CIBMEE 2021 MICROSOFT WORD TEMPLATE FOR FULL PAPER MANUSCRIPTS  
(font Times New Roman, size 12 pt, centered, style – 01\_TITLE)

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1Department, Faculty, University, Street, Postal code, City, Country  
2Department, Faculty, University, Street, Postal code, City, Country  
(font Times New Roman, size 10 pt, centered, Italic, style – 03\_AFFILIATION)

Received XX Month 201X; accepted XX Month 201X   
(font Times New Roman, size 10, centered, style – 04\_DATES)

**Abstract.** The volume of the abstract – 150-200 words. The style of the abstract is as follows:

*Purpose*– the purpose of the article should give concise information about the content of the core idea of the paper, present scientific problem and objective.

*Research methodology* **–** the methodology of the article should give an information on the research methods that were applied in order to achieve the aim of the article.

*Findings* – the findings should present the main results of the conducted research and specify how those results contribute to the field of science.

*Research limitations*– the section should identify the limitation of your research and explain the importance of each of them, provide the nature of the limitations, and present the way how such limitations might be overcome in the future.

*Practical implications*– the practical implication should explain how the results of the research could be used in practice;

*Originality/Value* – the originality/value should present the novelty of the study and explain specify differences between the current and previously conducted researches;

**Keywords:** 5–7 keywords (font Times New Roman, size 9 pt, style – 05\_KEYWORDS).

**Jel Classification:** (e.g.)D53. Please choose JEL Classification Codes from the list <http://www.aeaweb.org/jel/jel_class_system.php> (font Times New Roman, size 9 pt, style – 05\_SUBJECT\_CODES).

**Conference topic:** (e.g.) Sustainable Economics Development. Please assign your submission to one of the topics as indicated on the website <http://cbme.vgtu.lt/index.php/cbme/cbme_2015> (font Times New Roman, size 9 pt, style – 05\_TOPIC).

Introduction

Contributed papers should present original research and they will be subject to double peer-review. Papers must be submitted using the electronic submission form which is available at <http://cibmee.vgtu.lt>. Valid document formats are Microsoft Word (DOC) only. Please complete the checklist provided in Appendix 1 before submitting the manuscript.

This electronic document is a “live” template and allow easy formatting of the text. The customised styles needed for formatting your manuscript are embedded in this document. Mark any text that needs to be formatted with the mouse, and click the appropriate style from the list of styles (e.g. for first level section headings that should be formatted using font Times New Roman, size 11 pt, bold face use style 06\_HEADING 1st). This template uses a number of special styles (e.g., 03\_AFFILIATION), as well the following inbuilt styles: 07\_PARAGRAPH\_1st – use this style for formatting the first paragraph in the section), 07\_PARAGRAPH – use this style for formating paragraphs, and other. For detailed list of styles see Appendix 2.

1. General requirements
   1. Length (for second level section headings use font Times New Roman, size 10.5 pt, left, style – 06\_HEADING 2nd)

For *full papers* paper length is limited to 12 pages (including all figures, tables, bibliography, and appendices). Papers should be in single column pages with a font size of 10 points (single line spacing) using Times New Roman font type.

* 1. Structure

Sections should not be numbered. In general, after the abstract the background and the purpose of the study should be stated first in the introduction, followed by sections in which details of the methods, materials, procedures, and equipment used should be described. Findings, discussion and conclusions should follow. The reference list must be provided at the end of the document, as well as the biographical notes of the author (s). Appendices may be employed if appropriate.

* 1. Page setup

Authors should ensure that their papers may be printed on the standard printer. Papers should be formatted for A4 paper. Top, bottom margins should be 2.5 cm and side margins should be 2.2 cm.

1. Tables and figures

Tables and figures should be incorporated and mentioned in the text. They must be as close to the reference as possible and should be in a form suitable for publication when printed with a good quality laser printer. Figures will be printed in black and white and should be readily interpreted without the use of colour (e.g. see Figure 1). Tables and figures should be sequentially numbered in separate series and should meet the requirements that are provided in Table 1.



Figure 1. Figure captions should be centered and placed below the figure   
(font Times New Roman, size 9 pt, style – 08\_FIGURE).   
Include a single empty line in the Normal style before the figure (source: ...)

