

## **Paper Title**

**Last Name and First Name of the First Author (Attention: use your Last Name first)**

Role, Workplace  
Organisation, Email Address

**Last Name and First Name of the Second Author (Attention: use your Last Name first)**

Role, Workplace  
Organisation, Email Address

### **Abstract**

The abstract consists of only one paragraph with a length of 150 words maximum. The font type must be Calibri 11 points. The text should be fully justified. The font type of the header "Abstract" must be Calibri, 11 points, bold and 12 points space before the previous paragraph. There must be one line space between the header and the paragraph of the abstract. The abstract must contain enough information, be well documented and include the basic elements of the oral presentation.

**Keywords:** Use 3 to 5 keywords separated by commas

### **Introduction**

All the necessary information, in order to format the oral presentations (complete articles) that will be included in the conferences proceedings are given in this guide. Please follow exactly the instructions given in this manual. You can use this as a template to format your text. For any questions about formatting, contact electronically with the secretariat of the conference at [info@eepek.gr](mailto:info@eepek.gr).

Each work that will be included in the conference proceedings (including references, tables, diagrams, etc.) must be perfectly aligned with the formatting instructions given in this guide. The extent of each work should be from six to nine (6-9) pages along with the references. For the main body use Calibri as your font with 11-points size. The paragraph alignment must be justified and spacing must be single line.

For your convenience we suggest you either to save this document on your computer and use it as a template for your work or download and use the "full paper empty template". In this way you will avoid incorrect formatting when preparing your work. Recall that the work must be submitted exclusively in Microsoft Word 2007 or Microsoft Word 2010.

## **General Instructions for Paper Formatting**

### **Introduction**

The first section of the work includes the introduction. Here, the context, the theoretical background and the objectives of the work are outlined.

### **Body**

The content of the work is being developed in detail in the body of the text segmented into units. Each work should include Method, Results and Discussion Analysis, etc. For a better organisation of the work it is recommended to use up to three section-subsection

levels.

### **Conclusions**

In the final section (Conclusion) there must be a summary of the work where the findings, the contribution to education and its applications in the educational process are briefly presented. Any proposals and ideas for possible future research must be reported here as well.

### **References**

The references that have been included in the work are listed at the end of the document. All the references that have been used in the body of the document must be logged in alphabetically in a list (more details are given in the References section).

### **Appendices**

The Appendices section follows the References section.

<b>ATTENTION:</b> You must not use <b>SECTION CHANGE</b> inside your document.
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## Page Formatting

### **Page Size**

The page size must be A4 (21 x 29,7 cm).

### **Margins**

Use the default margin, i.e.: Up & Down margin: 2,54 cm Left and right margin: 3,17 cm.

### **Footnotes**

The use of footnotes or end notes is prohibited. In case of the need of an explanation, this must be included in work body.

### **Abbreviations and acronyms**

Abbreviations and acronyms must be defined in the abstract of the text and in any case the first time they are used in the body text.

### **Section headings**

It is recommended to use up to two levels of sections-subsections. Do not number on section-subsections headings either alphabetically or numerically.

#### **First level header form**

Follow this format for the headers of the main sections. Use Calibri, 12 points as your font type, make it bold and leave 12pt space before the previous paragraph. There must be an indentation of 0,5 cm for all headers. Use capitals only for the first letter of the title.

#### *Second level header form*

Follow this format for the headers of the main sections. Use Calibri, 11-pt as your font type, make it italic and leave 12pt space before the previous paragraph. There must be an indentation of 0,5 cm for all headers. Use capitals only for the first letter of the title.

### **Paragraphs**

For your paragraphs use the font type Calibri, 11-pts with single spacing. All paragraphs should be indented 0.5 cm. Between paragraphs should not be any space or blank lines.

### Figures and tables

Place your tables and figures immediately after the point they are referenced in the body of the text. Align each table and figure in the center.

Enter numbering and concise description headline for your tables and figures.

### Reference in the text

For Tables and Figures avoid such expressions as "the table above" or "the figure below". Use such expressions as: "Table 1" or "in Figure 2," etc.

### Examples

Here is an example for formatting the tables. Use 11-point font size in bold for the table header. Place the title over the body of the table and leave a 12-point before the header and

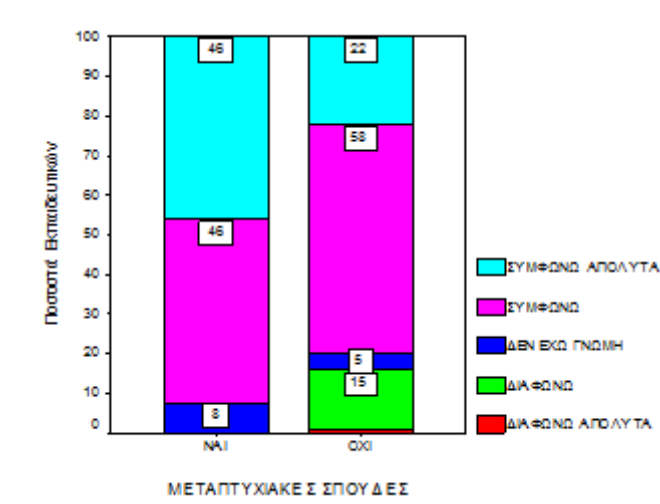
6-point after the header. The table and the header are centered.

There must be horizontal lines 1-pt thick at the beginning and the end of the table. It is prohibited to use vertical lines in tables.

**Table 1. Example of table formatting**

<b>Age</b>	<b>Frequency</b>	<b>Percentage %</b>
Less than 40	44	32.1
40 – 49	68	49.6
More than 50	25	18.2
<b>Total</b>	<b>137</b>	<b>100.0</b>

There is an example bellow showing how to format your figures. Use 11-point font in bold for your figure's title. Position the title below the figure and let a 12-point space before the title. The figure and the title must be centered.



**Figure 1. Teachers' opinions in relation to the existence of postgraduate studies**

### Instructions for references

#### Instructions for the text

Each time a source it is being used within the body of the text it should be indicated in brackets the proper name of the author and the date of publication, in accordance with the

following examples.

If you are using as sources two or more works of the same author, they should be included in the reference list in chronological order, following the year of publication of each work. In the body of the text should be listed the author's last name and then the years of publication in chronological order (Smith, 2010; 2013). If you are using as sources works which the author has published the same year, enter alphanumeric display after the publication year (Smith, 2006a; 2006b).

If a source has up to two authors, you must mention both names together with the date in the text body (Smith & Brown, 2010). If the authors of a source are three and above, only the name of the first author must be recorder followed by et al and then indicate the date (Smith et al, 2010). However you must record all authors' names in the alphabetical list of references.

For Web references there should be recorded the year of publication or a recent update, the access date and the full (url) address of the website (Wikipedia, 2015; Ministry of Education, 2009). Please confirm that the link is active for each web address listed in the reference list.

### List of reference

Faithfully follow this model for the References section at the end of your work. All references are listed in alphabetical order by surname of the first author of each source (first foreign language references and after the Greek ones). The first letter in each reference title is in uppercase and the rest in lowercase. Capitalization is allowed only on the first word of the subtitle, the first word after a period, and in last names.

Use italics for book titles, journals, collective volumes or conference proceedings. Those works that have been published in books, edited volumes, proceedings and the Web, are capitalized only to the first word of the title or subtitle, the first word after a period, and in last names. Instead, the sources from journals used uppercase for the first letter of each word.

All references must have 0,5 cm indentation.

### References

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