Title of Paper

DOI:

Authors Name/s (please do not fill for manuscript)

Received

ABSTRACT

**Purpose:** …

**Methodology/Approach:** …

**Findings:** …

**Research Limitation/implication:** …

**Originality/Value of paper:** …

**Category:** select one (Research paper, Viewpoint, Technical paper, Conceptual paper, Case study, Literature review, General review)

**Keywords:** … (maximum 5; separated by semicolons)

# Introduction

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.

All the authors are asked to prepare their papers in compliance with the following guidelines:

* The paper should be written in English.
* Because of optical reduction (85%) the following format should be kept: a page size A4 (21.0 cm x 29.7 cm), spacing 1 (single), margins for the whole paper: 3.0 cm – left margin, 3.0 – right margin, 2.5 cm – top margin, 2.5 – bottom margin. The author(s) name(s) should be written on the first page as shown in Times New Roman 14.
* The title of the paper should be written in Times New Roman 16, in bold, in capital letters. Subtitles should be written in Times New Roman 14, in bold. The paper itself should be written in Times New Roman 13.
* Do not use field functions. Use tab stops or other commands for indents, not the space bar. Use the table function, not spreadsheets, to make tables. Use the equation editor or MathType for equations. Save your file in docx format (Word 2007 or higher).
* It must contains structured abstract not longer than 500 words. After the abstract, maximum five keywords should be presented separated by the semicolon.
* The information about the author, 50 words maximum, might be given at the end of the article and the author’s photograph can be enclosed too.
* The number of pages should not exceed 15 pages, figures, tables, references and enclosures included.
* The author should ensure that the paper is complete, grammatically correct and without spelling or typographical errors.
* Registration and login at [www.qip-journal.eu](http://www.qip-journal.eu) are required for submission of the paper.

## Tables

All tables are to be numbered using Arabic numerals. Tables should always be cited in text in consecutive numerical order, e.g. Tab. 1.

For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Table 1 – Text related to the table (inside table Times New Roman 11)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## Figures

Graphics should be preferably black and white or in grey scale. Only photographs are allowed in colour. Avoid effects such as shading, outline letters, etc.

All figures are to be numbered using Arabic numerals. Figures should always be cited in text in consecutive numerical order, e.g. Fig. 1.

Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).

Figure 1 – Text related to the figure

# METHODOLOGY

The research methodology should be clearly described under a separate heading. The significant contribution to the body of knowledge should be clearly stated.

# CONCLUSION

The authors are advised to use a text editor Microsoft Word (.docx files).

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

REFERENCES

References to other publications should be in Harvard style, see <http://libweb.anglia.ac.uk/referencing/harvard.htm>. Please add DOI at the end of reference if it is available.

ABOUT THE AUTHOR / ABOUT THE AUTHORS

Maximum 10 lines brief autobiographical note should be supplied including full name, appointment, the name of organization and e-mail address. The author's photograph can be enclosed.