



Instructions for authors

1. General instructions

- **Manuscript language:** should be UK English. Please check language carefully.
- **Manuscript format:** A4 with top 2,5 cm, bottom 2,5 cm, left 2,5 cm, right 2,5 cm margins.
- **MS Word version:** Use Microsoft Word *.doc files.
- **Editing:** use the styles recommended in "PaperTemplatePTFBPI2014" file. The paper format is detailed in the template attached (as *.doc file).
- **Paper length:** max. 8 standard pages with tables and figures included, preferably an even number of pages.
- **Figures and illustrations:** should be of a very good resolution and wrapped in line with text.
- **Equations:** insert using the Microsoft Equation editor.

2. Paper structure

The **paper structure** should comply with the following sequence:

- Title: should be concise and suggestive. Avoid long titles (max. 2 rows)
- Name and surname of author
- Affiliation
- Institutional address
- Corresponding authors e-mail

Obs: for several authors, list them in order, one below the other, each with name, affiliation and institutional address (as instructed in the template)

Abstract: max. 500 words should refer to the paper objectives, method in short, main results and brief conclusions.

Key words: indicate 3-5 key words, which best characterize the research topics for easy identification in databases.

- **Introduction:** acquaint the reader with the subject and provide an adequate background, through a review of the relevant literature, with references (preferable not older than 10 years and from recognized sources). Finish the introduction by stating the issues remained unsolved from previous literature and from which your objectives will derive.
- **Objectives:** briefly and clearly specify the paper objectives; how this work brings something new compared to the present state of knowledge.
- **Materials and methods:** provide sufficient detail to allow the work to be reproduced. Describe the method used, the sampling procedure, equipment, collection of data, parameters examined, formulae and make reference to standards if applicable.
- **Results:** results should be clear and concise, followed by a scientifically-based discussion of the findings. All figures and tables should be numbered consecutively and be inserted as soon as possible after being cited in the text. Citing of figures and tables at the end of a paragraph is between brackets, (Fig. x) or (Table x) or if they are appealed in the text:as shown in Fig. x.....
- **Conclusions:** should summarize in brief the main findings of the previous chapter, their contributions to the knowledge and if applicable, directions of further research.
- **Acknowledgement** (if applicable): include acknowledgement in a separate section at the end of the article before the references
- **References:** the list of references, in alphabetical order, should only include works that are cited in the text. References should be alphabetically listed at the end of paper, with complete details according to Harvard Citation Style. All references must be provided in English with a specification of the original language in round brackets, if applicable.

3. Paper editing

Before working with "PaperTemplatePTFBPI2014" file please do the followings:

When you begin to format your paper, first write and save the content as a separate text file. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the paper.

Insert your text in small steps in "PaperTemplatePTFBPI2014" file, beginning with the paper title, copied from your own document and replacing it with "Paste Special" as "Unformatted Text". The title text will receive the same format as in here. Delete or replace the unwanted text and continue doing the same with the following paragraph. Proceed in a similar way with the other styles of this template.

Please use the fonts as presented in Styles and in the brackets (Ex: In the Style group of the Home tab of your Microsoft Word click the drop-down arrow to see additional styles).

Please use between chapters 12 pt. spacing before and 6 pt. after.

4. Submitting the paper

Please save your paper using the following schema: SurnameFirstAuthor_Title (3 words from title).

The full papers have to be sent as *.doc files to ptfbpi2014@fh-salzburg.ac.at.

Please DO NOT send *.pdf files. The deadline for sending papers ends April, 21st 2014. Only the reviewers can ask you for more information or data after this deadline.

Please note that we can only accept correct formatted papers for the proceedings of the PTF BPI 2014 which are also submitted by time.

For further questions or information please contact ptfbpi2014@fh-salzburg.ac.at.