**Title of Paper: Centred alignment, bolded, Arial 24 points; normal**

John Doe, affiliation, email address

Jane Doe, affiliation, email address

**Abstract**

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**Keywords:** Lorem, ipsum, dolor, sit, amet

**1. Length of Paper**

The papers are expected to be not less than 5 pages and not more than 10 pages in length. This is calculated for the printed format, with 1.5 line spacing and font size 12 pts. The whole text must be written in English, in Microsoft Word format file.

**2. Layout**

The font type is Arial. In title of the papers please use 24 pts and centre the title. In main text please use 12 pts. The main headings should be in bold, subheadings should be in Italics. Please use 1.5 line spacing, paragraph line spacing 6 pts before, 0 pts after. In the abstracts, footnotes, signatures of figure etc. please use 10 pts. The abstract should be in Italics. The sections should be consecutively numbered by Arabic numerals (not by Roman numerals or capital letters).

Main sections should have 1 digit designation (1. , 2. , etc.); subsections 2 digit (1.1, 1.2, etc.). All headings (section titles) should be aligned to the left, paragraph spacing 18 pts before, 0 pts.

**3. Equations, Figures and Tables**

*3.1. Equations*

The equations should be centred, 6 pts space above and below the text. Equation numbers should be aligned to the right. Please use Equation Editor to create equations. Please follow the example below:

(1)

$$x=\frac{-b\pm \sqrt{b^{2}-4ac}}{2a}$$

*3.2. Tables, Figures & Cartograms*

The tables, figures and cartograms should be included directly in the files you submit. They should be at high resolution. All tables, figures and cartograms must be numbered consecutively using Arabic numerals in bold (e.g. Figure 1, etc.). The size of a figure/table should be proportional to the amount and value of the information the figure has to convey. Do not assemble figures at the back of your paper, but place them as close as possible to where they are mentioned in the main text.

**Table 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lorem** | **ipsum** | **dolor** | **sit** |
| 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 |

Source:

**Figure 1. Lorem ipsum dolor sit amet**



Source:

**Cartogram 1. Lorem ipsum dolor sit amet**

****

Source:

**4. Footnotes**

If needed, use footnotes placed at the bottom of a page, use Arial 10 pts[[1]](#footnote-1).

**5. References**

References and citations should follow the Harvard System Convention (Autor, date). Please follow the example:

Biemer P. and Lyberg L. (2003), Introduction to Survey Quality, J.Wiley, N.Y.

Little, R. J. A. (1988), Missing-Data Adjustments in Large Surveys, Journal of Business and Economic Statistics, 6, pp. 287-296.

Kimber, R. (2013) Richard Kimber’s Political Science Resources. Available at: <http://www.politicsresources.net/> (Accessed: 28 May 2014).

1. Footnotes. [↑](#footnote-ref-1)