**Paper Title** (begin title on line 3)(16 point, Times New Roman, bold)

***photograph***

 **Authors** (12 point, Times New Roman, bold for speaker, on line 6, leave 15 space after photo)

 **Address** (12 point, Times New Roman, leave 15 blank space after photo )

**E-Mail** ( e – mail of speaker or preferibly main author if different, leave 15 blank space after photo)

**ABSTRACT** (begin on line 15)

The abstract (11 point Times New Roman, single spaced) should not exceed 250 words. Followed by one blank line.

**Keywords:** Each paper must have at least three, and no more than five, keywords. Followed by three blank lines.

**1 INTRODUCTION**

Papers should be in English on an even number of A4 size pages (4,6,or 8 pages). Do not exceed 8 pages in length including all tables, figures, references and abstract.

Provide 30 mm on left margin and other margins should be 25 mm for standard A4.

The document should not include page numbers, these will be added later.

The resolution of the speaker’s picture should not exceed 200dpi, and should fit in the frame given in the template.

**2 PARAGRAPHS AND HEADING HIERARCHY**

Body text is to be 11 point Times New Roman.

In paragraphs both sides should be justified.

There should be one blank line between paragraphs.

Single line spacing should be used in paragraphs.

All headings should be ranged left.

First-order headings should be typed in 11 point Times New Roman block capitals and bold. Leave two blank lines above and one blank line below first-orders headings.

**2.1 Second-Order Headings**

Second-order headings should be typed in bold with the word initials in capital letter. One blank line should be left above second-order headings.

*2.1.1 Third-order headings*

Third-order headings should be presented in italics and one blank line should be left above.

**3 TABLES AND FIGURES**

**3.1 Tables**

Please place all tables as close as possible to where they are referenced. Number tables consecutively with Arabic numerals [Table 1, Table 2]. Table captions should be placed above the table. The preferred style is as shown below.

**Table 1.** An example of table layout. All the informations necessary for the reading of the table will be in the caption text. The caption should be explicit enough so that the table be fully understandable by the reading of the caption only. The caption label should be typed in bold and the entire explanation should be written regular.

|  |  |  |
| --- | --- | --- |
| *Abce* | *Efg hi* | *Vwxyz* |
| A | 34.5 | Aaaaa |
| B | 25.3 | Bbb |
| C | 19.8 | Ccccc |

**3.2 Figures**

All graphic elements [graphs, line drawings, photos] should be referred to as figures and should be numbered consecutively. In the text, refer to figures as ‘Fig. 1’, ‘Figs 2 and 3’ or, if at the beginning of a sentence, ‘Figure 4’. Insert figures within the text as close as possible to where they are referenced when you submit your paper. All graphs, figures, photographs, diagrams etc, must be included within the single file.

**

**Figure 1.** This is an example of the style for figure captions. All the informations necessary for the reading of the figure will be in the caption text. The caption should be explicit enough so that the figure be fully understandable by the reading of the caption only.The caption label should be typed in bold and the entire explanation should be written regular.

It is recommended that when preparing electronic versions of photographs and figures, that the following formats be used:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Recommended format | Resolution | Image size |
| Black and white drawings | bitmap format | 300 dpi | No more than 10 cm in the larger dimension |
| Greyscale photos | greyscale format | 200 dpi | No more than 7 cm in the larger dimension |
| Colour pictures and drawings | jpg colour format | 200 dpi | No more than 7 cm in the larger dimension |

 **4 ACKNOWLEDGMENTS**

If included, acknowledgments should appear before the list of references. Grants, other financial aid and assistance may appear under the heading Acknowledgements, which has to be placed before the list of references.

 **5 REFERENCES**

References should be numbered in the text. Use consecutive Arabic numerals in parenthesis.

[1] Bell, D., *The Coming of Post-Industrial Society,* Basic Books, New York, 1973.

[2] Clairmonte, F. & Cavanagh, J., ‘Transnational corporations and services: the final frontier’, *Trade & Development,* 5 (4), 215–273, 1984.

[3] Enceoua, D., Geroski, P. & Jacquemin, A., ‘Strategic competition and the persistence of dominant firms’, in *New Developments in the Analysis of Market Structure,* eds J. Stiglitz & G. Mathewson, MacMillan Press, London, pp. 55–68, 1988.

[4] Kobayashi, K, ‘Implications of global integrated communications networks and services for future society’, *Proc. 5th World Telecommunications Conf., Int. Telecommunications Union*, Munich, Germany, 3 6 October 1999, vol. 1, pp. 109–115, 1987.