TITLE OF PAPER (Arial, 16 point)

**Abstract.** Each paper should be summarized by an abstract (150-200 words). Include salient points on the purpose, problem statement, methods/procedures, results/findings, and conclusion/implications.

**Keywords.** *Main terms (10 point, italicized, separated by commas and should not be more than 5 keywords).*

* 1. Introduction

Please **submit your paper in docx format**. Use the template to start writing your paper or you set the style for each heading by creating and modifying the specific heading. Use the H1 button to format a first-level heading (Arial, 12 point bold), the H2 button to format a second-level heading (Arial, 11 point bold), and the H3 button to format third-level heading (Arial, 11 point italicized).

Paragraphs are written as fully justified text. The first line of a paragraph is not indented after a heading. This format will appear automatically if you press “Return” at the end of a heading. In all other text paragraphs, the first line is indented by 0.4cm.

Please use Times New Roman fonts (11 point) for running text, and Arialfonts for headings (16 point for Paper title, 12 point for first level headings, 11 point for second and third level headings) single spacing.All submission should be **5-6 pages** long (including the references, acknowledgement and appendices).

2. Problem formulation

Please do not use abbreviations at the beginning of a sentence; the words should be written out in full. Use the following abbreviations for "cross-references" in your paper:

* p./pp. (page/s)
* Chap./Chaps. (chapter/s)
* Sect./Sects. (section/s)
* Fig./Figs. (figure/s)
* Eq.(Eqs. (equation/s
* The word "Table" should never be abbreviated

2.1 Equations

Equations appear on separate lines and are numbered chapter-wise. The equation number is placed in parentheses to the right of the aligned text next to the equation (see Eq. 1.1).

|  |  |
| --- | --- |
|  | (1.1) |

The **Equation** button inserts two table cells. There is a box on the right for the equation number, and one on the left for the equation itself.

* 1. Figures

When preparing the figures, it is very important that the technical requirements are taken into consideration in order to obtain a high quality print output.

* Scan all the illustrations in the same size as they should appear in print (print area for each page is 11.7 x 18.8 cm). If possible, do not scan printed material as this produces a lower contrast quality.
* The minimum resolution for scanned line drawings is 800 dpi, for fine details (small lettering) 1200 dpi (in the final size).
* For scanned photos (grey scale figures), a minimum of 300 dpi is required; for photos with lettering 600 dpi is recommended.

Note that illustrations directly taken from the Internet produce a low quality print output because the resolution is only 72–96 dpi. Care should be taken to **cite** or indicate the source appropriately.

Place the figures near to the citation in the text, at the beginning or the end of a page so that the text flow is interrupted as little as possible.

The figure legend must always appear beneath the figure and contain the title of the figure and any necessary explanation. Number the figures consecutively (e.g., Fig. 1, Fig. 2) and ensure that all the figures in the text are cited in the correct order.

The **Figure Legend** button inserts **Fig.** Only the figure number and the legend need to be entered.



**Fig. 1.** *Label of the figure (centered, 10 point, italicized)*

3 Problem Solution

3.1 Tables

Tables should be used to present the results of investigations and large sets of figures clearly.

Tables are set in a smaller font size (10 point) than the rest of the text. They always consist of the following elements:

* The table heading
* The actual table
* Table notes (where applicable)

Tables should have at least two rows and two columns. Simple, one-column lists should not be treated as tables, but instead should be incorporated in the running text.

The **Format Table** button formats the table as shown in the example below.

**Table 1.** Label the Table

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Patient no. | *psystart* HR | *psystart*  maximum  [mmHg] | HR  [min–1] | ECG | CHD |
| 5a | 25.038 | 214 | 214 | ES | Yes |
| 8a | 14.220 | 237 | 60 | ES | Yes |
| 14a | 11.350 | 165 | 111 | ES | No (?) |
| 23b | 18.128 | 175 | 90 | ES, ST | Yes |
| 39b | 22.785 | 218 | 68 | ES | Yes |

*p* physical pressure, *HR* heart rate, *ECG* electrocardiogram, *CHD* preoperatively diagnosed coronary heart disease, *ES* extrasystoles, *ST* sedimentation time.

aPatients in Group 1.

bPatients in Group 2.

Number the tables consecutively and ensure that all the tables in the text are cited in the correct order (e.g., Table 1, Table 2, ...). Tables are normally placed near the relevant citation in the text. However, where possible, tables should appear either at the beginning or the end of a page.

3.2 Headers

Each paper should begin on a right-hand (odd-numbered) page. It is preferable if your paper consists of an even number of pages.

The running headline (header) contains the author name(s) on the left-hand page and the title of the paper on the right-hand page.

DO NOT number your paper as this will be inserted in the final stages of publication by the editor.

Headers should be inserted in the paper. Proceed as follows:

For aesthetic reasons, the first page has no header and no page number, but it is included in the automatic page numbering.

The title in header should only be one line. If it is necessary you should use a shortened version of the title.

* 1. References

References should be cited in the text using American Psychological Association, 6th edition referencing style.

All references cited in the text must also appear in the reference list. The heading "References" should appear as a first-level heading but without a number and make use of a hanging indent.

4 Conclusions

Please, follow our instructions faithfully; otherwise you have to resubmit your full paper. Please feel free to contact with us if you experience problems in following the requirements or have any questions regarding the format of your paper.

References

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