

Dear Author,

Please follow these simple instructions when preparing your final manuscript. This will not only help to publish your manuscript faster. These instructions are also essential to get your manuscripts indexed e.g. by Google Scholar or other abstracting and indexing services. Their own guidelines and our own experience have shown that following the rules described below are important.

Title should include:

- Key information about your subject.
- Important keywords (Do not use waste words, such as Research on..., Study of..., Investigation on...)
- What you found (new result)
- Keep it concise and informative
- Write for your audience and Pique your reader's interest
- Don't write your title as a question
- Correct any spelling errors

Authors and Affiliations

- Enter all authors' first name and surname and follow the "first name last name" format without any punctuation
- Mark the corresponding author by adding an asterisk ("*") after their name. If no corresponding author is marked the first author will become corresponding author by default. Reselection after publication is not possible.
- Provide an email address for the corresponding author (mandatory)
- Provide the affiliations for all authors with department name, [division], institution/affiliated university, city, country
- Add the affiliation identifier (e.g. 1,2,3) in superscript to the matching author and affiliation in the correct order
- Please note that the department name and other affiliation details should be provided in English

Abstract should include:

- Background: what is currently known?
- Objectives: what is the research question you are trying to answer
- Methods: general information without the specific details
- Results: give the key findings
- Conclusion: what is your conclusion

Body

- All heading should be appropriately nested
- All headings should be numbered in a consistent way
- Do not jump levels of headings - e.g. do not include a 3rd level heading right after a 1st level heading
- Ensure that the heading and at least 2 lines of content are displayed on the same page

References and Citations

- Every reference must be cited in the text
- Include the references at the end of the manuscript
- Citations should be formatted consistently in line with conference organizer guidelines

Lists, Tables and Figures

- Use the standard list styles
- Try to place any table and figures close to where it is cited and used
- All figures and tables must be numbered in a sequential order and they must have a caption
- The caption must include the number of the figure or table
- Place the caption close to that figure or table and on the same page
- Ensure that no text or other parts of the manuscript are hidden behind a table, list, or figure

- Ensure that tables and figures fit the text area of the template's layout.
- Tables must be included as Word tables in an editable format – they must not be included as pictures or screenshots