

**Title of the Paper (14pt Times New Roman, Bold, Centred)**

AUTHOR'S NAME (12pt Times New Roman, CAPITAL LETTERS, centred)

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**Abstract:** This is a sample paper template. Please use the following settings. Page format must be size A4 (21 x 29 cm). The length of the paper should be in the range of eight to maximum thirty pages. Top, bottom, left and right margins are 2.5 cm. Use single line spacing throughout your paper (Spacing 0 pt Before and After). Use font Times New Roman 11pt, except in the title and footnotes. All footnotes should be single-spaced 8-point Times New Roman. The words *Abstract*, *Key words* and *References* are in italics and bold. The Abstract should have at least 120 words. The text should be justified throughout the paper.

**Key words:** Leave two blank lines after the Abstract and list 5 to 7 key words, separated by commas

**1 Introduction (12pt, Times New Roman)**

It is not necessary to follow the suggested headlines strictly. For instance, you may use the standard framework including Introduction, Materials and methods, Results, Discussion, Conclusion(s) and References. Headings should be aligned left and bold-faced. Headings and subheadings should be in "Sentence case" and numbered using Arabic numerals as in this template. Paragraphs are separated by a blank line, each paragraph containing at least three lines.

**2 Problem formulation**

Please leave two blank lines between the neighbouring headings. Subheadings are separated by a blank line. Headings and subheadings are followed by a blank line. The text follows without indentations. As it has been already said, the next paragraph is preceded by a blank line.

Mathematical equations, formulae and other expressions should be numbered sequentially, as they appear, i.e. (1), (2), (3), ... Please avoid the principle of linking these expressions with the

subheadings, hence (1.1), (1.2), ..., (2.1), ... should be avoided. These expressions are centred and separated by one blank line from the preceding and following text. The same goes for a series of expressions – they are separated following the same principle.

## **2.1 Subheading (12pt, Times New Roman)**

For subheadings use 12pt Times New Roman, bold. Subheadings should be in "Sentence case", aligned left and numbered using Arabic numerals. Make sure your subheading is not left isolated at the bottom of the page.

### **2.1.1 Subheading (11pt, Times New Roman)**

If it is necessary to further distribute the text, you can introduce subheadings in Times New Roman 11pt, aligned to the left side and bold-faced. Further distribution is not recommended and will not be accepted.

## **3 Results**

Figures and tables should be inserted as close as possible to the position where they are first referenced. Use Arabic numerals: Figure 1, Figure 2, Figure 3, ..., Table 1, Table 2, Table 3, .... Each figure / table should be accompanied by a reference (caption / legend) with sufficient description so that the figure / table is understandable without reading the text. Figures are centred and so are their references below them. Tables and their references are also centred but the references are placed under the tables. In case your paper significantly deviates from these guidelines, the secretary of the journal will warn you and ask you to adjust the formatting. If your paper fails to comply with the required format again, it can not be published in the journal.

## **4 Conclusion**

All references, within the main text and within the list of references, are cited according to the Harvard reference system. This sample paper template features only the most common items in the list of References. When authors are quoted in the text (for example, et al.), all authors should be listed in the Reference list. Please follow these guidelines as closely as possible so that we could ensure uniform quality of the published work. Thank you for your cooperation and contribution.

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