Text format guidelines

1. *Margins*

2,5 cm

2. *Text and Letter*

Lucinda Sans Unicode, 10-point font, 1.15 spaced, with the text justified in both margins.

First line of each paragraph 1,25 cm indented.

Space between paragraphs: 6 points

3. *Footnotes and Header Letter*

Lucinda Bright

4. *Title*

18-point font, bold font, shading, left justified

5. *Authors*

16-point font, normal, left justified

For each contributing author, the full name, the affiliation and a correct email address should be supplied.

6. *Affiliation*

12-point font, bold, left justified

7. *Email*

12-point font normal, left justified

8. *Abstract*

150 to 200 words, 10-point font, normal, justified, left 1,25 cm indented

9. Keywords

Four to six key words, separated by commas, 10-point font, normal, justified, left 1,25 cm indented

10. Headings

Primary heading*: 11-point font, bold, left justified*
Secondary heading*: 10-point font, bold, left justified*
Tertiary heading*: 10-point font, bold, left 1,25 cm (Should be avoided)*

11. Notes

8-point font, normal, 1 cm spaced, justified.
Space between paragraphs: 6 points
Footnotes are not recommended. If absolutely needed, they should appear as endnotes, rather than at the bottom of each page.

12. Figures and Tables

All figures (charts, diagrams, screenshots…) and tables numbered consecutively with Arabic numerals and clearly labelled
Titles and legends must appear centred bellow the visual display. 8-point font, centred, simple spaced. The title in bold and legend in normal style

13. References and Citations

References and citations to other publications must be carefully checked for completeness, accuracy and consistency.
Citations*:*
(author, date, p. x)
Less than 40 words: in the text between «»
More than 40 words: between «», 8-point font, normal, 1,25 cm indented

References*: should be listed in alphabetical order by the first author's last name. Only references cited within the text are included.*

14. Other

«» should be used instead of **""**