FORMAT OF FULL TEXT
TITLE IN 14 POINT TIMES BOLD
CAPITALS AND CENTRED

Name Surname[1],……….; Name Surname[2] & Name Surname[3]

[1] *Title of the Institute, Facult………….., Departmen…………, City……….,Country………*
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Abstract: This paragraph uses the 'Abstract text' style, which invokes Times New Roman 10 pt. Abstract should not be longer than 150 words.

1. Introduction

The paper must be written in English. It should contain and be structured in the following way: introduction (problem statements, application area, research course), method used, results, conclusion and references.

2. Information

Use DIN A4 format. A single column layout is used. The paper is restricted to exactly eight (8) A4 pages. The margin settings are on the **first page** equal 2.5 cm on Left, Right and Bottom of the page and 4 cm on the Top of the page. The margin settings **on other pages** are equal at 2.5 cm on Left, Right, Top and Bottom of the page. The main body of the text is in Times New Roman 12 pt, justified. The first line of paragraph must be indented by 1.25 cm. Do not number pages of document.

2.1. Titles and subtitles

For titles of chapters use style Times New Roman Bold 14 pt. Subtitles of chapters must be in style Times New Roman Bold 12 pt. Use common technical terms and Microsoft Windows Spelling and Grammar Tools.

3. Graphic Material

Figures, i.e. illustrations and pictures should be set into the body of the text at appropriate point, close to where they are referenced in the text and not grouped together at the end of the paper. Place the pictures between paragraphs and centre them between the margins. Figures layout should be in line with text. You should put a picture to the table with two lines, the first line should be used for a picture and the second line should be used for caption of the picture (Figure 1). The table should be with no border.

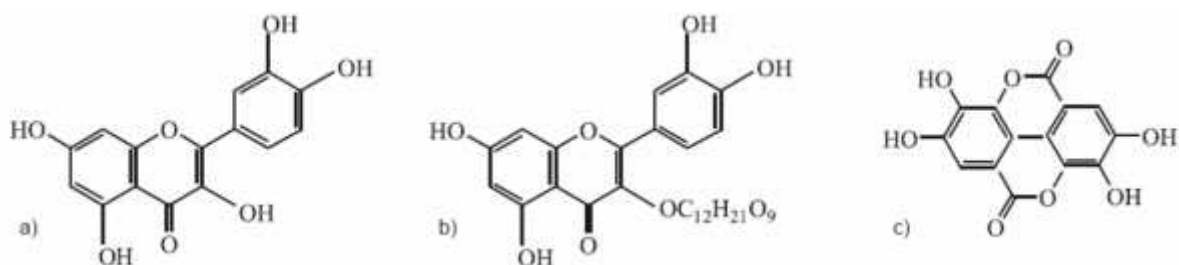If you want to put two or more pictures side-by-side across the width of the page, putting

Figure 1: *Title of figure uses style Times New Roman Italic 12 pt, put the "Figure x:" part of the caption in bold type.*

them into a table with the appropriate number of columns allows you to place their captions beneath them correctly (Figure 2).

Pictures in the table should be centred horizontally and vertically. Photographs should be scanned in and placed in the text just as other figures. They should be labelled in sequence with the other figures. Figures have to be made in high quality, which is suitable for reproduction and print (in order to achieve good quality reproduction it is recommended that pictures be scanned in at 300 dpi). Colour photographs must be converted into greyscale ones. Please insert picture with Insert command and not with Link to file command. Generally please make sure that all the objects are actually embedded in your file and not just linked to other files on your hard disk.
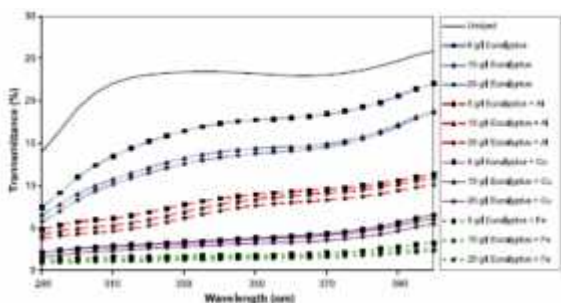

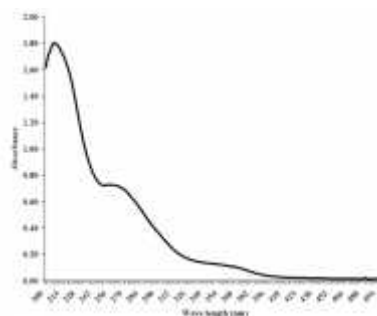**Figure 2:** *Times New Roman Italic 12 pt, put the "Figure x:" part of the caption in bold type.*

Figure 3: *Times New Roman Italic 12 pt, put the "Figure x:" part of the caption in bold type.*

Equations should be centred and numbered consequently, from (1) upwards and please use Microsoft Equation Editor 2.0 or 3.0. Equations should be placed into table which is of one row and two columns. The first column contains the equation and the second is dedicated to references. The table should be with no border.

$$UPF = \frac{\sum\limits_{290}^{400} E_\lambda S_\lambda \Delta_\lambda}{\sum\limits_{290}^{400} E_\lambda S_\lambda T_\lambda \Delta_\lambda}$$

(1)

Tables like figures should be placed in the text close to where they are first referred to. Treat them like figures but place the caption above the table as shown for Table 1. Use first no bordered row for table caption.

Table 1: Styles in use in the preparation of this document

Style name	Typeface	Size	Alignment	Line spacing
Paper title	Times New Roman Bold	16 pt	Centred	Single
Author	Times New Roman Regular	12 pt	Centred	Single
Abstract text	Times New Roman Regular	10 pt	Justified	Single
Figure caption	Times New Roman Italic	12 pt	Left	Single
Normal text	Times New Roman Regular	12 pt	Justified	Single
References	Times New Roman Regular	12pt	Justified	Single
Table caption	Times New Roman Italic	9 pt	Justified	Single

4. Referencing Convention

References should be indicated on the text by a sequence number in square brackets [1]. They should be numbered in the order in which they appear in the text. The reference should give the authors names – each followed by their initials, and then the title of the paper, the name of the journal or conference in which it was published, the volume number (if applicable) and the year of publication and page numbers. All references should be complete so that they can be found by anyone wishing to follow them up. ISBN/ISSN numbers should be provided where they have been allocated. For books the place of publication is also required. The conference list at the end of this specimen paper contains examples of the referencing of variety of journal, conference, book and other references the style of which should be followed in preparing your paper.

References

[1] Surname, N.; Surname, N.: *Name of Book (in Italics)*, Publisher, ISBN, Place of Publication, (YYYY).
[2] Surname, N. & Surname, N.: Name of paper or Chapter, In *Name of Book (in Italics)*, Publisher, ISBN, Place of Publication, (YYYY), pp. xxx-yyy.
[3] Surname, N.; Surname, N., Surname, N.: Title of conference paper, *Proceedings of xxx xxx*, Surname, N. (Ed.), pp. xxx-yyy, ISBN, conference location, Month and Year, Publisher, City, (YYYY).
[4] Surname, N.: Name of paper, *Name of Journal (in Italics)*, **Vol.** (YYYY) No., pp. xxx-yyy, ISSN.
[5] Surname, N.; Surname N., Surname N.: Name of Paper, *Available from* http://www.exact-address-of-site *Accessed:* YYYY-MM-DD.