

## Paper Organization and Formatting

### **PAPER TITLE [TIMES NEW ROMAN 16, BOLD, CENTRED, UPPER CASE]**

**Author Name<sup>1</sup>, Author Name<sup>2</sup> [Times New Roman, 12-point, bold, centred]**

*<sup>1</sup>Author Affiliation (COUNTRY), Email [11-point, italic, centred]*

*<sup>2</sup>Author Affiliation (COUNTRY), Email [11-point, italic, centred]*

### **Abstract [Times New Roman, 12-point, bold, centred]**

*As a contribution to a scholarly publication, your paper must include an abstract, consisting of approximately 100-250 words, which will provide your readers with an overview of the content of your paper. It is important that your abstract clearly states the purpose of your paper and summarizes the content. [Times New Roman, 12-point, justified alignment]*

Keywords: Innovation, technology, research projects, etc. [Times New Roman 12-point, justified alignment].

### **MAIN SECTION [TIMES NEW ROMAN, 12-POINT, BOLD, UPPER CASE AND LEFT ALIG.]**

The final paper length should be between 8 to 15 pages (including references). All pages size should be A4 (21 x 29,7cm). The top, bottom, right, and left margins should be 2,5cm. All the text must be in one column and Times New Roman font, including figures and tables, with single-spaced 10-point interline spacing. [Times New Roman, 10 point, normal, justified alignment]

A paper should contain the description of your study and should be structured in different sections such as: Abstract, Introduction, Methodology, Results, Conclusions, Acknowledgements (if applicable) and References. Please note that title and authors list should be coincident with what pertains in the accepted abstract.

The text included in the sections or subsections must begin one line after the section or subsection title. Do not use hard tabs and limit the use of hard returns to one return at the end of a paragraph.

### **Subsection [Times New Roman 12, bold, left alignment and capitalize the first letter]**

Please, do not number manually the sections and subsections

*Sub-subsection: [Times New Roman 12, left alignment and capitalize the first letter]*

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

### **Guidelines for Figures and Tables**

Tables and figures should be centred and are numbered independently, in the sequence in which you refer to them in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence. Figure captions should be below figures and graphics should be accompanied by a legend; table heads should appear above tables.

*Table 1. Caption for the table.*

	Heading 1	Heading 2	Heading 3
One	1	2	3
Two	4	5	6



*Figure 1. Caption for the figure.*

*Sub-subsection: Guidelines for Page numbers and Footnotes*

Please, do not add any kind of pagination anywhere in the paper. Avoid using headers and footnotes.

### **REFERENCES [TIMES NEW ROMAN, 12-POINT, BOLD, LEFT ALIGNMENT]**

Reference list [Times New Roman, 12-point, left alignment, upper and lower case]

References should relate **only** to the material you actually cited within your paper (this is not a bibliography). References should be in APA style and listed in alphabetical order. Please do not include any abbreviations.