**PAPER TITLE**

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**Abstract (max. 200 words)**

***Purpose*** *– words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Methodology/approach*** *- words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Findings*** *– words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Research limitations/implications*** *– words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Practical implications*** *– words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Originality/value*** *– words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words, words.*

***Key words:*** *max. 3**words.*

**Introduction**

The paper should be between 1500 and 3000 words (including references). Type all paper, except tables, single-spaced in 11-point type Arial font. Type in block form, with an extra double-space between paragraphs. Use footnotes sparingly. Organize the manuscript by using primary, secondary, and tertiary headings rather than numbered headings.

**References in text**

About referencing: If the author's name is in the text, follow it with the year in parentheses [e.g., "Abrudan (1992) recommended . . ."]. If the author's name is not in the text, insert it in parentheses, followed by a comma and the year. Multiple references are listed chronologically in parentheses, separated by semicolons. For two or three authors, give all the authors' last names in text each time the work is cited; if there are four or more authors, give only the first author's name followed by "et al." and the date for each citation. Page numbers, to indcate a passage in a book or to give the source of a quotation, follow the year and are preceded by a colon. If there are more than one reference to the same author in the same year, postscript the date with a, b, c, etc. (e.g., Nicolescu and Verboncu, 1995a). For a source that is forthcoming or in press, give an estimated year of publication and use that date for citations in text. Add "in press" or "forthcoming" in parentheses at the end of the bibliographic information in the references.

**Text**

Omit italics unless absolutely necessary. Use only abbreviations known to the general public and avoid unnecessary acronyms; spell out an abbreviated term when first used. Avoid parentheses in textual material. Use quotation marks only for direct quotations. Spell out numbers from one to nine and those that begin a sentence. Write out "percent" in text; use percentage sign in tables.

Use the active voice whenever possible, but use "we" only for multiple authors. Use the past tense for discussing earlier studies or presenting methods, samples, data, findings, results, and conclusions. Use the present tense for discussing tables or figures as they are presented in text.

**Tables and figures**

Put tables or figures each on separate pages and attach them at the end of the manuscript after the references, rather than inserting them in the text. Include a note (i.e., Insert table 1 about here) at the point in text where they are referenced. Present graphic material so that the meaning is immediately clear by including a title on every figure and table and labeling axes and diagrams.

**Discussion and conclusions**

List all references as an appendix to the manuscript. Alphabetize by author and, for each author, list in chronological sequence. List the authors' last names and initials. Use no italics or abbreviations.

**Notes**

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1 Words words words words words words words words words words words words words words words words words words words words words words words words words words words.

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