

INSTRUCTIONS FOR THE PREPARATION OF A PAPER FOR ENMA

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Abstract. The abstract should summarize the contents of the paper and should contain at least 70 and at most 400 words. It should be set in 10 point font size and should be inset 1.0 cm from the right and left margins. There should be 2 blank lines (10 point font size) before and after the abstract.

1 INTRODUCTION. To ensure conformity and uniformity of appearance it is essential that these instructions are followed. Papers submitted in a technically unsuitable form will be returned for retyping, or cancelled if the volume cannot otherwise be finished on time.

The paper should have between 4 and 8 pages. Times New Roman font has to be used. For the main text, please use 11 point type and single-line spacing.

1.1 Page layout. The papers will be in a one column format and A4 size. Margins: top, 2.5 cm; bottom, 2.5 cm; left, 3 cm; right, 3 cm.

1.2 Page numbers, headers and footers. These should not be added to papers.

2 TEXT. The text of the paper will be justified, except title, name of authors with emails and addresses, which will be centred.

2.1 First page. Paper title should be typed at 2.5 cm from the top of the page in CAPITALS and bold and must not be underlined; it will be centred and 16 point font size. After title, there will be one blank line (12 point size), and after that, name of the authors (12 point size). Decorations, logos, degrees and professional qualifications should **not** be included.

Next, emails of all of the authors will type without hiperlinks and not underlined. Use 11 point font size for emails. Type emails in the same order than authors, separated with one tabulator, centred.

Leave one blank line (11 point size) and then type centred department, faculty, university or technological centre, postal address, and city and country. If there are authors with different data, use table with 2 or more columns (table and its cells without borders).

Two blank lines 10 point size after addresses, write abstract. At least 70 and at most 400 words. It should be set in 10 point font size and should be inset 1.0 cm from the right and left margins. Justified. There should be 2 blank lines (10 point font size) after the abstract. Next, main text will begin.

The main text of the paper will be justified. Use Times New Roman, 11 point font size. Single-spacing.

2.2 Headings. First order or main headings should begin at the left hand margin (without tab) and should be in capitals and bold. Except at the top of a new page the first order heading should be preceded by two blank lines.

Second, third and other minor headings should be in capitals and small letters and in bold.

2.2.1 Numbering of headings. First order headings should be numbered, next one blank (without point). Other headings should also be numbered: main order number, point, second order number, blank, heading (for second order headings), main order number, point, second order number, point, third order heading, blank, heading (for third order headings), and so on.

2.3 No indentation. Main text should always start at the left hand margin.

3 EQUATIONS. Number equations consecutively with Arabic numbers in parentheses placed at the right hand margin. Displayed equations or formulas are centred and set on a separate line (with an extra line or half-line space above and below).

4 FIGURES AND GRAPHS. Each figure and graph must be accompanied by a caption and numbered consecutively. Grids and details within the figures must be clearly readable.

5 PAGE NUMBERS, HEADERS AND FOOTERS. Page numbers, headers and footers should not be added to papers.

6 REFERENCES. These should be referred to in the text as Smith (1), Jones and Cole (2) and, for more than two authors, Goitia et al (3). If one work is cited more than once in the text it should at every subsequent mention be referred to only by the number given at the first mention.

A numerical list of the references should be given at the end of the paper typed in close spacing with a line space between each reference cited, with the next format:

- Journals: name of the author(s), title of cited paper, name of the journal, volume number, issue number, page numbers, year.
- Books or other reports: name of author(s), title of the book or report, editorial, country, year.
- Internet: name of author(s), title of the report, link, year.

1. Smith, J., Title of the Paper, International Journal, vol. 2, 7, 102-109, 2002.

2. Jones, F., Cole, G., Title of the Paper, International Journal, vol. 3, 5, 332-340, 2004.

3. Goitia, T., Smith, S., Denver, D.K., Title of the Book, Editorial, Italy, 1995.