**PAPER TITLE: TIMES NEW ROMAN, 14, BOLD. USE UPPERCASE**

**(14 pt blank line)**

**First Author (First Name LAST NAME) (TNR 12pt bold)**

First author affiliation (TNR 12pt)

First author email (TNR 12pt)

**Second Author (First Name LAST NAME) (TNR 12pt bold)**

Second author affiliation (TNR 12pt)

Second author email (TNR 12pt)

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**Abstract.***These instructions give you guidelines for preparing papers for the IE 2020 International Conference. Use this document as a template if you are using Microsoft Word. Otherwise, use this document as an instruction set. Do not cite references in the abstract. Leave two blank lines (Times New Roman 12) after the authors list. The abstract is written with Times New Roman 12 italic font and contains a summary of the paper using between 150 and 300 words.*

**(12 pt blank line)**

**Keywords**: Between 3-5 key words or phrases in alphabetical order, separated by commas.  Leave one blank line before key words.

**JEL classification:** Key words should be followed by JEL classification (no more than 3 categories) available at <http://www.aeaweb.org/jel/jel_class_system.php>

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**1. Introduction (TNR 12pt, bold, left)**

Leave 2 blank lines (Times New Roman, 12) before Introduction.

An article should normally have maximum 6 pages (at least half of the last page should be covered by text) but longer manuscripts are welcome in the case of high interest subjects. Authors can submit their manuscripts using any version of English, but should use UK spelling and punctuation.

The authors are fully responsible for the entire content of the submitted papers.

For the paper main content use Times New Roman, 12, regular font style. Type area on a page is standard A4 (8.27'' x 11.69''). Margins for this type area: top 1'', bottom 1"; left 1", right 1", header 0.49"”, footer 0.49".

All text should be fully justified and single spaced.

Levels of subheads should be easily distinguishable from each other with the use of numbers. There should be one line spaces before each subhead and one line space after each subhead.

First line of all paragraphs should not be indented and there should not be line gaps between consecutive paragraphs.

The editing will be done in a single column, continuously, without free spaces, excepting the rows before and after headings, tables and figures captions.

In the paper content *use italics for emphasis* and do not use underline.

Are accepted no more than three levels of headings (1 / 1.1 / 1.1.1). All three levels of headings are typed in all bold on a separate line. All headings should be in lower case excepting the first letter of the first word (except where demanded by grammar).

After

**1.1 Titles format**

Paper Title: centered, Times New Roman, 14, Bold. Use Title Case (Each Word Starts with a Capital Letter Excepting Prepositions)

Author(s): centered, Capitalize Each Word case, 12 point type (Times Roman)

Affiliation(s): centered, Capitalize Each Word case, 12 point type (Times Roman)

Head: Bold sentence case. 12 point type (Times Roman)

Sub Head (if applicable Bold sentence case, 12 point type (Times Roman)

Leave 1 line space between title and author names/affiliation.

Leave 2 line (12 point type, Times Roman) spaces between author/affiliation and start of abstract head

Leave 1 line (12 point type, Times Roman) space between Abstract and Key words.

Leave 2 line (12 point type, Times Roman) spaces between JEL classifications and Introduction.

Leave 1 line (12 point type, Times Roman) space before and after each section of the paper.

**1.1.1 Main content**

The editing will be done in a single column, continuously, without free spaces, excepting the rows before and after headings, tables and figures captions.

Text type should be 12 point Times Roman. All text should be fully justified and single spaced. Text should be single spaced.

First line of all paragraphs should not be indented and there should not be one line gap between consecutive paragraphs.

**2. Figures (images) and tables**

Figures and tables may appear printed directly in the text. Figures and tables should appear near the citation in the text. Figures and tables should always be cited in text in consecutive numerical order.

**Captions for figures:**

Text type should be 10 point Times New Roman italic (eg; *Figure 1. Caption*). A caption should be provided for each figure. The caption should be typed into the manuscript, directly beneath the figure.

Captions are to be listed in numerical order, labeled as “Figure 1”, “Figure 2”, etc.

Between figures caption and following paragraphs you must leave one line space (12 point type, Times New Roman).



*Figure 1. Types of rule expressions*

**Captions for tables:**

Text type should be 10 point Times New Roman italic (eg; *Table 1. Caption*). A caption should be provided for each table. The caption should be typed into the manuscript, directly above the table.

Captions are to be listed in numerical order, labeled as “Table 1”, “Table 2”, etc.

Between paragraphs and tables caption you must leave one line space (12 point type, Times Roman).

