

GUIDELINES FOR AUTHORS

Typewriting Instructions for the Conference Proceedings

It is important to remember that the manuscripts you submit will be used “as they are” for the Conference Proceedings. Therefore, please proofread your final manuscripts carefully to eliminate all errors, e.g. spelling. The sole responsibility for the contents and presentation of the manuscripts rests with the authors.

To ensure that your paper will be reproduced clearly and in proper size and form, please follow the following instructions carefully:

LANGUAGE

All manuscripts must be submitted in English and prepared in Microsoft Word for Windows format. **Please do not send .pdf files.**

PAGE SIZE AND PAGE MARGINS

Please use plain A4 size paper (21x29.7 cm). Top and bottom margins should be set at 2.5 cm; left and right margins should be set at 2.5cm. No text, table or figure should appear outside this printing area. Do not use page numbering.

SPACING

All texts must be single spaced. Text should be fully justified.

PAPER LENGTH

Maximum length of paper: **6-8 pages**, including all tables, figures, references etc.

FONT

The Times New Roman font should be used throughout the manuscript.

TITLE

The paper title should appear in the first line of the first page (centered, bold upper case, Times New Roman, size 14 pt).

AUTHORS' NAMES

The title should be followed by the authors' names (centered, upper case, size 12 pt) and authors' affiliations (centered, lower case, italics, size 10 pt).

ABSTRACT and KEY WORDS

Please provide an abstract (justified, size 10 pt) of 200-250 words, followed by 3 key words.

PARAGRAPH SPACING

Each paragraph in the main text should be justified (size 12pt) with a 1 cm indent for the first line and written in single line spacing format. Do not insert any extra space above or below each paragraph.

HEADINGS

All section headings should be left justified and prepared as follows:

LEVEL 1 HEADINGS: SIZE 12 PT, UPPER CASE, BOLD

Level 2 headings: Size 12 pt, lower case, bold

Level 3 headings: Size 12 pt, lower case, italics

The headings should not be numbered.

TABLES AND FIGURES

All tables and figures should be numbered and have appropriate short captions (e.g., Table 1. Caption). Table captions should appear above the tables, whereas figure captions should appear below the figures. All tables, figures and the corresponding captions should be centered. Vertical lines in tables should be avoided if possible.

EQUATIONS

Equations should appear flush left and numbered in the order they are cited in the text. Equation numbers should appear flush right in parentheses. Each equation should be separated by the main text by a 6 pt space.

ENDNOTES AND REFERENCES

Please do not use footnotes or endnotes. The references should be cited in the text using the authors' surnames and year as follows: Author1 and Author2 (year). Papers with more than three authors should be cited as: Author1 *et al.* (year). All references should be listed in alphabetical order (size 10 pt) at the end of the paper, under the level 1 heading "REFERENCES". The reference style used should be as follows:

For a book:

Author, A. and Author, B. (year), Book Title, Publisher, City.

For a journal paper:

Author, A. and Author, B. (year), "Paper title", Journal, volume(issue), pages.

For a paper in an edited volume:

Author, A. and Author, B. (year), "Paper title", in: A. Editor and B. Editor (eds.), Volume Title, Publisher, City, pages.

For a working paper:

Author, A. and Author, B. (year), "Paper title", Working Paper series and number, Organization/ University, City.

Where available, references should include DOI numbers, always displayed as full links (e.g. <https://doi.org/10.24264/lfj.16.4.1>).

In preparing their final manuscript according to the above instructions, authors are encouraged to use the MS Word sample document available for download below.

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