

# **TITLE OF THE PAPER (Times New Roman, 14, BOLD, CENTERED)**

**First LAST NAMES** (Bold, Times New Roman, 12, align right)  
Institutional Affiliation, City, Country (Times New Roman, 11, align right)

**ABSTRACT:** The abstract should consist of no more than 800 characters (with spaces), written in Times New Roman, 10, single spaced, justified. Leave one blank line of 18 between the institutional affiliation and the body of the abstract.

**Keywords:** no more than 5 most representative words of your paper, written in Times New Roman, 10, single spaced, justified, in *italics*. Leave one blank line of 12 between the keywords and the abstract.

## **Body of the Paper**

The text of the actual paper should be no longer than **15 pages**, including bibliographical references, illustrations, charts and/or maps. Please keep in mind that whatever charts, figure or maps you may include, they should be only in black and white format, in order to be printed.

The main text format should be Times New Roman, size 12, 1.5 spaced, justified. Leave one blank line of 12 between the body of the paper and the keywords.

Ideally, each paper should have an introduction, body, conclusions and bibliography. The body of the paper may be divided into sub-sections, but no more than 5, or it may be unitary. Use a one-column format.

Please do not add any text to the headers or the footers. The page numbers should be inserted on the right side.

## **1. NEW SECTION/SUB-SECTIONS**

The heading of each section should be written in Times New Roman, small CAPS, 12, left justified, bold. Please use numbers (1, 2, 3 and so on) for the sections' numbering and leave one blank line of 12 above each new section. Subsections should be numbered 1.1 /1.2 and so on, and should be separated from the previous text by one blank line of 10 above each sub-section.

Please use footnotes according to the guidelines below. Authors are responsible for ensuring that the information in each reference is complete and accurate.

For any additional text related issues, please consult the Chicago Manual of Style.

## FOOTNOTES

1. Author's First Name Last Name, *Title of the Book*, Publishing House, City, Year, page–page
2. Author's First Name Last Name, "Title of the Paper", in *Journal/ Review*, Vol. X, No. X, year, page numbers of the article, specific page
3. <http://www>, [date of access]

## BIBLIOGRAPHY

1. Author's Last Name First Name, *Title of the Book*, Publishing House, City, Year
2. Author's Last Name First Name, "Title of the Paper", in *Journal/ Review XXX*, Vol. X, No. X, year, page numbers of the article
3. <http://www>, [date of access]