Table 1. Table captions should be centered and placed above the table (font Times New Roman, size 9 pt, style – 10\_TABLE). Include a single empty line in the Normal style after the table (source: ...)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
| Diagrams, charts, schemes | Times New Roman from 5 to 8 pt | From 0.3 to 2 pt | \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg |

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

All figures and tables must be placed and cited in the text in consecutive numerical order. In multi-part figures, each part should be labelled, e.g. Figure 1. \*\*\*\*: a – \*\*\*; b – \*\*\*.

The resolution of pictures should be no less than 300 dpi (dots per inch). If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in separate files.

Figures in separate files should be saved in appropriate formats (see Table 2). The file name for the graphics should include their short description (e.g. Fig\_1, Fig\_2a).

Figures, e.g., a diagram, must be inserted as a pure “image” using the Word “Insert special” option in the “Editing” menu. The image should be fixed in relation to the text body by using the “Image” option in the “Format” menu. From the “Image” option one selects the “Layout” entry, followed by the “In-line-with-text” option and carriage return. In Office 2007, insert the Image using the “Paste Special...” function accessible from under the Paste icon on the Home pane.

1. Formulas and equations

Formulas, equations and their components presented in the text must be written in Equation Editor. The size of basic symbols in equations should correspond to the letter size of the main text (10 pt). To do that, modify “Full” and “Sub-symbol” parameters in “Size/Define” toolbar of the Equation Editor: main symbols – 10 pt, indexes – 7 pt, sub-indexes – 6 pt.

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] and vectors in figurative brackets { }. Equations should be formatted in Times New Roman 10 pt. Punctuate equations with commas or periods when they are a part of a sentence, as in

 (style – 09\_ DISPLAYED\_EQUATION), (1)

where: *a* – explanation; *b* – explanation, etc. (all symbols must be explained).

Please confine equations to one column width – 8 cm. If the equation is longer, it should be split at appropriate algebraic symbols. Equations are numbered by Arabic numerals in round brackets and aligned right. The punctuation and numbers of longer equations, like (2), must be vertically centred with the last line of the equation. The parts of the longer equations must be horizontally left aligned in the Equation Editor.

 (2)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please note that an en-dash should be used for connecting values (years, tables, figures, equations, etc.) in a range; for connecting variables in a range, please use ÷, or “from … to …” construction. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

1. Reference style

Please use the APA (surname and year) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. We recommend preparing the references with a bibliography software package, such as Mendeley or Zotero to avoid typing and/or style mistakes and duplicated references. Include the digital object identifier (DOI) for all references where available.

For the work by two authors both should be mentioned every time. The word “and” between the authors’ names within the text and the ampersand in parentheses should be used, e.g. Brown and Caste (2004)… or (Brown & Caste, 2004). All the authors should be listed in the signal phrase or in parentheses when the source of up to five authors is cited for the first time in the text. The word “and” between the authors’ names within the text and the ampersand in parentheses should be used, e.g. Ferenhof, Durst, Bialecki, and Selig (2015)… or (Ferenhof, Durst, Bialecki & Selig, 2015). The first author’s surname followed by et al. should be used for subsequent citations. If the sources have more than six researchers, only the surname of the first author followed by et al. should be indicated (Singh et al., 2012). Write out the full name of the organizations or groups that serve as authors the first time they appear in the text, e.g. (Vilnius Gediminas Technical University [VGTU], 2018). For subsequent citations, the name of the group or organization may be abbreviated (VGTU, 2018). In case the list of references includes persons bearing the same surnames, the first letter of the author’s name should be indicated, e.g. (V. Paulauskas & D. Paulauskas, 2013). Sources of the same authors and the same year should be mentioned in the following way (Liu, 2013a, 2013b). In case no author is indicated, the title of the source in the signal phrase, and the first word or two of the title in the parentheses should be used (*Oxford Dictionary of English*, 2010). If there is no date in the source, the abbreviation “n.d.” (for “no date”) should be used. Two or more works by different authors who are cited within the same parentheses should be listed in alphabetical order by the first author’s surname and putting semicolons between them. Please use the transliterated (not translated) version of the names and sources in Cyrillic according to the USA Library of the Congress Romanization rules <https://www.loc.gov/catdir/cpso/roman.html>.

