**9ICEG Paper template instructions**

**[Title format: 14pt Arial, bold, center aligned]**

N. G. Neer1, and C. O. Author2

*1Title(s), Institution/Company/University, City, Country, email: imauthor@abcd.com*

*2Professor, Wonder University, Metropolis, Wonderland, email: co.author@wonder.edu.gr*

Abstract

Abstract must be entered with 10pt Arial font and must be limited to one (1) paragraph of no more than 250 words. Avoid citations and equations in the abstract. Below the abstract include up to 6 keywords that best describe the focus of the paper.

*Keywords: 10pt, Arial font, italics, abstract, text, paper size, please no more than six keywords*

# INTRODUCTION

The authors of the papers should prepare their contributions in accordance with the layout instructions. In order to ensure a uniform layout, the authors are encouraged to assemble their paper using the provided template. This template is also available on the Congress website <https://iceg2023.org/>.

# paper layout

## Length of the paper and publication details

The proceedings will be published in digital format only. The paper length should be no shorter than 6 pages and no longer than 10 pages. Submitted papers shall not exceed the maximum size of 8 MB.

Papers will be published in the open-access ISSMGE Online Library and will be indexed with their own individual DOI number.

## Structure of the paper

Please adhere to the following order of presentation:

Title

Author(s), Affiliation(s)

Abstract

Keywords

Main text

Acknowledgements (optional)

References

## Text

Text should be written in one column. The first line of a paragraph should not be indented. Please use only metric units in the text. Type primary headings in capital letters (10pt, Arial, bold) and secondary and tertiary headings (10pt, Arial) with only the first letter of the heading in capital, as shown in Table 1. Headings should not be indented. Do not use a full stop after the heading. Leave a two-line space before each primary heading and one-line space before the rest of the headings. Paragraphs should be separated with a one-line space.

In the text, reference can be made to equations (1), tables (Table 1), figures (Figure 1), and literature quotes (King, 1998; Swifte & Smith, 2008a,b). Do not use bold font when referencing tables and figures. When the researcher’s name is embedded in the sentence, the reference does not need to be repeated at the end of that sentence. For example: Smith (2010) finds evidence that… should be used instead of: Smith (2010) finds evidence that… (Smith, 2010).

Effort should be made so that figures and tables be placed close to the text where the reference is made. All figures and tables must be referred to and described in the text.

***Table 1.*** *Layout of the proceedings. Table caption written in 10pt Arial text, italic, justify aligned*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Layout** | **Font** | **Font Size** | **Font**  **Style** | **Line Spacing** | **Alignment** | **Notes** |
| **Title** | Arial | 14pt | bold | single | centered |  |
| **Authors names** | Arial | 10pt | standard | single | centered |  |
| **Authors affiliation** | Arial | 8pt | standard | single | centered |  |
| **Abstract** | Arial | 10pt | standard | single | justify |  |
| **Keywords** | Arial | 10pt | standard | single | left |  |
| **1. HEADING TEXT** | Arial | 10pt | bold | single | justify | capital letters |
| **1.1 Heading text** | Arial | 10pt | bold | single | justify | capital letter only for the first letter of the title |
| **1.1.1 Heading text** | Arial | 10pt | standard | single | justify | capital letter only for the first letter of the title |
| **Body text** | Arial | 10pt | standard | single | justify |  |
| **Caption of figures** | Arial | 10pt | italic | single | justify | located at the bottom of the figure |
| **Caption of tables** | Arial | 10pt | italic | single | justify | located above the table |
| **Caption of referencesa** | Arial | 10pt | standard | single | justify |  |
| **References** | Arial | 9pt | standard | single | justify | spacing after: 4pt before: 0pt |

a Table footnotes should be entered in superscript letters. Write tables footnotes in Arial font size 8pt, standard and single line spacing with left alignment.

## Paper size

Use A4 page size (21.0 cm / 29.7 cm) with the margins set at 2.5 cm top and bottom and 2.5 cm left and right. Please format without any page number or footer.

## Equations

Equations should be preceded and followed by a one-line space. An example of an equation and equation numbering format follows:

V/Vw = 0.731n2 – 1.33n + 1.59 (1)

where V, Vw, and n are variables in the equation and should be described in the text.

## Figures and tables

### Recommendations for preparing figures and tables

Figures and tables should be included within the body of the paper. Table captions should be written above the table, as in Table 1, while figure captions should be written below the figure, as in Figure 1. The words Table and Figure with their associated numbering should be in bold and end with a full stop in the caption (see Table 1 and Figure 1). Authors are advised to comply with the provided table format (Table 1) and figure format (Figure 1). Leave a one-line space between the main text and table or figure (before and after).

Figures and tables shall be numbered consecutively in the order in which reference is made to them, making no distinction between charts and photographs. The most convenient place for placing figures is at the top or bottom of a page.

### Arrangement of figures in the text

Keep figures as simple as possible and avoid excessive notes. To assist formatting, authors are kindly asked to place the figure within a 2-row, 1-column table with no-borders (see Figure 1). The figure will cover the top row with central alignment followed by the figure caption within the bottom row of the table with left alignment. It is allowed to place 2 figures side by side by introducing a second column in the table (see Figure 2).

Please ensure that all figures should be of the highest possible quality. Photographs must be scanned at 300 dpi. It is not advisable to use scanned charts.

|  |
| --- |
|  |
| ***Figure 1.*** *Figure caption written in 10pt Arial text, italic, justify aligned* |

|  |  |
| --- | --- |
| A picture containing sky, outdoor, resort, shore  Description automatically generated | Εικόνα που περιέχει νερό, ουρανός, υπαίθριος, βάρκα  Περιγραφή που δημιουργήθηκε αυτόματα |
| ***Figure 2.*** *Description for the left side (left). Description for the right side (right)* | |

### Arrangement of tables in the text

Tables can run over more than one page. If they do so in your paper, please ensure that the table number and “(continued)” appear at the top of each new page on which the table continues. For example: **Table 1.** (continued).

If you have a particularly wide table, please do not change the orientation of the page from portrait to landscape. Instead, create the table with its top row parallel with the left margin and its bottom row parallel with the right margin of the page.

# GUIDELINES ON REFERENCES

References should be listed in the reference list at the end of the paper, which should be in alphabetical order. References will be written in 9pt Arial style with single line spacing and a 4pt after spacing. For consistency, full references should appear in APA 6th Edition referencing style. References are not allowed to appear in footnotes.

In-text references should include the name of the referenced author or authors and the year of publishing, for example: (Douglas, 2021) or (Collins & Name7, 1998). When citing publications with three or more authors use the first author’s surname followed by “et al.”, for example: (Abbott et al., 2010). When there are several references to be cited at one place, order them from earliest to latest and separate them with a semi-column (;), for example: (Beacher, 2011; Douglas, 2021). If several works by the same author are cited, entries should be chronological, and if there is more than one reference of the same year, you should add a, b, etc. in the in-text reference and corresponding reference list, for example: (Patten, 1973b).

# CONCLUSIONS

The conclusions are a vital part of the paper and should state concisely the most important outcomes as well as the author’s views of the practical implications of the results. Papers without conclusions will be considered incomplete.

# ACKNOWLEDGEMENTS

REFERENCES

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Douglas, N. (2021). Review of remediation techniques. Retrieved October 2, 2022, from ABCD: http://www.abcd.com