**Instructions for preparing a (min. 4 - 6 pages max. incl. references) conference working paper for the 14th EPIEM Conference 2021 (online)**

**(Remark to “Title format”: Arial, bold, 16 pt, single space, no capitalization, up to 45 characters incl. spaces; no subtitles allowed)**

*Name of Author1 (add email within brackets if this is the corresponding author)   
(Arial, italics, 12 pt, centered)*

*Affiliation (Arial, italics, 12 pt, centered)*

*Name of Author2 (add email within brackets if this is the corresponding author)   
(Arial, italics, 12 pt, centered)*

*Affiliation (Arial, italics, 12 pt, centered)*

**Abstract:**

This document should support the authors in formatting working papers for the EPIEM Online 2021 Conference to be held online on the 28th of May 2021. To make the Proceedings as uniform as possible, we ask that the following instructions be adhered to as closely as possible. The **Abstract** paragraph outlining the aims, scope and conclusions of the paper and should not exceed 200 words.

**Keywords:** Keyword A, Keyword B, Keyword C, Keyword D (note: min. 4 & max. 6)

**Main body of text** (**Section heading: Arial, bold, 12 pt, no numbering)**

*Paper length* *(subheading: Arial, italics, 12 pt, no numbering)*

Including all references, figures, tables, etc.

* **Academic conference paper: min. 4 – max. 6 pages**
* **Practitioner conference paper: min. 4 – max. 6 pages**

*General instructions*

The paper should be prepared using ISO A4 paper size (210 x 297 mm) using Arial (12 pt, justified) font across the whole document according to the format described in this template. *Authors are strongly urged to follow these instructions*. The first paragraph of each section and subsection should not be indented.

Following paragraphs indented 0.5 cm.

Margins should be as follows: top 3 cm, bottom 2 cm, left and right 3 cm each.

*Other details (subheading: Arial, italics, 12 pt, no numbering)*

Pages should be numbered in the page footer, including the first page, as demonstrated in this document. Papers should be organized in the following sequence:

* Title of the paper, name(s) of the author(s), affiliation(s)
* Abstract
* Keywords
* Main body of the text (following the structure e. g. Introduction, Theoretical Background, Method, Results, Discussion, Conclusion)
* Acknowledgments (if applicable)
* References

Bulleted or numbered lists should have a hanging indent of 0.5 cm. Avoid using more than two levels in the lists.

Following paragraphs indented 0.5 cm.

Footnotes should be avoided. The corresponding text should be incorporated in the main text.

Equations should be typed flush with the left-hand margin and numbered consecutively with numbers in brackets on the right. Leave single spacing above and below equations, as shown below.

Equation (1):

*N =* Σ *xi = δ*

*i=1*

Figures and tables must be included in the main text and be individually numbered and captioned. Text in the tables should be typed in Arial 12. Illustrations should be sharp and clear.

The placement of figures, tables, and illustrations should be aligned as centered within the document. Captions should be placed **below figures** and **tables**. These are to be typed in Arial 12, in italics, and centered.

Leave one line before and after tables and figures (see examples below).

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*Table 1: Caption (Arial, Italic, 12 pt, centered)*

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*Figure 1: Caption (Arial, Italic, 12 pt, centered)*

This is an example of main text, and is the last line of this section.

**Language**

Full papers must be written in good/adequate English. Please ensure that your paper has been carefully proofread prior to submitting it to the EPIEM 2021 conference.

*Once the final version of the paper has been submitted,* ***the document cannot be corrected or changed later****.*

**Conclusion**

The above text summarizes and descriptively demonstrates the main instructions for writing and preparing the full paper. All that is missing now are guidelines regarding references.

**Reference list**

Author A., ..., Author N., Year. Book title. Publisher, City.

Author A., ..., Author N., Year. Title of article. Journal, Vol. (No.), pp.

Author A., ..., Author N., Year. Title of contribution, in: Editor E., Editor E. (Eds.), Book title. Publisher, City, pp.

Author A., Year. Title of Paper, Conference proceedings, Date of the Conference, City.

***Final remarks for authors:***

*Citations in the text (Exemplarily)*

* Citations it the text should be indicated in the following way: (Author1 and Author2, Year). Example: (Zunk, 2013) or (Mustata and Alves, 2020).
* For works with more than two authors, use: (Author1 et al., Year), except when citing the publication for the first time, when all authors should be listed: (Author1, Author2 and Author3, Year). Example: (Stankovski et al., 2005).
* Multiple works within one citation are to be ordered alphabetically by first author and separated with a semi-colon. Example: (Porter et al., 2003; Pimentel, 2013).

*Reference list (Exemplarily)*

* Reference to a journal publication: Alves, A., Mustata, C., Stankovski, S., Pimentel, C., Zunk, B.M., 2015. IEM Teaching: Exploring Student’s Motivation in Europe. International Journal of IEM Education 20 (2), 83-94.
* Reference to a book: Bauer, R.U., 2016. Research Design and Methods. Second ed. Springer, Wiesbaden.
* Reference to a chapter in an edited book: Weiss, R.T., Pointner, A.T., 2017. Managing IEM Study Programms. In: Bauer, U.A., Dolzer, Y., Hedler, G. (Eds.). Managing HEIs in the New Century. Routledge, New York, NY, pp. 90–123.
* Reference to conference proceedings: Vanta, E.R., Brand, A., Reis, M.B., 2020. The impact of education on employability. Proceedings of the 13th EPIEM Conference, 30 October 2020, Bucharest, Romania.
* References should be arranged alphabetically by first author name. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication, example: (Bauer et al., 2015a).