1. Page layout: A4 Portrait, use default margins, single column – DO NOT include header, footer or page numbers
2. Title: *Times* 16-point, bold, capitalize first letter of first word, centered, maximum 16 words
3. Authors: *Times* 14-point, bold and italics, centered, under Title - leave one blank line, separate multiple names with “,”, use numbered superscripts after each name for affiliation
4. Affiliations: *Times* 10-point, italics, centered, under Authors - leave one blank line, consecutively numbered, each new affiliation appears on a new line
5. Abstract: *Times* 10-point, italics, single line space, fully justified, maximum 150 words, one paragraph, no references, write the word “Abstract.” to the left of the first line, under Affiliations – leave two blank lines
6. Keywords: *Times* 10-point, indicate up to five keywords, separated by “,”, write the word “Keywords:” to the left, under Abstract – leave one blank line
7. Normal text: *Times* 12-point, single line space, fully justified, 6 points between paragraphs, DO NOT USE hanging paragraphs
8. Section level 1 headings: *Times* 14-point, capitalize first letter of first word, bold, single line space, fully justified, 6 points between paragraphs, numbered (i.e. 1., 2., etc.)
9. Section level 2 headings: *Times* 12-point, capitalize first letter of first word, bold and italics, single line space, fully justified, 6 points between paragraphs, numbered (i.e. 1.1, 1.2., etc.)
10. Section level 3 headings: *Times* 12-point, capitalize first letter of first word, italics, single line space, fully justified, 6 points between paragraphs, numbered (i.e. 1.1.1, 1.1.2., etc.)
11. Tables and figures: insert into text, no text around, not greater than page margins, always include caption under table, numbered consecutively (i.e. Table 1, Table 2, Figure 1, Figure 2 etc)
12. Captions: *Times* 10-point, italics, centered, single line space, maximum 16 words, under Table or Figure – leave one blank line (i.e. Figure 1. Statistics of web site usage)
13. Reference to Table of Figure: always use numbered reference within text – never a location-related reference (i.e. USE: in Figure 1, we can see – DO NOT USE: in the following Figure)
14. Reference to sources: always use numbered reference in brackets within text – never use a name-based reference (i.e. USE: as Jones et al have pointed out [1] – DO NOT USE: as was pointed out in (Jones, et. al., 1995)), never place references as footnotes or endnotes
15. Footnotes: *Times* 10-point, single line space, fully justified – SHOULD BE AVOIDED
16. Reference list: *Times* 12-point, single line space, fully justified, 6 points between paragraphs, numbered list, place at the end of paper in alphabetical order, write the word “References” as section level 1 heading
17. Use APA style for references ([http://www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf](http://www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf))
18. Maximum length of paper: **8 pages**, including references, figures and appendices. You may bring copies of a longer version for distribution at the Conference
19. Papers should be written in English or Greek!