**Title of Paper: Centred alignment, bolded, Times New Roman 24 points; normal**

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**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 (\*docx or \*pdf).

**2. Layout**

The font type is Times New Roman. For the title of the papers please use 24 pts and centre the title. In the 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)

*3.2. Tables, Figures & Cartograms*

Tables, figures and cartograms should be included directly in the file you submit. They should be of 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.

**4. Footnotes**

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

**5. References**

References and citations should follow the Harvard System Convention (Author, 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.

UNECE (2013), Generic Statistical Business Process Model - Version 5.0. Available

at: <https://statswiki.unece.org/display/GSBPM/GSBPM+v5.0>

1. Footnotes. [↑](#footnote-ref-1)