

Paper Title

Author(s) First name(s) and Last name(s)

Author(s) Affiliation(s)

Author(s) e-mail address

Abstract

All text must have **no less than 4 pages and no more than 10 pages**, and should be written only in English.

The text is to be in fully-justified, as in the present template (A4 page size, top, bottom, and right margins 2.5cm, left margin 3.0 cm) without pagination.

Use the word "Abstract" as title, in 12-point Times New Roman, boldface type, centered, initially capitalized.

The abstract text is to be in 11-point, single-spaced type, italic. **The abstract must not contain more than 150 words**, giving a brief account of the most relevant aspects of the paper.

Key words: papers must have no more than **5 key words/expressions**

J.E.L. classification: papers must have the J.E.L. classification. This classification can be found at the following link: <https://www.aeaweb.org/econlit/jelCodes.php?view=jel>

Key words and J.E.L. classification is to be in 11-point, single-spaced type, justified, normal (please write only the JEL code, without further explanations).

1. Introduction

Please follow the steps outlined below when submitting your final draft. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your proceedings manuscripts.

2. Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within the paper margins as presented in this example (Top – 2.5 cm; Bottom – 2.5 cm, Left – 3 cm, Right – 2.5 cm). All body text is set in one column as in the present template.

The paper must comply with the format requirements that are given below and it is mandatory to have the following structure:

- ✓ **Introduction** - referring to the context of the research and the aims of the paper;
- ✓ **Theoretical background or Literature review** - including a theoretical presentation of the concepts used in the paper *or* an overview of the scientific literature in the field of the topic, presenting in a synthesized manner the most important references to the topic;
- ✓ **Research methodology** – detailing the research methods used by authors in obtaining results;
- ✓ **Findings** – pointing out the achieved results, in a structured manner;
- ✓ **Conclusions** - discussing the issue of validity, credibility, limits of the study, generalizing the data content etc.;
- ✓ **References** – the list of references will be prepared after journal requirements.

Authors can also add any chapters and subchapters designed to help the relevance of the paper.

3. Paper's title

The main title should begin from the top edge of the page, centered, and in Times New Roman 14-point, boldface type.

Capitalize the first letter of all the words in your title, excluding the articles, coordinate conjunctions, or prepositions (unless the title begins with such a word).

Please initially capitalize only the first word in other titles, including section titles.

Leave two blank lines after the title.

4. Author(s) first name(s), surname(s) and affiliation(s)

Author first names, surnames and affiliations are to be centered beneath the title and printed in Times New Roman 12-point, non-boldface type. Multiple authors may be shown in a two or three-row format, with their affiliations below their respective names. Please **do not provide other didactic or scientific titles !**

Affiliations and e-mail addresses are centered below each author's name, italicized, not bold and followed by two blank lines before main text. **Affiliations are mandatory and they must be written in English.**

5. Main text

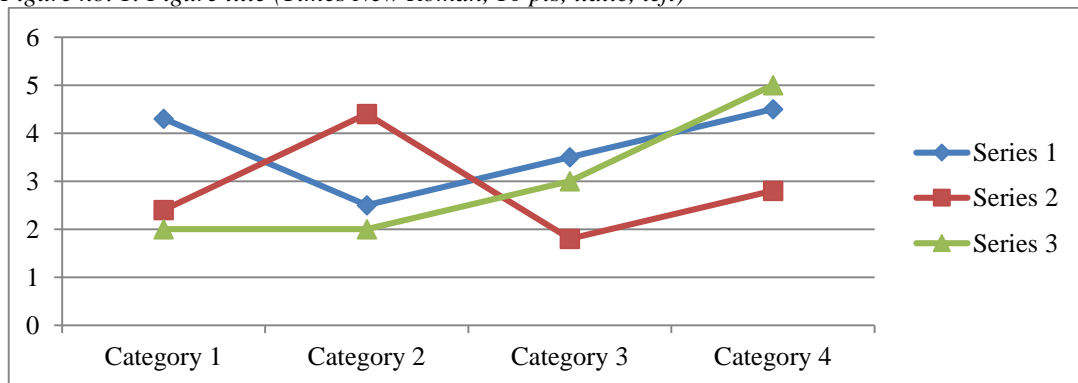
Type your main text in 11-point Times New Roman, single-spaced.

All paragraphs should be indented at 0.5 cm from the left margin of the column. Please do not place any additional blank lines between paragraphs.

Figure and table captions will be included in the text, and their titles should be 10-point Times New Roman italicized and aligned to the left above the figures/tables. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately.

For example:

Figure no. 1. Figure title (Times New Roman, 10 pts, italic, left)



Source (Times New Roman, 10 pts, italic): (Stevenson, 2004, 25) (Times New Roman, 10 pts.)

or

Table no. 1 Table title (Times New Roman, 10 pts, italic, left)

Column 1 title (Times New Roman, 10 pts., bold, centered)	Column 2 title	Column 3 title
Text Times New Roman, 10 pts.		

Source (Times New Roman, 10 pts, italic): (Stevenson, 2004, 25) (Times New Roman, 10 pts.)

Under each figure, graph or table is to be written the source of the information.

6. Section titles

Section titles should be Times New Roman 11-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

7. Footnotes

To help your readers, **please avoid using footnotes !** If you consider them as absolutely necessary, may include peripheral observations in the text, within parentheses.

8. Bulleted lists examples

- Bulleted lists examples should be Times New Roman 11 point fully aligned, single spaced, hanging indent 0.5 cm.

9. References

References to other publications are accepted only in Harvard style (<http://libweb.anglia.ac.uk/referencing/harvard.htm>). That is, shown within the text as the first author's name followed by a *comma*, *year of publication* and *the quoted page number* - all in round brackets, e.g. (Levine, 2007, p.23). If there are more authors, the following format is used: (Frankel *et al*, 2001, p.236). Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date: (Stiglitz, 1966a, p. 256).

At the end of the article list and number all references in alphabetical order as follows (10-point Times New Roman, single-spaced):

- *For books:* Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.
E.g. Ballou, R.H., 1992, *Business Logistics Management*. 3rd Edition. Eaglewood Cliffs: Prentice-Hall International Editions.
Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd Edition. Bloomington: Indiana University Press.
- *For chapters of edited books:* Chapter author(s) surname(s) and initials. Year of chapter. Title of chapter followed by **In:** Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.
E.g. Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.
Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.
- *For journals:* Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.
E.g. Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.
Cox, C., 2002. What health care assistants know about clean hands. *Nursing today*, Spring Issue, pp.647-85.
Perry, C., 2001. What health care assistants know about clean hands. *Nursing Times*, 97(22), pp.63-64.
- *Multiple works by the same author:* The works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.
Author, Initials., Year followed by letter. *Title of book*. Place: Publisher.
E.g. Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.
Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.
- *For Internet sources:* Authors, Initials., Year. Title of article, *Full Title of Magazine*, [online]. Available at: web address (quote the exact URL for the article) [Accessed date].
E.g. Kipper, D. , 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at:<<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009]

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders*. [online] Champaign, Illinois: Project Gutenberg. Available at: <<http://www.gutenberg.org/etext/370>> [Accessed 18 November 2005].

10. Submission of the paper

The paper must be sent via e-mail in Word and Acrobat Reader format document and will have the title with the following form: **firstnameauthor_surnameauthor.doc/pdf**, where the first name and the surname will be **of the first author of the paper**. The paper should be accompanied by the Registration form attached to the conference invitation.