Instructions to Prepare a Full Paper for

Economic Transformation and Sustainability International Conference

28-30th March 2022

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**Abstract:** This document provides information and instructions for preparing a Full Paper to be included in the Conference Electronic and Printed Proceedings.

**Purpose** (mandatory)

**Design/methodology/approach** (mandatory)

**Findings** (mandatory)

**Research limitations/implications** (if applicable)

**Practical implications** (if applicable)

**Originality/value** (mandatory)

Keywords: BEIC 2021, one-page abstract, Business, Conference, Journal. (Six keywords Max)

Introduction

All Authors are kindly requested to submit the Full Paper electronically on the Conference Webpage before **21th of Feb 2022**. The Full Paper should be written following the format provided. The file has to be translated into a Word file before submission via the Conference site. The organizers do not commit themselves to include in the proceedings any Full Paper received later than the above-mentioned deadline. The corresponding author should be the speaker, and is expected to register and pay his/her registration fee for the Full Paper to be included in the technical program of the conference.

The Full Paper must be written in English within a printing box of 16cm x 21cm, centered in the page. The Full Paper including figures, tables and references must not exceed **12 pages**. Maximum file size is 4 MB.

Title, Authors, Affiliation, Keywords

The first page must contain the Title, Author(s), Affiliation(s), and the Abstract. The Introduction must begin immediately below the keywords, following the format of this template, as follows:

Abstract

Introduction

Literature Review

Methodology

Findings and Discussion

Conclusion

References

Title

The title should be written centered, in 14pt, **Boldface Roman**. It should be single spaced if the title is more than one line long.

Keywords

Please, write no more than six keywords. They should be written left aligned, in 12pt Roman and the line must begin with the words **Keywords**.

Abstract

Use 12pt Roman for the abstract, the word **Abstract** must be set in **boldface**, at the beginning of the first line. The text should be justified and separated 12pt from the keywords, as shown in the first page of these instructions (250 words Max).

Headings

Headings must be short, with a clear indication of the distinction between the hierarchies of headings. The preferred format is for headings to be presented in bold format, with consecutive numbering.

*Secondary headings*

Secondary headings should be written left aligned, 12 pt, boldface *Italic* Roman. There should be a 12pt space before and 6pt after the secondary headings.

Editorial Heading

The first page has to include the Editorial Heading, as shown in the first page of these instructions.

Text

The normal text should be written single-spaced, justified, using 12pt (Times New) Roman in one column. The first line of each paragraph must be indented 0.5cm. There is not inter-paragraph spacing.

Page Numbers

In order to organize the Full Paper, it is better to number the pages. Page numbers are not included in the printing box.

Figures

All figures (e.g. models, charts, and diagrams) should be of clear quality, in black and white, numbered consecutively and captioned with Arabic numerals. The caption title should be written centered, in 10pt Roman, with upper and lower case letters.



**Figure 1**: Page layout

A 6pt space should separate the figure from the caption, and a 12pt space should separate the upper part of the figure and the bottom of the caption from the surrounding text.

Notes or Endnotes

Notes and Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

Tables

All tables should be typed and included as part of the manuscript. They should not be submitted as graphic elements. Supply succinct and clear captions for all tables, figures and plates. Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate.

**Table 1**: Example of the construction of one table

| C11 | C12 | C13 |
| --- | --- | --- |
| C21 | C22 | C23 |
| C31 | C32 | C33 |

References

References to other publications must be in APA style and carefully checked for completeness, accuracy and consistency. You should cite publications in the text: (Adams, 2006) using the first named author's name or (Adams and Brown, 2006) citing both names of two, or (Adams et al., 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied..

Abd Hamid, N., Halizam, A.F.H., Md Noor, R. & Md Azali, N. (2018). Determinants of Reinvestment Allowance (RA) Tax Incentives utilization in embracing Industry 4.0. *Polish Journal of Management Studies*, *18*(2), 94–104.

Alm, J., and Torgler, B. (2006). Culture differences and tax morale in the United States and in Europe. Journal of Economic Psychology, 27(2), 224–243.