

## Instructions for authors

Thank you for choosing to submit your paper to our Conference. These instructions will ensure we have everything required so your Conference paper can move through peer review and presentation. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the Conference requirements. For general guidance please visit our “Author Services” website.

Complete guidelines for preparing and submitting your manuscript to this Conference are provided below.

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Please note that this Conference only publishes manuscripts in English. Your Presentation could be in English or Greek.

## Preparing Your Paper

### Structure

Your paper should be compiled in the following order: title page; abstract; keywords; main text introduction, materials and methods, results, discussion; acknowledgments; declaration of interest statement; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figures; figure captions (as a list).

### Word Limits

Please include a word count for your paper. There are word limits for papers in this Conference. In order to be accepted, your submission should have up to 4,000 words. Essentially, an extensive summary should be submitted in order for your submission to be accepted for presentation to our Conference.

### Style Guidelines

Please refer to these quick style guidelines when preparing your paper, rather than any published articles or a sample copy.

- Please use American spelling style consistently throughout your manuscript.
- Please use double quotation marks, except where “a quotation is ‘within’ a quotation”. Please note that long quotations should be indented without quotation marks.

### Formatting and Templates

Papers may be submitted in Word format. Figures should be saved in the text and no separately. To assist you in preparing your paper, we provide formatting template(s).

Manuscripts should be supplied in the following format:

- Microsoft Word (WordPerfect is also acceptable), 12-point type (Times New Roman), and double-spaced.
- Manuscripts are not to exceed eight (8) pages, plus tables and figures for a total of sixteen (16) pages.
- Headings: Please indicate the level of the section headings in your article: **First-level headings** (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns. **Second-level headings** should be in bold italics, with an initial capital letter for any proper nouns. **Third-level headings** should be in italics, with an initial capital letter for any proper nouns. **Fourth-level headings** should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark. **Fifth-level headings** should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark.
- In the absence of tables and figures, the Editor may allow a greater number of text pages. The Editor's decision is final.
- Allow margins of at least one inch (3 cm) on all sides of the typed pages.
- Number all manuscript pages consecutively.
- Each article should be summarized in an abstract of not more than 4000 words
- References:
  - ✓ Cite a resource in the text by (1) the surname(s) of its author(s); (2) its publication year; and (3) a page number or page numbers, when necessary (e.g., with a direct quotation). These elements of citation can be formatted in two ways. A resource can be cited with the author surnames incorporated into the running text and the publication year and page number(s) set inside parentheses, with a comma after the year and before the page number(s): This phenomenon occurs frequently, according to Smith and Jones (2018). Smith and Jones's (2018) landmark study offers valuable

insights. Smith and Jones (2018, 67) consider “indulgent parenting... a danger to the average child.

- ✓ When citing multiple resources in a parenthetical citation, two rules apply. First, separate citations by unique sets of authors with semicolons: (Jones 2018; Smith 2010) (Smith 2010; Smith and Jones 2018).
  - ✓ The basic formats for citations with different numbers of authors are as follows: One author: Smith (2018) or (Smith 2018) Two authors: Smith and Jones (2018) or (Smith and Jones 2018) Three authors: Smith, Jones, and Johnson (2018) or (Smith, Jones, and Johnson 2018) Four or more authors: Smith et al. (2018) or (Smith et al. 2018).
  - ✓ If two or more authors have the same surname, include the given-name initial(s) of the authors in each citation: G. Smith (2012) and F. Smith (2008) (F. Smith 2008; G. Smith 2012).
  - ✓ Book: Format Author, A., B. Author, C. Author, and D. Author. yyyy. Title of the book. # ed. City, State Abbr./Country[optional]: Publisher Name
- 
- Author details. All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCIDiDs and social media handles (Facebook, Twitter or LinkedIn).
  - One author will need to be identified as the corresponding author.
  - Keywords: Please provide keywords to help readers find your article, please give five or six keywords.
  - Figures. Figures should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size).
  - Tables. Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text.
  - Equations. Please ensure that equations are editable.
  - There **are no** submission fees.

## Submitting Your Paper

You can submit your paper to the following email: [pubrel@teiw.gr](mailto:pubrel@teiw.gr)