*Table 1. Content details*

|  |  |
| --- | --- |
| **Content** | **Details** |
| Paper title | Centered paragraph, font size 14, bold. |
| Author(s) | Full name (last name all capitals) and affiliation (institution, city, country, email) – centered paragraph. |

Please verify that the figures and tables you mention in the text actually exist. Please do not include captions as part of the figures. Do not put captions in “text boxes” linked to the figures. Do not put borders around the outside of your figures.

Figures and tables should be followed by an indication of their Source written 10 point Times New Roman italic,  (*Source: Reference style*) excepting authors own research results.

Figures and tables should be referred in the main text using “figure 1,” or “table 1”.

**3. Equations**

If at all necessary in the text, equations should be numbered consecutively with bracketed Arabic numerals in the right hand margin. Careful attention must be paid to sub- and superscript symbols, and upper and lower case letters.

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize symbols used in paragraphs. Refer to “(1),” not “Eq. (1)” or “equation (1),” except at the beginning of a sentence: “Equation (1) is ... .”

**Measurements**

Measurements must all be given in the metric system. In exceptional cases, other measurements may be allowed in brackets.

**4. Reviewing process**

All papers will be subjected to peer review and are expected to meet standards of academic excellence. A blind review process will be used, employing 2 scientific reviewers. Author(s) will be notified about the outcome via email, using the declared address.

An author may not publish more than one paper in the **IE 2020 International Conference volume**. The bibliography and references must comply with the stated requirements. These are the eligibility criteria for the assessment process.

**5. Conclusions**

Each paper must be accompanied by a signed and dated statement of the author(s), stating that the paper is an original work and neither the paper nor significant parts of it have been published or are under re-viewing process for publication in another journal. The statement must be sent in original form or scanned in color and attached to the email. The statement also grants all copyrights for the paper to **IE 2020 International Conference**.

**Acknowledgment** (if it is the case)

Use the singular heading even if you have many acknowledgments.

The acknowledgments header is not numbered.

The names of funding organizations should be written in full.

**References**

References text type should be 12 point (Times New Roman) at the end of the paper.

*Citations*: use IEEE Citation Style: numbers enclosed in square brackets (e.g.: [1], [2], [33]).

*References*: use IEEE Citation Style. Use numbers enclosed in square brackets for each reference.

Reference numbers are set flush left and form a column of their own, hanging out beyond the body of the reference. The reference numbers are on the line, enclosed in square brackets. In all references, the given name of the author or editor is abbreviated to the initial only and precedes the last name.

References may not include all information; please obtain and include relevant information. Do not combine references. There must be only one reference with each number. If there is a URL included with the print reference, it can be included at the end of the reference.

In the References section are presented references to a paper in proceedings [1], to an article [2], to a book [3] and to an online journal article [4].

Citations should be numbered in the order they appear in the text. All references must be detailed in the Reference/Bibliography section. Avoid using footnotes, as they may interfere with final formatting of the paper.

All references have to be cited within the paper; otherwise they will be removed from the reference list.

**Articles from Conference Proceedings (published)**

[1] I. Ivan and C. Ciurea,”Quality characteristics of collaborative systems,” in Proc. The Se-cond International Conference on Advances in Computer-Human Interactions, vol. I, Cancun, Mexico, 2009, pp. 164-168.

**Article in a Journal**

[2] I. Ivan, C. Ciurea and A. Vişoiu, “Properties of the collaborative systems metrics,” Journal of Information Systems & Operations Management, vol. 2, no. 1, pp. 20-29, July 2008.

**Printed book**

[3] I. Ivan, C. Boja and C. Ciurea, *Collaborative Systems Metrics*. Bucharest: ASE Publishing House, 2007, pp. 20-25.

**Online journal**

[4] I. Ivan and C. Ciurea. (2008, December 10). Validations of metrics for collaborative sys-tems. Informatica Economică Journal [Online]. 4(48). Available: http://www.revistaie.ase.ro/content/48/IVAN%20Ion%20&%20CIUREA%20Cristian.pdf

**Electronic books**

[5] I. Ivan and C. Toma (2009, November 1), Informatics Security Handbook (1st Edition). [On-line]. Bucharest 2009, ISBN 978-606-505-246-8, Available: http://www.scribd.com/doc/63750074/Informatics-Security-Handbook-1st-Edition [January 2, 2013]

**World Wide Web**

B. MacGowan. Usability Do’s And Don’ts For Interactive Design. Internet: http://www.smashingmagazine.com/2010/04/27/usability-dos-and-donts-for-interactive-design/, April 27, 2010 [Oct. 20, 2012].

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