



Guide for authors

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Guide for Authors

Preparing E-CRC Proceedings articles with MS Word for *Procedia Social and Behavioral Sciences*

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Yours sincerely, *Procedia Social and Behavioral Sciences*

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Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the 'spellchecker' function of MS Word.

1. How to download the CRC MS Word template

Please obtain the "MS Word Template" from the conference organiser

Do not make any changes to the structure of the template as this can lead to production errors.

2. Paper structure

Papers should be prepared in the following order:

Introduction: to explain the background work, the practical applications and the nature and purpose of the paper.

Body: to contain the primary message, with clear lines of thought and validation of the techniques described.

Conclusion

Acknowledgements (when appropriate)

References

Appendices (when appropriate)

Section headings: should be left justified, with the first letter capitalised and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

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Please do not alter the formatting and style layouts which have been set up in the template document *Procedia - Social and Behavioral Sciences*.

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The first page should include:

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(b) Title

Click on the existing text and enter the title of the paper using sentence case.

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(d) Abstract (50–100 words)

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All figures should be numbered with Arabic numerals (1, 2, ...). All photographs, schemas, graphs and diagrams are to be referred to as figures.

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References should be listed at the end of the paper. Authors should ensure that every reference in the text appears in the list of references and vice versa. When the names are mentioned in the text indicate reference citations as Van der Geer, Hanraads, and Lupton (2000); Strunk and White (1979) and when the names are not part of the text use (Mettam and Adams, 1994).

Only essential references, which are directly referred to in the text, should be included in the reference list.

Some examples of how your references should be listed are given below, which will allow you to assemble your reference list according to the correct format and font size. For more than 6 authors the first 6 should be listed followed by et al..

Van der Geer, J., Hanraads, J. A. J., and Lupton, R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51 - 59.

Strunk, W., Jr., and White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Mettam, G. R., and Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, and R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

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Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column. The .Els-footnote. style is available in the "MS Word Template" for the text of the footnote.

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