

INSTRUCTIONS FOR MAKING THE PAPERS

TITLE OF THE PAPER (capital letters, Times New Roman, 14 pt., centered, bold)

Name and surname of the authors (centered, bold, Times New Roman 11 pt)

Institution of the authors (centered, Times New Roman, italic, 11pt.)

Abstract -11 points, Times New Roman, single spacing. The content of the abstract should be a substantial and independent whole.

Key words– maximum up to 5 words, 11 points, Times New Roman, single spacing

Introduction

The text of the paper can be written directly on this document, which is made as a template for writing the paper. The entire text of the paper should be prepared in camera-ready format, in one column, (justified, Times New Roman 11 pt on A4 format. Margins should be: top and bottom margin – 5 cm, left and right margin – 4 cm . The first line of each paragraph with main headings or subtitles parts of the text, should be 1 cm from the left margin. Paragraphs should be: justified, single spacing (0 pt for "after" and "before").

The structure of the paper should contain the following parts: Introduction, Main part, Conclusion and Literature.

The paper should present unpublished research, professional experiences, results or information according to the proposed thematic areas. The paper should contain a maximum of 5000 words.

Main part

The text should be written with the Times New Roman system font. 11 pt. The Symbol system font is used for the Greek letters in the size labels.

Subheadings in the text

All subheadings should be in upper/lower case, 1 line blank before and after the paragraph.

Figures, equations, tables

In the papers in which pictures, drawings, photographs, illustrations, graphs and schemes are used, they should be numbered consecutively, with Arabic numbers, and the title of the picture should be written below it. Each image or group of images is planned in a way that allows visibility. All images and diagrams should be of good quality. Images in electronic form are sent as a separate JPG document with a minimum resolution of 300 dpi. Color images are printed as black and white. One blank line should be left before and after the image. Use the "not flow over the text" option.

(empty line)



Figure 1: Image caption (numbered from 1, bold, Times New Roman, 11-pt, centered)

(empty line)

Equations should be numbered from 1, left-centered, using MS Equation, as shown in the example

$$T = \frac{\sum_{i=1}^K b(i)}{K-1} + r^{\exp(x)} \quad (\text{n})$$

Tables should be numbered from 1, Times New Roman, 11-pt, centered. There should be an empty line before and after the table.

(empty line)

Table 1. Title of the table

Text 1	Column	Column
Physical size	length	999

(empty line)

The size of letters and numbers in tables should not be smaller than 10-pt.

Conclusion

In this section, summary conclusions of the author(s) are given for the presented research, professional activities or information contained in the paper.

Literature

The used literature should be cited according to the Harvard citation style, 11 points, Times New Roman. The literature is cited in a separate chapter, with the bibliographic units numbered in the order in which they appear as in the footnotes in the text. Only bibliographic data used in the text are cited. All kinds of sources of information are cited – books, scientific journals, websites, computer software, printed or e-mail correspondence, and even verbal conversation. The reference list always begins with the last name and initial of the author, the date of publication and the title of the source. Other required information varies by source type.

Below are some examples:

*books:

Coetzee, JM (2000) *Disgrace*. London: Vintage.

*papers from conference proceedings:

Maceachen, DB (1950) 'Wilkie Collins and British law', *Nineteenth-Century Fiction*, 5(2), pp. 121–139.*

*papers in the journal:

Butler, S. (2020) 'Women's fashion manufacturer to make reusable gowns for NHS', *The Guardian*, 28 April. Available at:
<https://www.theguardian.com/society/2020/apr/28/womens-fashion-manufacturer-to-make-reusable-gowns-for-nhs> (Accessed: 29 April 2020).

*papers from the internet:

Google (2019) Google terms of service. Available at:
<https://policies.google.com/terms?hl=en-US> (Accessed: 29 April 2020).

Attachments

Attachments mean drawings, photographs, diagrams, tables, etc. the dimensions of which are of such a nature and format that they cannot be inserted into the text of the paper. The appendices are numbered starting from 1. For the style of the figures and tables, the same guidelines apply as in the text presented above.