Title

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Abstract

All information about the formatting requirements is contained in this document. Please review it carefully. You may use this document as a template and copy/paste your paper content here – this is probably the most comfortable option. Several styles have been included in this template to facilitate formatting – you may find it easier to use them instead of formatting each segment differently. Note that it is crucial to adhere to the requirements correctly, as this will form the camera-ready version that will be used to produce the Proceedings. The limitations on the length of the document are as follows. For all types of papers, the abstract should not exceed 150 words; further, the title, authors, abstract, keywords, and references are excluded from (but all text, figures, and tables es are included in) the overall page counts given next. The length of the paper is limited to six to eight pages.

**Keywords:** List four to seven keywords separated with commas

# Introduction

We ask that authors follow these basic guidelines when submitting the papers. In essence, you should format your paper exactly like this document. The easiest way to use this template is to replace the placeholder content with your material. For this purpose, use paste option ‘Keep Text Only.’ Besides, the template file contains specially formatted styles (e.g., Normal, Title, Bullet, References list, Author, Affiliation) that are designed to reduce the work in formatting your final submission.

## Types and organisation of a paper

Different types of papers may be published, for example, papers which include finalised research or explain research in progress, they can also be theoretical, empirical, include contents like case-studies, practical examples, teaching cases, etc. However, all papers should consist of a short title expressing the essence of the paper, abstract, keywords, introduction, material or literature review, methods, results, discussion, acknowledgements and references.

## Key elements of a paper

### Citation

Citations should be done in the APA style (American Psychological Association 2010). One work by one author should be cited as ‘Turow (1994),’ a work by two authors as ‘Cooper and Humphreys (2008)’ or ‘(Mettam & Adams, 1994, pp. 285–287),’ a first citation of a work by three to five authors as ‘Greig, Taylor, and MacKay (2013),’ and a subsequent citation as ‘Greig et al. (2013).’ For six or more authors always use only the first author’s name and ‘et al.’ When citing more than one source in the same in-text citation, separate them with a semi-colon, and list the sources in the order they appear in the References, e.g. ‘(Cooper & Humphreys, 2008; Gadher, 2007; Turow, 1994, p. 15).’ Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Responsibility for the accuracy of bibliographic citations lies entirely with the author.

### Tables and figures

Tables and figures must be placed within the text of the paper. Generally, graphics should be in Times New Roman 10 pt with table column headings underscored (as seen in Table 1).

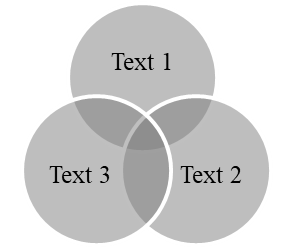
Table 1: Short description

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| --- | --- | --- | --- |
| Description | Column A | Column B | Column C |
| Row A | Text | Text | Text |
| Row B | Text | Text | Text |
| Row C | Text | Text | Text |

Adapted from Smith (2010, p. 245).

Graphics should be rendered in order to form attractive, readable black-and-white copies. All tables and figures must be included in the paper because no appendices are allowed.

Picture 1: Short description



Adapted from Smith (2010, p. 284).

### Language, style and content

Concerning spelling and punctuation, you should use British English. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward style.
* Try to avoid prolonged or complex sentence structures.
* Briefly define or explain all technical terms that may be unfamiliar to readers.
* Explain all acronyms the first time they are used in your text - e.g., “primary care provider (PCP)”.
* Explain local references (e.g., not everyone knows all city names in a particular country).
* Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months). Use inclusive, gender-neutral language (e.g., they, s/he, chair, staff,staff-hours, person-years).
* Please check the grammar and spelling before submitting the paper.

# REFERENCES

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