

GUIDE TO AUTHORS

You may provide your paper – *not longer than 2.000 words, including the tables figures and* – with standardized layout. To accept your paper, please note the followings:

All communications will be done over email regarding the Spring Wind Conference. Please write “*Spring Wind 2014*” into the subject field and send the emails and attachments (.rtf format) to this address: dosz@dosz.hu.

Deadline for submitting the papers:

9 March 2014, 12:00 PM

Formatting layout of the papers

Pages:

Margins: Set the margins top and bottom 53.5 mm and 42.5 mm on the right and left.

Paper size: 21.0 mm (width) x 29.7 mm (height): A4

Justified: Complete (except for the sections, as defined below)

Spacing: single line spacing, in respect of both the abstract and the full paper.

Font: Times New Roman, 11p

Pagination is not necessary

Title page

Top of the front page: full title (centred, in capital letters, bold, 18p)

Blank line (18p)

The first name of the author (centred, bold, 16p)

Workplace, city, state (centred, lower case, 16p)

Blank line (16p)

First co-author's name (centred, bold, 16p) (if there is a co-author)

Inclusion, city, state (centred, lower case 16p)

Blank line (16p)

Second co-author's name (centred, bold, 16p)

Inclusion, city, state (centred, lower case 16p)

One author per line, no address, no rank, no university address!

First Page

Top of the first page: full title (centred, in capital letters, bold, 18p)

Blank line (18p)

Chapter: Abstract (centred, upper and lower case letters, bold, 12p)

Blank line (12p)

Paragraph of the abstract (maximum 100 words, full justified, 11p)

Blank line (11p)

Keywords (upper and lower case letters, bold, 11 p): 5 keywords (11p)

Blank line (28p)

Text:

Single line spacing, justified, sections, paragraphs 127 mm in the front row.

Chapter One Introduction and probably similar (centred, bold, large and small print, 12p).

Blank line (12p)

The text must follow the proper main chapters (centred, bold, large and small letters, 12p), where appropriate.

Secondary chapters are aligned left, justified, bold, first letter of each important word is capitalized, space takes place above and below the title.

Tables, figures, illustrations:

The text includes the tables and figures. All tables and figures shall be prepared in electronic format ready for printing.

The authors are responsible for the proper format of tables and images.

If the formal requirements are not appropriate, the document will be returned to authors via email to refine it.

The tables shall fit the A4 paper size and margin settings as outlined above.

References:

You should put the list of references at the end of the study.

Use the Author-Date System from the Chicago Manual of Style Citation Guide (<http://library.osu.edu/sites/guides/chicagofd.html>).

The text of references shall be justified, use space, no paragraphs.

At least one author shall be at the conference of the accepted paper to present the study.