**INSTRUCTIONS FOR AUTHORS OF PAPERS (FONT: CALIBRI 11 BOLD ALL UPPERCASE)**

(2 lines)

Author full name 1, Author full name 2 & Author full name 3

(2 lines)

**ABSTRACT - please reform you abstract to address the four key points:**

**Purpose:**

**Design/Methodology/Approach:**

**Findings:**

**Originality/Value:**

(2 lines)

**KEYWORDS:** maximum 6 key words.

(1 line)

1. INTRODUCTION (font: Calibri 11 bold all uppercase)

This paper provides instructions for the preparation of papers for the Conference proceedings with Microsoft Word. Please follow the guidelines herein when preparing your paper. Failure to do so will result in a paper being rejected, returned for appropriate revision, or edited without your knowledge. Do not include the abstract in the full paper.

The page size for the Word processing is **A4 (297 x 210 mm).** The total length of the paper must be not more than 9 pages. UK English should be used throughout the paper. Throughout the paper authors must use **Calibri font, 11-point font size**. The paper should be single spaced. Do not use other fonts; use of other fonts means the proceedings editors will need to send the paper back to you to change the font. The text area layout is as shown in these pages. This document is formatted as described within. Left and right margins set at 2.5 cm, top and bottom margins set at 2.5 cm. For new paragraph indent the first line by 0.4cm.

1. line)
2. **HEADINGS, ACKNOWLEDGEMENTS, REFERENCES, KEYWORDS**

Headings of sections, subsections, and sub-subsections should be left-justified, set in the bold font style, and numbered as shown in this document. The headings for the Acknowledgments, References and Keywords are not numbered. Section headings should be set in **FULL UPPERCASE LIKE THIS PHRASE**, while subsection and sub-subsection headings should be Capitalized in Headline Style like This Phrase. Insert one blank line before and after each heading. Do not include page numbers these are generated by the proceedings editors.

1. **FORMATTING PAGES**
   1. **Mathematical Expressions in Text and in Displays**

Display only the most important equations, and number only the displayed equations that are explicitly referenced in the text. To conserve space, simple mathematical expressions such as  may be incorporated into the text. Mathematical expressions that are more complicated should be referenced in the text, then enclose the equation number in parentheses (1) and place it flush with the right-hand margin. For example, the quadratic equation has the general form (1)



**3.2 Figures and Tables**

Figures and Tables should be centred within the text and should not extend beyond the right and left margins of the paper. Figures and Tables should be readable. Figures and Tables are numbered sequentially, but separately, using Arabic numerals. Each Table should appear in the document after the paragraph in which the table is first referenced [as shown in Table 2].

Table 2: Counting in Bulgarian

|  |  |
| --- | --- |
| English | Bulgarian |
| one | Edno |
| two | Dve |

Each Figure should appear in the document after the paragraph in which the Figure is first referenced. Figure captions appear below the Figure [as shown in Figure 4]. Captions for Figures or Tables should be centred.



Figure 4: A “free bending” machine at BMW used in series production

**3.3 Citing a Reference**

To cite a reference in the text, use the author-date method. Thus, Chien (1989) could also be cited parenthetically (Chien 1989). For a work by more than three authors, use an abbreviated form. For example, a work by Banks, Carson, Nelson and Nicol would be cited in one of the following ways: Banks et al. (2000) or (Banks et al. 2000).

**3.4 List of References**

The section heading is REFERENCES. List only references that are cited in the text. Arrange the references in alphabetical order. Give complete references without abbreviations. To identify multiple references by the same authors and year, append a lower case letter to the year of publication; for example, 1984a and 1984b.

**REFERENCES**

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Place the acknowledgments here.

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**APPENDICIES**

Appendices, if any, should be placed here and are included in the page limit.

**AUTHOR CHECKLIST**

We strive for a consistent appearance in all papers published in the proceedings. If you use this document as guidance, then the requirements in this checklist will be automatically satisfied, and there is very little to check.

Please print a hardcopy of your paper, and go over your printed paper to make sure it adheres to the following requirements. Thank you.

1. Maximum 6 keywords.
2. Paper Length: no more than 9 pages including references and any appendices.
3. Page size is A4.
4. All text is in Calibri 11-Point.
5. Page margins: Top, Bottom, Left & Right all 2.5cm
6. Text justified throughout.
7. Section Headings: Left justified and set in BOLDFACE ALL CAPS.
8. Numbered, except for the abstract, acknowledgments, references and author biographies.
9. Do not included footnotes, use endnotes.
10. Do not insert page number.
11. The running head on the first page is as given in the template file, and the running head on subsequent pages is the surnames of the authors.
12. The title is in 11 POINT BOLDFACE ALL CAPS
13. Equations are centred and any equation numbers are in parentheses and right-justified.
14. Figures and Tables - All text in Figures and Tables is legible.
15. Citations and References - Citations are by author and year, and are enclosed in parentheses.
16. References are in the Harvard referencing style, and are listed alphabetically by the last names(s) of the author(s).
17. After verifying that your paper meets these requirements, please submit your paper to the conference using the [**ConfTool**](http://www.advancedservicesgroup.co.uk/submissions) online paper system. To do this: create an account on the website; click ‘Submissions’; Click ‘Abstracts’ or ‘Full Paper’ (opens after 7 January); follow the on-screen instructions carefully.

**Please note:**

Your full paper should be ready to be included in the proceedings by the date specified on the conference website in due course in order for it to be included in the printed proceedings.

If you have any questions please do not hesitate to contact Jill Forrest, [**j.forrest1@aston.ac.uk**](mailto:j.forrest1@aston.ac.uk),

+44 (0) 121 204 3249.

Thank you for contributing to this conference.