



Manuscript guidelines for papers to be included in the conference proceedings

General guidelines

Final versions of accepted articles must be submitted as Word files conforming to the following:

1. Paper size must be A4.
2. All text must be fully justified, single spaced and (automatically) hyphenated.
3. Margins (top, bottom) should be set at 1.5 inches (3.81 cm).
4. Margins (left, right) should be set at 1.5 inches (3.81 cm).
5. Please use Times New Roman 14 font size for the title, Times New Roman 10 font size for the abstract and footnotes, and Times New Roman font size 12 for all other text.
6. Number all figures, tables and charts. They must be centered, conform to the margins listed above, and embedded in the text. All graphics must be in Portrait orientation, and be typed in a font size no smaller than Times New Roman 8.
7. Note that the entire submission (manuscript, biographical sketch, abstract, and contact information) must conform to these format specifications.
8. Refrain from using AutoFormat options, do not insert section breaks and avoid vertical pages (if necessary split tables).
9. Use the spell check (US English) to check your manuscript on spelling errors.

Specific guidelines

1. Use the US English spelling, so set English (US) as the language. Sections, tables and figures should be numbered (Arabic numbers). Write percentages as numbers in combination with the %-sign, not the word percent (e.g., 5% instead of five percent). **Please use the Spelling & Grammar checker.**

2. The article begins with the title (centered, in **CAPITAL** in bold and in Times New Roman font size 14 pt). Set Spacing After at 0 for the main text (not for footnotes) and skip 1 line after the title. Then type the names of the authors and their organizational affiliations (all centered in Times New Roman font size 12 pt).

3. Skipping 2 lines after the authors' names, the word **ABSTRACT** (in Times New Roman font size 12 pt) should follow in capital in bold, and flush with the left-hand margin. Afterwards, skipping one line, the text of the abstract should appear typed in *italics* (in Times New Roman font size 10 pt). Skipping 1 line the abstract should be followed in the same font by the word **Keywords** followed by a colon and the keywords (but not in italics, e.g., **Keywords:** finance, stock prices)..

4. Other headings should be typed similarly as **ABSTRACT**, thus in capital in bold, Times New Roman font size 12 pt, flush with the left-hand margin, and followed by a blank line. If a heading exceeds one line, use a hanging indent.

5. Skipping one line after the abstract, the text of the article should begin. **All** paragraphs (including the abstract) should be **indented 0.25 inches** (0.64 cm) by using the indentation key, not spaces. The main text (including headings) should be single-spaced, justified and (automatically) hyphenated, while paragraph spacing should be set at 0 pt (Before) and 0 pt (After). Paragraphs as well as sections should be separated by a blank line.

6. Make sure that Tables, Figures, etc. do not run over the page, are embedded in the text, are numbered and conform to the margins (top and bottom 1.5 inches; left and right 1.5 inches). Place Tables, Figures, etc. such that pages are mostly filled to avoid large white areas. Table and Figure titles should be on top, centered and in bold, while paragraph spacing should be set at 0 pt (Before) and 6 pt (After). Figure x and Table x must be followed by a dot (.), not a colon (:).

7. Use footnotes, no endnotes. They should be single-spaced and typed in Times New Roman font size 10 pt. Set paragraph spacing at 0 pt (Before) and 6 pt (After). Note that this pertains to footnotes only, **not to the main text**. The footnote separator should not be indented (flush left). Footnote numbers should be in superscript (¹) in the main text, but in the footnotes in normal format followed by a dot and a space (1.)

8. Check your manuscript on double and multiple spaces between words and sentences and remove them. Check "Automatically hyphenate document", so that the text will be hyphenated. All text – including headings and footnotes - must be justified and hyphenated.

9. References (in Times New Roman font size 12 pt) should be single-spaced, not indented, and separated by a blank line.

10. Citations:

Journal article: Artis, M.J. and M. Buti (2001) "Setting Medium-Term Fiscal Targets in the EMU", *Public Finance and Management*, 1(1):34-57. (Note there is no space after the colon.)

Book: Baumol, W.J. and A.S. Blinder (1991) *Economics*, New York: Harcourt Brace Jovanovich.

Book chapter: van der Hoek, M.P. (2005) "Public administration and policy in the European Union: an overview", in: M.P. van der Hoek (ed) *Handbook of Public Administration and Policy in the European Union*, New York: Taylor & Francis, pp. 3-24.

Internet source: Griffiths, D. (2006) *Risk-based internal auditing. An introduction*, accessed April 16, 2010 (www.internalaudit.biz).