Sample Paper with Guidelines (style: EID\_Paper\_Title)

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ABSTRACT

You begin your abstract here. It should be no more than 150 words. Follow the abstract text by a list of keywords (maximum of 10 keywords and phrases, separated by commas). The style for the text of the Abstract and for all the main text is: **EID\_Body\_Text.**

**Keywords:**  some examples here, words and phrases, comma separated

# INTRODUCTION: A NOTE ON STYLES (style: EID\_Heading\_1)

The template comes with three pre-formatted levels of headings and styles for the body text, bullets and references. The styles have attributes that set the font and its size and weight (e.g. bold), the space before and after paragraphs, and the line spacing within the paragraph. It also determines what style is applied after pressing ENTER. A list of document styles and their main attributes is provided in the Appendix.

### If you’re just starting to type the paper (style: EID\_Heading\_3):

You can select and delete all the text and start typing your paper, using the styles in the document as indicated or copy-paste your text into the document and apply the styles as appropriate. You will see most of the formats in the style ribbon at the right-top of your screen in Word. To apply a format, select the paragraph(s) you wish to format and then click on the appropriate style in the ribbon.

### If you’ve already written your paper

If you’ve already written your paper and simply wish to apply the styles in the template, import the EID\_Conference\_Template styles into your document.

# GUIDELINES FOR THE PAPER

The section provides guidelines on preparing your paper for submission. It discusses issues of content, language and formatting. It also illustrates the use of the various styles.

## Content and Language Guidelines (style: EID\_Heading\_2)

Papers should be between 7,000 and 8,000 words in length, inclusive of abstract, keywords, the tables, illustrations, acknowledgements, notes and references as well as the text itself. Elements of the article should be arranged as follows:

* Title (Bullets are formatted with style: EID\_Bullet)
* Author(s), affiliations and emails
* Abstract and keywords
* Text
* Acknowledgements
* End-notes
* References
* Appendices if any. (For the last bullet in a list use style: EID\_Last\_Bullet)

Articles must be written in English. You may follow American, Canadian, Australian or British conventions of spelling, capitalization and punctuation, but please be consistent throughout your paper. Authors are responsible for delivering their paper in good academic English. Authors for whom English is not their mother tongue are encouraged to have their papers proofread by an editor familiar with the conventions of English academic prose.

## Entering Bibliographic References

This section should include the complete bibliographic information of all the works cited and quoted in the text. Please follow the model given below paying special attention to punctuation, capitalization, spacing and indentation:

### Use of APA

References (Lianiti, 2009) should conform to the American Psychological Association (APA) style guide, 6th edition (http://apastyle.apa.org/). Authors should verify that the list of references at the end of their work coincides exactly with the works mentioned in the main text. Authors are responsible for the accuracy of all references and citations.

### Sorting

References should be sorted alphabetically by the author’s surname and first name. If several works by the same author are included in the text, his/her full surname and initial letter of his/her first name should always be indicated.

# REFERENCES

Lianiti, M. (2009). *A Made-Up Example of a Reference.* Athens, Greece: Hellenic American University Press.

# APPENDIX

Table 1: List of Document Styles

|  |  |
| --- | --- |
| **Style** | **Main attributes** |
| EID\_Paper\_Title | Times New Roman, 16 pt, Bold, Centered, Space Before: 36 pt, Space After: 6 pt. |
| EID\_Author | Times New Roman 14 pt, Centered, Space Before 0 pt. Space After: 3 pt. |
| EID\_Affiliation | Times New Roman 12 pt, Centered, Space Before 0 pt., Space After 3 pt. |
| EID\_Heading\_1 | Times New Roman 11 pt., Bold, Centered, Space Before: 30 pt., After: 4 pt, Keep with next, Keep lines together. |
| EID\_Heading\_2 | Times New Roman 11 pt., Bold, Space Before 12 pt., Space After: 3 pt. |
| EID\_Heading\_3 | Times New Roman 10 pt., Italics, Space Before 9 pt., Space After: 0 pt. |
| EID\_Body\_Text | **This is the main body text.** Times New Roman, 10 pt., left-aligned. Line spacing: single, Space Before 0 pt., Space After: 6 pt, |
| * EID\_Bullet | Based on Normal. Space Before 0 pt., Space After: 3 pt. |
| * EID\_Last\_Bullet | Based on Normal. Space Before 0 pt., Space After: 9 pt, |

Tables and figures should be centered with the caption placed above the table.