

ABSTRACTS SUBMISSION GUIDELINES

Authors are kindly requested to strictly adhere to the following instructions for standard manuscript presentation.

Please check your text file carefully before sending it. The entire manuscript should not exceed 2 A4 pages (21 x 29.7 mm) (from 400 to 1200 words) and must be written in English.

PAGE LAYOUT

Save your file in **Microsoft Word format (.doc)** and send a **PDF file too**.

The text area should be roughly in the centre of the page. Adjust your margins accordingly.

TITLES: they must be written in **capital letters - Times New Roman bold - size 14 point font** and should be as concise as possible (maximum two rows).

AUTHORS AND AFFILIATION

Authors' names are printed in **bold 12 point font size, Cap/lower case**.

Write affiliation and address in the following order: Department, Institution or Centre, City, Country (use commas to separate each). Do not include postal address, only the academic one. Institutions should be written out in full, acronym included between brackets. The author's address may be in his/her mother tongue, but do spell out the country name in English.

TEXT – FONT, PARAGRAPH ALIGNMENT AND SPACING

Fonts: Times New Roman 12 point size, single spaced, fully justified (left and right alignment).

Indent the first line of each paragraph five (5) spaces; no extra line spacing between paragraphs. Check your system for handling superscripts and subscripts.

Acronyms: Please be sure to spell out acronyms when using them for the first time.

FIGURES

One figure per article max. (tables, graphs, photos). They must have a resolution of at least 300 dpi (dots per inch), 1MB size or larger.

Figure numbers must be referred to in the text: do not leave space for figures in the page. Write **caption** at the end of the abstract, **Times New Roman, size 10 point font**.

Save and send each figure in separate file in *.jpg, *.tiff format.

•**Tables:** Cite them by **Arabic numerals** (i.e. Tab. 1). Give the table a concise title and define any abbreviations in table footnotes. **Times New Roman, size 10 point font**, including title and footnotes. Above the table type **"TABLE 1."** in bold caps followed by a period. The table caption is normal font, caps and lower case, left-aligned.

•**Graphs, Photos:** Cite them by **Arabic numerals** (i.e. Fig. 1). Type **"FIGURE 1."** in bold caps followed by a brief caption clearly explaining its content.

IMPORTANT NOTE TO AUTHORS: The use of colour in figures is discouraged as the abstracts are printed in black and white, so that coloured figures may not always be reproduced well in black and white.