**Recommended paper structure:**

* **Introduction**
* **Literature Review**
* **Research Methodology**
* **Results and Discussions**
* **Conclusions**

**References**

**Specifications:**

Papers will be reproduced exactly as submitted and will not be edited in any way. Abbreviations should be kept to a minimum. Use of standard abbreviations is acceptable. All abbreviations must be explained when first used. Place special or unusual abbreviations in parentheses after the full term for the first time it appears. Linguistic accuracy is the responsibility of the authors.

* **Language:** Papers should be written only in the **English UK Language**.
* **Length of full paper:** minimum 5,000 words and maximum 8,000 words including text, figures, tables, and reference list.
* **Font:** Times New Roman, Size 12, Colour Black
* **Line Spacing:** Single
* **Citation style:** In-text citations and Final References should follow the Harvard style (<https://www.library.hbs.edu/content/download/49322/file/HBS_Citation_Guide>) **Within the text**, for more than 3 authors, we recommend the use of First Author **Surname, et al., year** **PLUS page/pages for books/book chapters**; within the text, page numbers are only to be provided for books and book chapters, while in the final list of **References**, page numbers are going to be provided for book chapters and articles following the format: pp. 23-41 (pp. first-last page of the chapter/article). We recommend the use of the References Function under MSWord, Insert Citation, insert New Reference – Style Harvard Anglia.
* **Page Setup:** It is strongly recommended to observe this given paper format. We kindly advise you to input your paper text in this document which is already properly formatted.
  + **Size:** A4 paper, Portrait
  + **Margins:** 2.5 all around (Left, Right, Top, Bottom), Header/Footer 1.5 cm.
  + **Alignment:** Justify, Paragraph Before 0pt, After 6pt.

You may use the following section to write or copy/paste your text, matching the formatting:

**Paper Title – Capitalize the First Letter of all Words Included in the Title (Font: Times New Roman (TNR), size 14, centred, bold, avoid the use of abbreviations here)**

**First Author First and Surname**1\* - **TNR, bold, 10**

**Second Author First and Surname**2 - **TNR, bold, 10**

**Third… Last Author First and Surname**1 - **TNR, bold, 10**

1 Institutional Affiliation/Name of the University 1 - TNR, 9,Country, \*e-mail address of the corresponding author

2 Institutional Affiliation/Name of the University 2 (if different from the 1st university, etc.) - Times New Roman, 9,Country

**ABSTRACT**

Brief description of the study and used methods – minimum 1000 characters, maximum 300 words/Times New Roman (TNR), 10 (Abstract must cover the following aspects: a brief Introduction of the approached subject highlighting the added value of the Research; Research Purpose and the Methodological Approach; Key Results and Main Conclusions.)

**Keywords:** keyword1, keyword2, keyword3…- maximum 5 keywords /TNR 10

**Introduction**

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**Literature Review**

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**Examples of cited sources (we recommend the use of the References function under MSWord: opt for Harvard-Anglia style, click Insert Citation (click Add New Source, extend by ticking “Show all bibliographic fields” and fill in the appropriate fields); obviously, once introduced, the same source can be used several times (add new placeholder); for books, please edit the citation and add the page number/numbers:**

Text text text **cited book** (Atkinson & Jones, 1991, pp. 3-6) text text.

Text text **cited academic article** (Mason, et al., 1992) text text.

Text text **cited paper from conference proceedings** (Lamba & Jain, 2022)text text.

Text text **cited institutional report** (Organization for Economic Co-operation and Development (OECD), 2016, pp. 34, 56-78)text text.

Text text **cited newspaper article/article in a periodical with author** (Smith, 2017)text text.

Text text **cited newspaper article/article in a periodical without any author** (\*\*\*, 2008)text text.

Text text **cited online document/source** (Castle, 2005)text text.

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**Research Methodology**

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**Results and Discussions**

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For **Tables** (if needed) consider the following recommendations. The content of tables should be written with **Times New Roman size 10.** Number each table and insert table headings **above** the table – Centered

**Table no 1**. A table caption is always placed above it (Font size TNR 10)

|  |  |  |
| --- | --- | --- |
| **Heading level** | **Example** | **Font size and style** |
| Title (centered) |  | Times New Roman, 9 |
| 1st-level heading | 1 Introduction | 12 points, bold |

Source: Author (year of publication), p./pp. (use p. for a single page or pp. for multiple pages) (Font size TNR 9)

For **Figures** (if needed) consider the following recommendations: Number each figure and place the figure caption **below** the figure. Short captions should be centered, while long ones should be justified.

All objects used in one figure should be GROUPED.

All figures and images should be prepared in **Full Colour!**

**All Tables and Figures must have sources (including those produced by the author(s) – “Source: Author’s/Authors’ own processing based on…”**

Drawings (figures, charts) should be prepared with **a minimum line weight of 1pt.**

Chart, line chart

Description automatically generated

**Figure 1**. A figure caption is always placed above the illustration (Font size TNR 10)

Source: Author (year of publication) p./pp. (Font size TNR 9)

**Formulas:**Formulas should be typewritten (use, e.g., Microsoft Equation Editor). Displayed equations are centered and set on a separate line.

*x* + *y* = *z*

For **Bullets lists** consider the following:

* Bullet 1;
* Bullet 2;
* Bullet 3;
* Bullet 4.

Use Tabs (1.27 cm for the first line) for the first line of each paragraph. Do not insert any rows between paragraphs. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

**Conclusions**

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Summarize the results of the research/paper and write the conclusion with a few sentences here (**min. 1000/1500 characters**).

**Articles without conclusions will NOT be published!!!**

Manuscripts are accepted for review with the understanding that they:

* are original;
* have not been previously published in whole or in part;
* have not been previously accepted for publication;
* will not be submitted elsewhere until a decision is reached regarding their publication in the MTBHT 2022 Proceedings.

**ACKNOWLEDGEMENTS**

This section is optional.

**REFERENCES (specifications)**

**References should follow the Harvard referencing style (https://www.library.hbs.edu/content/download/49322/file/HBS\_Citation\_Guide)**

**Generate the final list of References** using the MS Word References function: **click Bibliography, select Built-in References – do not forget to select the references and format them using the font TNR 12, single-spaced, paragraph spacing 6 pt before and 0 pt after.**

**REFERENCES (examples)**

\*\*\*, 2008. Small Change. *Daily News*, 2nd February, p. 7.

Atkinson, M. J. & Jones, M. G., 1991. *The Financial Markets.* 4th ed. New York: Wiley.

Castle, B., 2005. *Introduction to web services for remote portlets.* [Online]   
Available at: http://www-128.ibm.com/developerworks/library/ws-wsrp/  
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Lamba, J. & Jain, E., 2022. *Business Revolution in Post-COVID Era: An Evolving Economy Outlook.* Singapore, Springer, pp. 19-30.

Mason, C. K., Rao, R. P. & Steven, R. S., 1992. Limit Moves and Price Resolution: A Reply. *The Journal of Markets,* 12(1), pp. 361-367.

Organization for Economic Co-operation and Development (OECD), 2016. *OECD Tourism Trends and Policies.* Paris, OECD Publishing.

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Smith, A., 2017. Money for Old Rope. *Daily News*, 21st January, pp. 1, 3-4. - **cited newspaper article/article in a periodical with author**

***Observations:***

* ***Self-citing should NOT exceed 10%.***
* ***Papers without REFERENCES will not be accepted!***
* ***Every text citation must be listed under the heading REFERENCES at the end of the text.***

***In the text, every reference should be quoted at least once following the Harvard citation style.***

**APPENDIX/APPENDICES**

This section is optional.