title of the paper (ARIAL, 14 pt, bold)

Name Surname1, …, Name Surname2 and Name Surname2 (Arial, 12 pt)

1 Address of Institution/Company (Arial, 10 pt)

2 Address of Institution/Company (Arial, 10 pt)

**Abstract:** (Arial, Italic, 10 pt) Abstract should not be longer than **150 words**.

Keywords: (Arial, Italic, 10 pt) List 4–5 keywords.

# Introduction (Arial, 10 pt, CAPITAL LETTERS, bold)

The paper must be written in English. It should be structured in the following way: INTRODUCTION, EXPERIMENTAL (materials and methods), RESULTS WITH discussion, conclusionS and references (Arial, 10 pt).

# INFORMATION (Arial, 10 pt, CAPITAL LETTERS, bold)

The paper must be prepared in a camera-ready form for publication. It is restricted to min 4 and max 6 A4 pages. The file size of the paper should not exceed 5 MB. The margin settings are all equal: 2 cm on the left, right, top and bottom of the page.

Paragraphs must be separated by one-line space (10 pt). Do not indent the beginning of the lines.

## 2.1 Layout and format (Arial, 10 pt, bold)

Please use the following guidelines:

* use DIN A4 Format (297 × 210 mm);
* the paper has to be written in MS Word format (.docx);
* use ARIAL font;
* the font formats are:
  + paper title: 14 pt bold, capital letters, centred;
  + authors’ names: 12 pt,
  + abstract: 10 pt, italic;
  + keywords: 10 pt, italic;
  + main headings: 10 pt, bold, capital letters, left aligned;
  + subsidiary headings: 10 pt, bold, numbered, left aligned;
  + main body text: 10 pt, justified;
* use single spacing.

# MAIN HEADINGS (Arial, 10 pt, CAPITAL LETTERS, bold)

Leave two blank lines before the main headings. The main headings should be in BOLD CAPITAL LETTERS, 10 pt with the left-hand margin and separated from the following text by one blank line.

## 3.1 Subsidiary headings (Arial, 10 pt, bold)

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# FIGURES, TABLES AND EQUATIONS (Arial, 10 pt, CAPITAL LETTERS, bold)

Figures, i.e. illustrations and pictures, should be set into the body of the text at appropriate point, close to where they are referenced in the text and not grouped together at the end of the paper. Place the pictures between paragraphs and centre them between the margins. Figures layout should be in line with the text. Figures should be made in high quality, suitable for reproduction and print. The notations on figures must be clearly readable. They must be numbered using Arabic numbers. Figure captions should be placed below each figure and left aligned.

**

**Figure 1:** Title of figure (Arial, 10 pt, centred)

Place the table as close as possible to the first reference to them in the paper. They must be numbered using Arabic numbers. The title of the table should be placed above the table, left aligned.

**Table 1:** Styles in use in preparation of this document (Arial, 10 pt, left aligned)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Style name** | **Typeface** | **Size [pt]** | **Alignment** | **Line spacing** |
| Paper title | Arial Bold | 14 | Centred | Single |
| Author | Arial Regular | 12 | Centred | Single |
| Address | Arial Regular | 10 | Centred | Single |
| Abstract text | Arial Italic | 10 | Justified | Single |
| Figure caption | Arial Regular | 10 | Left | Single |
| Heading 1 | Arial Bold, Capital | 10 | Justified | Single |
| Heading 2 | Arial Bold | 10 | Justified | Single |
| Normal text | Arial Regular | 10 | Justified | Single |
| References | Arial Regular | 10 | Justified | Single |
| Table caption | Arial Regular | 10 | Justified | Single |

There should be one line spacing before and after the figure or table.

Equations should be centred and numbered consecutively, from 1 upwards. Use MS Equation Editor. There should be one line spacing before and after the equation, Arial, 10 pt.

(1)

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References should be listed at the end of the text. In the text, the reference should be placed at the end of the sentence, e.g. (surname of the first author, year). The list of references (see instructions below) should be arranged alphabetically according to the first author.

# *References:*

**Book**

Surname, N., Surname, N. and Surname, N. Year. *Book Title: The Subtitle.* Place: Publisher.

**Chapter in a book**

Surname, N., Surname, N. and Surname, N. Year. “Chapter Title.” In *Book Title,* edited by Name Surname, Name Surname, xx–yy. Place: Publisher.

**Journal**

Surname, N., Surname, N. and Surname, N. Year. “Article Title: The Subtitle.” *Journal* xx (yy): xx–yy.

**Online**

Surname, N. Title: The Subtitle. URL: htttp://xxxxxxxxxx/ (Retrieved Day Month Year).

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# ADDITIONAL DATA ABOUT Authors (At the end of the paper)

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