

**Guidelines for writing full papers**  
**( use MS Word 2000 or earlier versions as text editor)**

Paper size		A4	
Margins		2.5 cm ( left, right, top, bottom)	
Line spacing		Single	
Font type		Arial	
Font size		11 points	
Paragraph alignment		Justified	
Limit of the paper length		12 pages maximum, including abstract, tables, figures and references	
Language		English, author is responsible for consistency in spelling	
Metric units		SI units	
Text order	Title	11 points centered, bold, capital	
	Names (first name and surname) of all authors	11 points centered	
	Addresses of all authors (Institute/Organization, postal address and e-mail)	11 points centered	
	One blank line		11 points justified
	Abstract	11 points justified	
	Up to 8 keywords	11 points justified	
	Two blank lines		11 points justified
	Text	11 points justified Do not indent headings Indent first line of all paragraphs with 1.27 cm No blank line after paragraph Leave one blank line 11 points justified between text and headings and no blank line between headings and text	
	References	11 points justified	
Order of headings	First	11 points justified, bold	
	Second	11 points justified, bold, italic	
	Third	11 points justified, regular, underline	
Equations	Use the editor equations		
	Number each equation with Arabic numerals in brackets at the right-hand margin		

<b>Tables</b>	Insert tables in text after they are mentioned
	Number each one sequentially with Arabic numerals
	Use 11 points Arial font. If necessary use a smaller type size to make tables fit the page size
	Align columns of numerals
	Put units abbreviated in brackets after the column heading or relevant data
	Leave one blank line 11 points justified between text and title of the table and another one after the table
	For other characteristics see the example
<b>Figures</b>	Insert figures in text after they are mentioned
	Number each one sequentially with Arabic numerals
	Make sure that the figures are legible
	Units should be abbreviated where applicable and put in brackets
	If the figure is small you can wrap the text around
	Leave one blank line 11 points justified between text and figure and another one after the title of the figure
	Use color figures if is necessary
<b>References</b>	For other characteristics see the example
	<b>In the text:</b> name and year of publication (see example)
	<b>In the reference list:</b> in alphabetical order according to surname of the first author and in date order for multiple entries by the same author
	For other characteristics see the example

To illustrate the guidelines see the attached example.

**The organizing committee won't change layout of the papers. They will be published as submitted by authors.**

Please submit your full text not later than 15 May 2006 on a floppy disc or by e-mail to the organizing committee to the following address:

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