Paper Title

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***Abstract:*** The abstract should summarize the contents of the paper and should contain at least 150 and at most 250 words. It should be set in 12-point font size. There should be a space before of 18-point and after of 18-point. Indentation of Abstract should be left 0.53"/1.35cm.

***Keywords:*** The paper must have at least 3 keywords and at most 5 keywords. The keywords should be a space before of 18-point and after of 60-point.

# Introduction

Your paper will be part of the journals therefore we ask that authors follow the guidelines explained in this example, in order to achieve the highest quality possible.

Be advised that papers in a technically unsuitable form will be returned for retyping. After returned the manuscript must be appropriately modified.

# Manuscript Preparation

We strongly encourage authors to use this document for the preparation of the camera-ready. Please follow the instructions closely in order to make the volume look as uniform as possible.

Please remember that all the papers must be in English and without orthographic errors.

Do not add any text to the headers (do not set running heads) and footers, not even page numbers, because text will be added electronically.

For a best viewing experience the used font must be *Times New Roman*, on a Macintosh use the font named *Times*, except on special occasions, such as program code.

## Page Setup

The paper size must be set to A4 (210x297 mm). The document margins must be the following:

* Top: 1.38”; 3.5 cm
* Bottom: 0.98”; 2.5 cm
* Left: 0.79”; 2 cm
* Right: 0.79”; 2 cm

It is advisable to keep all the given values.

Regarding the page layout, authors should set the Section Start to Continuous with the vertical alignment to the top and the following header and footer:

* Header: 0.59”; 1.5 cm
* Footer: 0.59”; 1.5 cm

Any text or material outside the aforementioned margins will not be printed.

Make sure there is NO Grid. (Custom Margins – Document Grid – Grid – No Grid)

## First Section

This section must be in one column.

### Paper Title

Use 20-point type for the title, aligned to the center, linespace exactly at 20-point with a bold and italic font style and initial letters capitalized. No formulas or special characters of any form or language are allowed in the title.

Words like “and”, “or”, “then”, etc. should not be capitalized unless they are the first word of the title. Follow the rule of Capitalization in title. Do not capitalize short prepositions (less than 5 letters), articles, and short coordinating conjunctions.

### Subtitle

Use 16-point type for the subtitle, aligned to the center, linespace exactly at 16-point with bold and italic font style.

Words like “and”, “or”, “then”, etc. should not be capitalized unless they are the first word of the subtitle. The initial letters should be capitalized. No formulas or special characters of any form or language are allowed in the subtitle.

### Author(s)

Author(s) name(s) should be aligned to the center with linespace single. The text must be set to 12-point and the font style set to bold.

There should be a spacing before and after of 6-point.

### Affiliation(s)

Affiliation(s) should appear aligned to the center including organisation, address and e-mail.

The linespace must be single with 12-point of font size and the font style set to italic.

### Abstract

Each paper must have an abstract. The abstract of each paper should be between 150 and 250 words. And the abstract should appear justified, with a linespace single, spacing before of 18-point and after of 18-point, and font size of 12-point.

The abstract must begin with the word “Abstract” followed by a **colon**.

### Keywords

Each paper must have three to five keywords. Use a **comma** as a separator. Keywords should appear justified, with a linespace single, spacing before of 18-point, spacing after of 60-point and font size of 12-point. All keywords should be in lower case except specific terms. Indentation of Keywords should be left 0.53"/1.35cm.

The keywords must begin with the word “Keywords” followed by a **colon**. The end of keywords should not have a period.

## Second Section

This section must be in one column.

The section text must be set to 12-point, justified and linespace single. First paragraphs that follow section/subsection/subsubsection title should not be indented; other paragraphs should have a first line indent of 0.5cm/0.2”.

### Section Titles

The heading of a section title must be 12-point bold, aligned to the left with a linespace single and an additional spacing of 10-point before and 10-point after. The initial letters should be capitalized. Use the style named “Heading 1” for section titles.

Do not capitalize short prepositions (less than 5 letters), articles, and short coordinating conjunctions. Words like “and”, “or”, “then”, etc. should not be capitalized unless it is the first word of the section title.

Dot should be included after the section title number.

### Subsection Titles

The heading of a subsection title must be 12-point bold with initial letters capitalized, aligned to the left with a linespace single and an additional spacing of 10-point before and 10-point after. The initial letters should be capitalized. Use the style named “Heading 2” for subsection titles.

Do not capitalize short prepositions (less than 5 letters), articles, and short coordinating conjunctions. Words like “and”, “or”, “then”, etc. should not be capitalized unless it is the first word of the subsection title.

