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 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.

To simplify the formatting as much as possible, this template provides a complete set of pre-modified styles. It is highly recommended that the authors directly apply these styles to format their manuscripts. The styles can be found on the Home tab in the Styles group, or you may also view the Style pane by clicking “Alt + Ctrl + Shift +S”. The authors may take a look at this [“Apply styles” tutorial video](https://support.microsoft.com/en-us/office/apply-styles-f8b96097-4d25-4fac-8200-6139c8093109) provided by Microsoft Word if they are not familiar with how to apply styles.

# 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: 3.5 cm
* Bottom: 2.5 cm
* Left: 2 cm
* Right: 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 (style to use: 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 “at”, “or”, “with”, 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 (style to use: 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 “at”, “or”, “with”, etc. should not be capitalized unless they are the first word of the title. The initial letters should be capitalized. No formulas or special characters of any form or language are allowed in the subtitle.

### Author (style to use: Author)

Author(s) name(s) should be aligned to the center with linespace single and listed in the order of first name, middle name (if any), and last name. 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 (style to use: Affiliation)

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.

### Keywords (style to use: Keywords)

Each paper must have three to five keywords. If more than one is specified, please 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 sentence must end without a period.

### Abstract (style to use: 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 sentence must end with a period.

## Second Section

This section must be in one column.

The section text must be set to 12-point, justified and linespace single.

Section, subsection and sub subsection first paragraph should not have the first line indent, other paragraphs should have a first line indent of 0.5cm/0.2”.

### Section Titles (style to use: Heading 1)

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.

Dot should be included after the section title number.

### Subsection Titles (style to use: Heading 2)

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.

Dot should be included after the subsection title number.

### Sub Subsection Titles (style to use: Heading 3)

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.

Dot should be included after the sub subsection title number.

### 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. No bold or italic font style should be used. Spacing of caption before and after should be of 12-point and 6-point, respectively. Try not to make your tables cross pages.

The final sentence of a caption must end with a period.

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

It is advisable the use of text boxes in this case.

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

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

Space after table should be 12pt.

### 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.

It is advisable the use of text boxes in this case.

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. No bold or italic font style should be used. Spacing before and after should be of 6-point and 12-point, respectively.

The final sentence of a 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.

### Equations (style to use: Equation)

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.

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

An extra line space should be added above and below the equation.

When there are equations list together, use 6 points to separate two equations. Equations should not use any pictures and should be 12 pt.

Example:

(1)

### Program Code

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

Example of a Computer Program in Pascal:

Begin

Writeln('Hello World!!');

End.

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

### 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 superscript.

References should be set to 10-point, justified, with a single linespace and hanging indent of 0.8-centimenter/0.29” at Reference section. All the references should be numbered in square brackets from numbering library. Please use style “**Reference List**” for all the references.

# Conclusion

We hope you find the information in this template 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.

Reminder: All the punctuation needs to be in English.

We strongly recommend you to use the pre-defined styles when you formatting your manuscript.