INTERNATIONAL OTTOMAN STUDIES CONFERENCE

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Instructions for Authors

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Abstract

This document is a guide and sample paper for INTERNATIONAL OTTOMAN STUDIES CONFERENCE. For your paper to be published in the conference proceedings, you must use this document as both an instruction set and as a template into which you can type your own text. If your paper does not conform to the required format, you will be asked to fix it.

Keywords:

# Introduction

This document is a template. An electronic copy can be downloaded from the conference website (<https://www.ottomanconference.org/> ). An electronic file containing a copy of the paper in WORD format (.doc or .docx) should be uploaded to: https://www.ottomanconference.org/

The file should be named with the surname of the Corresponding Author and the paper ID assigned.

**Example file name**: FULL TEXT

Before submitting your final paper, check that the format conforms to this template. Specifically, check the appearance of the title and author block, the appearance of section headings, document margins, column width and other features. Please make sure that the use of other languages in figures and tables is avoided. Papers should be checked by a native English speaker with expertise in the field prior to submission.

Both oral and poster presentations will be published on a CD in order to be distributed to participants at the time of registration in the conference.

# Page Layout

An easy way to comply with the symposium paper formatting requirements is to use this document as a template and simply type your text into it.

## Page Layout

* You can write your paper in Microsoft Office Word or any other software. But, acceptable file extension is only “**doc**” or “**docx**”.
* Your paper must use a page size corresponding to **A4** which is 210 mm wide and 297 mm long. The margins must be set as follows:

Top = 30 mm

Bottom = 30 mm

Left = Right = 30 mm

Gutter (from left) = 10 mm

* Your paper must be in **single-column** format and ***NOT more than 8 PAGES*** including references.

# PAGE STYLE

All paragraphs must be justified, i.e. both left-justified and right-justified.

## Text Font of Entire Document

The entire document should be in Times New Roman. Type 3 fonts must not be used. Other font types may be used if needed for special purposes.

## Title and Author Details

Title must be in 20 pt bold, author name must be in 12 pt italic, authors’ addresses and e-mails must be in 8 pt italic.

All title and author names must be in single-column format and must be centered.

Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”.

Author details must not show any professional title (e.g. Managing Director), any academic title (e.g. Prof., Dr.) or any membership of any professional organization (e.g. Senior Member IEEE).

To avoid confusion, the family name must be written as the last part of each author name (e.g. John A.K. Smith).

Each affiliation must include, at least the name of the company and the name of the country where the author is based (e.g. Causal Productions Pty Ltd, Australia).

Email address is compulsory for the corresponding author.

## Section Headings

No more than 3 levels of headings should be used. All headings must be in 10pt. Every word in a heading must be capitalized except for short minor words as listed in Section 3.2.

1. Level-1 Heading: 1. level-1 heading must be capitalized bold in left-justified and numbered. For example, see heading “3. PAGE STYLE” of this document. The two level-1 headings which must not be numbered are “Acknowledgment”, “References” and “Biography”.
2. Level-2 Heading: 1.1. level-2 heading must be bold and italic, left-justified and numbered using an number followed by a period. For example, see heading “3.3. Section Headings” above.
3. Level-3 Heading: 1.1.1. level-3 heading must be in Italic left-justified and numbered using an number followed by a period.

## Figures and Tables

Figures and tables must be centered in the column. Graphics may be full color.

Figure 1. A sample line graph using colors which contrast well both on screen and on a black-and-white hardcopy

## References

The heading of the References section must not be numbered. All reference items must be in 8 pt. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (e.g. [1]).

When referring to a reference item, please simply use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, e.g. “Reference [3] shows …”. Multiple references are each numbered with separate brackets (e.g. [2], [3], [4]–[6]).

# Content

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line. Papers should be structured, i.e. they must comprise:

***Abstract***: No more than ***250*** words briefly specifying the aims of the work, the main results obtained, and the conclusions drawn.

***Keywords***: 3–6 keywords (in alphabetical order) which will enable a subsequent information retrieval system to locate the paper.

***Introduction***: Describing the background of the work and its aims.

***Materials and Methods***: A brief description of the methods/techniques used (the principles of these methods should not be described if readers can be directed to easily accessible references or standard texts).

***Results and Discussion***: A clear presentation of experimental results obtained, highlighting any trends or points of interest.

***Conclusions***: A brief explanation of the significance and implications of the work reported.

***Acknowledgements***: Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

***References***: These should be to accessible sources. Please ensure that all work cited in the text is included in the reference list, and that the dates and authors given in the text match those in the reference list. References must always be given in sufficient detail for the reader to locate the work cited (see below for formats).

***Biography***: Brief curriculum vitae should also be provided for the presenting author at the end of the paper.

ACKNOWLEDGMENT

The heading of the Acknowledgment section, the References section and the Biography section must not be numbered.

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