# This is how the title of your full-length paper should look (16pt Times New Roman)

Author Name\*, Author Name\*\*, initials then surnames, separated by commas

###### \* First author’s affiliation

###### \*\* Second author’s affiliation

**Abstract:** Between 150 and 200 words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn.

##### **Keywords:** Keyword1; keyword2; keyword3 (maximum number of keywords is 6)

## Introduction - please use 14pt Times New Roman bold for heading 1

This is the style for all paragraphs after headings: the text (set in 12pt Times New Roman) is justified, with no indent. All subsequent paragraphs are also justified.

Paper length must be between 4 and 8 pages (A4 size), incorporating all text, references, figures and tables. Up to 2 extra pages are permitted with additional costs (50 € per additional page). These guidelines are strict: papers failing to adhere to the guidelines (by being more than 10 pages, altering margins or not following the template) will be rejected without consideration of their merits.

Your Introduction section should clearly set out the background and the objectives of your work. Do not number or letter section headings.

### Please use 12pt Times New Roman bold and italics for heading 2

#### Please use 12pt Times New Roman italics for heading 3

## Methods

Please include a brief description of the research methods used (the principles of these methods should not be described if readers can be directed to easily accessible references or standard texts).

## Results and Discussion

This section should summarise clearly the results obtained or the major outcomes of the performed study. Any trends or points of interest should be highlighted and their significance explained.

All major results presented in the paper should be supported and/or proved by graphical presentations or tabular results.

### Figures and Tables

If you wish to present your results in a tabular form or by using graphical presentations please use the following formats for tables and figures.

Figures and tables should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited.

Please ensure that all figures are clearly labelled and easily readable in black‑and‑white printing.

**Table 1.** This is a style for table captions. “Table 1, 2 etc” should be in bold. Table captions should appear **above** tables.

Please include your table here.

Please include your figure here.

**Figure 1.** This is a style for Figure legends. “Figure 1, 2 etc” should be in bold. Figure legends should appear **below** figures.

## Conclusions

This should give a brief explanation of the significance and implications of the work reported.

## References

References must be formatted in APA style (6th ed.) and available from accessible sources. Please ensure that all work cited in the text is included in the reference list and that the dates and authors in the text match those in the reference list.

For citation in the main text use surname of author and year of publication: Jones (2002). Insert initials only if there are two different authors with the same surname and same year of publication. The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper.

References should be listed alphabetically at the end of the paper. References must always be given in sufficient detail for the reader to locate the work cited. You can find some examples on how to format the references here: <https://www.library.cornell.edu/research/citation/apa>.

Bloom, B. S. (1956). *Taxonomy of Educational Objectives*. New York: David McKay.

Shaeiwitz, J.A., & Turton, R. (2003). Educating chemical engineers in product design. *International Journal of Engineering Education*, 19, 153-157.

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196.