Dot should be included after the subsection title number.

### Sub Subsection Titles

The heading of a sub subsection title should be in 12-point bold with initial letters capitalized, aligned to the left with a linespace single and an additional spacing of 10-point before and 10-point after. The initial letters should be capitalized. Use the style named “Heading 3” for subsubsection titles.

Do not capitalize short prepositions (less than 5 letters), articles, and short coordinating conjunctions. Words like “and”, “or”, “then”, etc. should not be capitalized unless it is the first word of the subsubsection title.

Dot should be included after the sub subsubsection title number.

### Figures

Please produce your figures electronically, and integrate them into your document.

Check that in line drawings, lines are not interrupted and have a constant width. Grids and details within the figures must be clearly readable and may not be written one on top of the other.

Figure resolution should be at least 300 dpi.

Figures must appear inside the designated margins.

Please do not use indentation, and set the figure layout to in line with text.

Figures should be properly numbered, centered and should always have a caption positioned under it. Captions should be centered. The font size to use is 12-point. Spacing before and after should be of 6-point and 12-point, respectively.

Figure caption must end with a period.



Figure 1: This caption has one line so it is centered.

Caption that has more than one line should be justified.

Please note that the word “Figure” is spelled out.

### Tables

Tables must appear inside the designated margins.

Tables should be properly numbered, centered and should always have a caption positioned above it. Captions with one line should be centered and if it has more than one line should be set to justified. The captions and words use in table should be 12pt. Spacing of caption before and after should be of 12-point and 6-point, respectively. Try not to make your tables cross pages.

Table caption must end with a period.

Please note that the word “Table” is spelled out. Sources or notes should be set 9 point under the table, aligned left.

Table 1: This caption has one line so it is centered.

|  |  |
| --- | --- |
| Example column 1 | Example column 2 |
| Example text 1 | Example text 2 |

Note: Sources or notes should use 9 point under the table, align left. (Use the style “EWA - Table Note”)

Space after table should be 12pt.

### Program Code

Program codes or program commands in text should be set in typewriter form such as Courier New.

Example of a Computer Program:

int main()

{

 printf("Hello, World! \n");

 return 0;

}

The text must be aligned to the left with the linespace set to single and in 12-point type.

### Equations

Equations should be placed on a separate line, numbered and justified. Format the line using the “Equation” style, and then add a *tab* before and after the equation. Type the round brackets and number in the end of the line, so that the equation is centered and the number appears right aligned.

The numbers accorded to equations must appear in consecutive order inside each section or within the contribution, with number enclosed in parentheses and set flush right, starting with the number 1.

 $a=b+c$ (1)

 $b=d+e$ (2)

The font size should be 12 pt. Spacing of equation before and after should be of 12-point. When there are equations listed together, use 6 points to separate two equations. Equations should not use any pictures. Make sure the equations are properly editable.

### Reference Text and Citations

All references should be numbered in square brackets in the text and listed in the **References** section in the order they appear in the text. The reference in the text should be 12 point, e.g. [1]. Do not use superscripts.

References should be set to 10-point, italic, justified, with a single linespace and hanging indent of 0.8 cm/0.29” at **Reference** section. All the references should be numbered in square brackets from numbering library. The section title “References” should not be numbered.

# Conclusion

We hope you find the information in this guideline useful in the preparation of your submission.

Acknowledgements

If any, should be placed before the references section without numbering.

References

1. Maganioti, A.E., Chrissanthi, H.D., Charalabos, P.C., Andreas, R.D., George, P.N. and Christos, C.N. (2010) Cointegration of Event-Related Potential (ERP) Signals in Experiments with Different Electromagnetic Field (EMF) Conditions. Health, 2, 400-406.
2. Bootorabi, F., Haapasalo, J., Smith, E., Haapasalo, H. and Parkkila, S. (2011) Carbonic Anhydrase VII—A Potential Prognostic Marker in Gliomas. Health, 3, 6-12.
3. Glendinning, I. (2013). Comparison of policies for Academic Integrity in Higher Education across the European Union. Retrieved from http://ketlib.lib.unipi.gr/xmlui/bitstream/handle%20European%20Union.pdf?sequence=2

Appendix

If any, the appendix should appear directly after the references without numbering, and not on a new page.

Footnotes: We accept footnotes in the paper. The font size to use is 9/10 pt.

Reminder: All the punctuation needs to be in English.

We strongly recommend you to go through all pages to avoid any typing mistakes.