GUIDELINES FOR SUBMISSION OF FINAL PAPER

Your final paper should be prepared in accordance with the following instructions and submitted electronically (MS Word) to the Conference Secretariat on or before 15 January 2011 to e-mail: transeal2011@gmail.com

FORMAT

- Page Size/Type: A4.
- Margins Top/Bottom: 2.5 cm (Except for page numbers, do not use "headers and footers").
- Margins Left/Right: Left 3 cm; Right 2.7 cm.
- Page Numbering: Arabic numerals located bottom centre, in single sequence throughout, including pages that carry tables, figures and appendices.
- Section Numbering: in sequence from start to finish of the paper.
- Justification: Fully justified, except in case of tables and figures.
- Font/Size: Times New Roman, font size 11.
- Maximum Number of Words: 2,500-3,000

STRUCTURE

- The title of the paper should be centred and written in bold capitals.
- Each author's name, title, and affiliation should be placed below the title.
- Each author's surname (family name) should be typed in capitals.
- Then, after two blank lines, the main body of the paper starts, divided in sections and sub-sections as appropriate.

The main body of the text is followed by ACKNOWLEDGEMENTS, REFERENCES and APPENDICES (if appropriate) without a section number but in bold capitals.

TABLES AND FIGURES

- Tables and figures should be written with the same word processor (MS Word) as the rest of the text.
- Tables are to be numbered sequentially and have an explanatory title aligned left above the table.
- Figures must be drawn using good quality graphical software; they must be numbered sequentially and have an informative title aligned left below the figure.
REFERENCES

Books:

Journals:

Article in Book Edited by another Author:

Web Document: