

**INSTRUCTIONS FOR SUBMISSION OF FULL PAPERS
TO THE INTERNATIONAL SCIENTIFIC CONFERENCE “CAP – PRESENT AND FUTURE”**

**Congratulations on the acceptance of your paper proposal!
Deadline for full paper submission 31 January 2018!**

Please follow the instructions given hereinafter.

- **Full papers** should be submitted in electronic format – doc. or docx.
- The papers should comprise of an **abstract of up to 300 words and a manuscript of up to 15 pages.**
- **The papers should be written in English.** Authors whose English is not their first language should check grammar and spelling very carefully. Professional proof reading is highly recommended for these cases.
- Authors and co-authors should provide full name, affiliation and e-mail address of the corresponding author only.
- Text should be in Times New Roman 12p font, line spacing 1.5, in MS Office Word format. The measuring units (cm, m, km, t, l, g, kg, s, h, etc.) should be denoted according to the SI system.

The text should be organized as follows:

TITLE: Title of the paper should be brief, accurately identifying the manuscript content, being written in **bold capital letters**, without any abbreviations. The forename and surname of each author are to be stated below, written in light (not bold) small letters. Institutions for which he/she works are to be written below, numbers in suffix should be used to refer the addresses of authors (^{1,2...}). E-mail of corresponding author should be mentioned, indicated with asterisk (*).

ABSTRACT AND KEY WORDS: *Abstract* reflects shortly and clearly the basic information and scientific impact of the article, with cited the main results obtained. *Key words* (up to 6) must be properly selected, giving the essence of the study.

INTRODUCTION: Introduction must answer the following questions: What is known and what is new on the studied issue? What necessitated the research problem, described in the manuscript? What is your hypothesis and aim?

MATERIAL AND METHODS: The objects of research, statistical and other methods and conditions applied for the experiments should be described in detail.

RESULTS AND DISCUSSION: Results of research can be presented separately from discussion or together in one paragraph. Presentation of results should be precise and without repetitions, and include the evaluation of significant differences and other parameters.

CONCLUSIONS: Present the most important consequences for the science and practice resulting from the conducted research. They should be summarized in few sentences.

ACKNOWLEDGEMENTS (if there are any)

TABLES AND FIGURES

Tables should be put in the text. Tables are numbered in Arabic numerals according to their sequence in the text. Each column in the table must have heading and, when necessary, abbreviations should be explained in the legend.

Illustrations (maps, charts, graphs, drawings, photos, etc.) are to be referred to as ‘Figures’ and numbered in sequence. Numeration and title of the figures are placed below the figure, with all necessary indications presented. It is recommended the figures to be in black and white. Provide figures with good dark and light contrast.

ABBREVIATIONS

Abbreviations may be used for other expressions provided that, when first mentioned, they are defined in full, followed by the abbreviation in parenthesis and used consistently thereafter.

REFERENCES

In the text, references should be cited as follows: single author (Morris, 1991); two authors (Barton and Moore, 1994); more than two authors (Levi et al., 1994). When several references are cited simultaneously, they should be ranked by chronological order e.g.: (Petrovic et al., 2011; 2015) and when their publications are in the same year – alphabetically. All published works referred to in the text must be listed in the reference list and vice versa.

Reference list is arranged alphabetically (by the surname of the first author) and chronologically. When citing several publications by the same author, his individual publications are given first, followed by publications in co-authorship (with one co-author, two co-authors, etc.). It is desirable to list the names of all authors.

The publication should follow the *APA citation style*.

Journal articles

Author(s) surname and initials, given bold, year, title, *journal title (in italic)*, volume, number, pages.

B. *Books*

Author(s) surname and initials given bold, year, title, edition, name of publisher, place of publishing.

C. *Book chapters or conference proceedings*

Author(s) surname and initials, given bold, year, title. In: Title of the book or of the proceedings followed by the editor(s), name of publisher, place of publishing, volume, pages.