITAL LETTERS,CENTER, BOLD, Arial, SIZE
14, INTERLINE 1.15**

(all spaces – size 11, interline 1.15)

(space)

(space)

Dr. Name Family¹ – Arial, bold, 11, interline 1.15

Dr. Name Family² – Arial, bold, 11, interline 1.15

¹Name of the Company/University – Arial,10,interline 1.15 **Country** – Bold

²Name of the Company/University – Arial,10,interline 1.15 **Country** – Bold

(space)

Abstract: Brief description of the paper – **ca. 1500 characters: 100-300 words**
(Arial,11, interline 1.15)

Keywords: keyword1, keyword2, keyword3 – **max 5 keywords** (Arial,11, interline
1.15)

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1. GENERAL REQUIREMENTS (heading 1 – capital letters, Arial, 11, interline 1.15,
bold)

**Regular paper: minimum 10, maximum 12 typewritten pages, including: title,
author/s, abstract, real text, charts, drawings and literature/references;**

- **Language:** Papers should be written in **English Language**.
- **Font:** Arial, size 11, color black
- **Page Setup:**
 - **Size:** A4 paper, Portrait
 - **Margins:** Left 3.5, Right 3 cm, Top 3 cm, Bottom 3 cm, Header/Footer 1.5 cm.
 - **Alignment:** justify, line spacing single, paragraph before and after 0 pt, interline
1.15

(space)

2. PAPER STRUCTURE

The manuscript should be divided into the following sections:

- Introduction(with a presentation of the problem of research and/or research
focus, objectives and hypothesis);
- Methodology of research (stating general background of research, sample of
research, instruments and procedures);
- Results;
- Discussion;
- Conclusion;
- Acknowledgement (if any);
- References.

(space)

For citations **in the text** please use the following format:

- One author: (Lannister, 1991)
- Two authors: (Snow and Stark, 1994)
- Three authors or more: (Bolton et al., 1995)
- Corporate authors: (Dermatology Foundation, 2014)

Masuyama, T., Suzuki, M. and Fujimoto, H. (1993). Structure for securing batteries used in an electric vehicle. 5,392,873.

Reference List Citations for Reports:

Certify, (2015). First Quarter, 2015 Business Expense Trends. [online] Portland: Certify, p.2. Available at: <http://www.certify.com/CertifySpendSmartReport.aspx> [Accessed 8 Apr. 2015].