See examples in Reference list:

For a book (Montgomery, 2012; *Oxford Dictionary of English*, 2010);

For chapters or parts of edited works included in collections or textbooks (Slack, 2007);

For journal articles (Chrobot-Mason & Aramovich, 2013; Ferenhof, Durst, Bialecki & Selig, 2015; Liu, 2013a, 2013b; V. Paulauskas & D. Paulauskas, 2013; Singh et al., 2012);

For internet documents (Klibanoff, n.d.);

For online newspapers (Isaak, & Conger, 2018);

For conference proceedings:

1. published (Saraiji, Harb & Hamdan, 2011);
2. unpublished (Brown & Caste, 2004);

For thesis or dissertation (Sledevič, 2016; Suwetwattanakul, 2010);

For technical reports (Eller & Olson, 2009);

For working papers (Altunbas, Manganelli & Marques-Ibanez, 2011);

For Quality Standards (European Committee for Standardization, 2005; International Organization for Standardization, 1998);

For EU publications (European Parliament & Council of the European Union, 2009)

For statistics (WITS – UNSD Comtrade, 2017);

For presentation slides (Neher, 2013);

For archives (Wilson, 2000).

For formatting references use font Times New Roman, size 9 pt, style –11\_REFERENCES.

Conclusions

Conclusions or generalizations about your research should be presented.

Acknowledgements

People who contributed to the work should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named.

Funding

Please supply all details required by any funding and grant-awarding bodies as Funding in a separate paragraph as follows:

* For single agency grants

This work was supported by the <Funding Agency> under Grant [number xxxx].

* For multiple agency grants

This work was supported by the <Funding Agency #1> under Grant [number xxxx]; <Funding Agency #2> under Grant [number xxxx]; and <Funding Agency #3> under Grant [number xxxx].

Contribution

Authors are welcome to declare any involvement in writing a manuscript (e.g. conception and design of the work, acquisition of data, or analysis and interpretation of data, drafting the article or revising it critically for important intellectual content, etc.).

Disclosure statement

Authors are required to include a statement at the end of their article to declare whether or not they have any competing financial, professional, or personal interests from other parties.

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Appendix 1

Submission checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below):

|  |  |
| --- | --- |
|  | The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director). |
|  | The submission file is Microsoft Word document file format. |
|  | All URL addresses in the text (e.g., [http://pkp.sfu.ca](http://pkp.sfu.ca/)) are activated and ready to click. |
|  | The text is single-spaced; uses a 10 point font; employs italics, rather than underlining (except with URL addresses). and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end. |
|  | All illustrations, figures, and tables are mentioned in the text and are placed within the text at the appropriate points, rather than at the end. |
|  | The text adheres to the stylistic and bibliographic requirements outlined in this template*.* |

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Appendix 2

List of styles embedded in this document

|  |  |  |  |
| --- | --- | --- | --- |
|  | Size | Alignment | Style |
| Title | 12 pt | Centered | 01\_TITLE |
| Author names | 12 pt | Centered | 02\_AUTHORS |
| Affiliation | 10 pt | Centered, Italic | 03\_AFFILIATION |
| Received and accepted dates | 10 pt | Centred | 04\_DATES |
| Abstract | 9 pt | Justified | 05\_ABSTRACT |
| Keywords | 9 pt | Justified | 05\_ KEYWORDS |
| Subject codes | 9 pt | Justified | 05\_ SUBJECT\_CODES |
| Topic | 9 pt | Justified | 05\_TOPIC |
| First level section headings | 11 pt | Left, Bold | 06\_HEADING 1st |
| Second level section headings | 10.5 pt | Left, Bold | 06\_HEADING 2nd |
| Main Text without indentation | 10 pt | Justified | 07\_PARAGRAPH |
| Main Text with indentation 0.75 cm | 10 pt | Justified | 07\_PARAGRAPH\_1st |
| Figure captions | 9 pt | Centered | 08\_FIGURE |
| Equation centred 8 cm, number – left, 16 cm | 10 pt | Centred | 09\_DISPLAYED\_EQUATION |
| Table captions | 9 pt | Centered | 10\_TABLE |
| Table text | 9 pt | Left | 10\_TABLE\_line |
| Bullets, indentation 0.75 cm |  | Justified | 13\_BULLETS |
| References list | 9 pt | Justified | 11\_REFERENCES |
| Biography, indentation 0.75 cm | 9 pt | Justified | 12\_BIOGRAPHY |

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