

# INSTRUCTIONS FOR AUTHORS

## *NEW TRENDS IN PRODUCTION ENGINEERING CONFERENCE PROCEEDINGS*

### **GENERAL INFORMATION**

The publication language is English. All authors must take care of the language revision by they own. The language must be clear and accurate. The work should be written in an impersonal style. The editor reserves the right to send the manuscript to be reviewed. If English is a second language for the author, please consider having the manuscript proof read and edited before submitting.

### **AUTHORS' INFO AND GUIDELINES**

#### **Abstract**

The first page of the manuscript must begin with the title of the paper, authors' names and affiliations, and an abstract which should be in the interval of **100-300** words. For papers reporting original research, abstract should state in brief the primary objective (the research questions addressed or any hypothesis tested), the research design, the methods and procedures employed, the number of subjects, the main results, and the conclusions drawn from these results (including their implications for further research, application or practice).

Authors' full names/surnames should be provided. Indicate affiliations of the author(s). Below author's name, author's email should be indicated.

#### **Key words:**

Provide 3 to 5 key words or short phrases in alphabetical order.

#### **The structure of the manuscript (recommended)**

The body of the text of the article must have the following parts:

- abstract and key words,
- introduction with a presentation of the problem of research and/or research focus, objectives (optional), and hypothesis (optional),
- methodology of research (stating general background of research, sample of research, instruments and procedures),
- results of research,
- discussion,
- conclusions,
- acknowledgements (if any),
- references,
- appendix (if any).

The structure of paper can be slightly different if the paper is only theoretical qualitative research.

### **Paper length**

- **Regular paper:** maximum 8 typewritten pages, including: title, author/s, abstract, real text, charts, drawings and literature/references;
- **Long paper + 50 EURO:** maximum 12 typewritten pages, including: title, author/s, abstract, real text, charts, drawings and literature/references;

**Font:** Arial, size 11, heading 1 – capital letters, bold, interline 1.15

### **Page setup:**

- Size: A4 paper, Portrait
- Margins: Left 3.18, Right 2.54 cm, Top 2.54 cm, Bottom 2.54 cm, Header/Footer 1.5 cm.
- Alignment: justify, line spacing single, paragraph before and after 0 pt, interline 1.15

### **Acronyms**

Acronyms should be defined the first time they appear.

### **Tables and Figures**

Tables and figures should be relevant, valuable, and visually attractive. Tables (made with Word or another programme) and figures must be referred to in the text and numbered in order of their appearance. Each table and figure should have a complete, descriptive title; and each table column an appropriate heading. The texts in tables and figures should be 11-point (in some cases 10) and their width should be 12 cm at maximum. The figures/graphics should be in form of .jpg (if not done with Word or Excel); resolution 300 dpi. Figures, tables (black and white colour, without ground-colour) and captions should be inserted within the manuscript at their appropriate locations. All graphics (figures) must be editable. The font size should be Times New Roman for all figures and tables. Figures should be *carefully* explained in the text and cited in numerical order. It is the author's responsibility to obtain permission to reproduce illustrations, tables, etc. from other publications.

### **References**

The Harvard citation style for writing references in the text and in the reference list must be used. The list of references should be presented after the text. The author should make sure that there is a strict one-to-one correspondence between the names and years in the text and those on the list. **More information on Harvard citation style you can find here:** <https://www.mendeley.com/guides/harvard-citation-guide>

**Manuscripts in which references are not in the Harvard citation style will be returned without review.**

**Language**

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**Note**

All papers must meet the criteria of originality and scientific quality. Obviously, they must also comply with style and format requirements. The paper will not be subject to further review, if the manuscript is NOT WITHIN THE SCOPE OF THE CONFERENCE and/or there is POOR USAGE OF LANGUAGE (all manuscripts must be written in clear and grammatical English).