

# SEERCP 2009

## FORMATTING GUIDELINES AND TEMPLATE FOR PAPERS AND POSTERS

(The first page of this document provides formatting guidelines; the second contains an example complying with these guidelines and can be used as a template).

**Only Keynote and Invited Addresses, Symposia Papers and Posters presented at SEERCP 2009** will be published in the SEERCP Conference Papers Volume of the Bulgarian Journal of Psychology, 2009, Issue 3-4, by the end of 2009. They have to be submitted to Conference Scientific Program Committee (SEERCP 2009 Publishing Working Group) in English (in MSWord DOC format) **not later than 11 November 2009**. All authors are requested to comply with the following guidelines:

### 1. The title section should include:

- . Title
- . Author(s)
- . Institutional data
- . Abstract (up to 200 words) – fully corresponding to accepted one
- . Keywords

### 2. Structure

Authors are responsible for the final work structure. Nevertheless, we recommend the text to have:

- . Introduction
- . Methodology
- . Results
- . Discussion
- . Conclusions
- . References

Acknowledgements, if any, must be included before References.

### 3. Formatting

- . Use paper size A4
- . Use margins 2.5 cm
- . Full research papers are expected to be **between 5 and 10 pages** (they should not exceed 5000 words in length, including abstract and references)
- . Posters for publication: up to 4 pages (max. 2000 words)
- . **Posters Print-Outs for presentation at SEERCP 2009 Poster sessions:** Poster full size: 100cm x 800cm (max 9-12 A4 pages). Make sure fonts used are readable from a distance 1.5 – 2 meters. Posters material: thick mat paper (avoid glossy effects) or acrylics
- . TABLES AND FIGURES
  - o Tables and figures must be included in the text body, with number and label. Labels must be **above tables** and **below figures**.
- . REFERENCES
  - o References must be written and cited according to APA style (<http://www.thewritesource.com/APA/APA.HTM>)



## 1 INTRODUCTION

The text must be initiated immediately after the keywords, be justified, written in Times New Roman 12 and must not have page numbers. The page size must be A4. Authors are responsible for the final work structure. Nevertheless, we recommend the text to have Introduction, Methodology, Results, Discussion, Conclusions, Notes and References. Acknowledgements, if there were, must be included before Notes and References. Item titles must be written in Times New Roman 11, bold and in capital letters. This is an example for citing a reference throughout the text (Smith, 2005, p. 38). If more than one work of the same author and year is cited, than use (Johnson, 2004a, p. 72) and (Johnson, 2004b, p. 46).

First line of paragraph must be 1,2 cm from left margin. There must not be empty lines between paragraphs, except before an item or a subitem.

(jump 1 line)

### 1.1 TABLES AND FIGURES

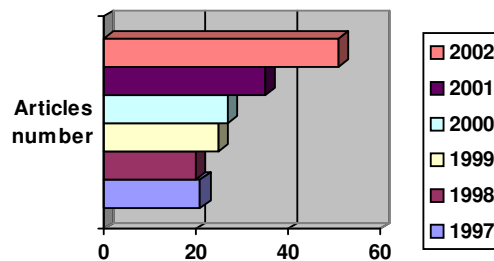
Tables and figures must be included in the text body, with number and label. Labels must be above tables and below figures. **Please, use Grayscale color schemes**, when possible.

(jump 1 line before tables and figures)

**TABLE 1. PUBLISHED ARTICLES PER YEAR (TABLE MUST BE IN CAPITAL LETTERS. LABEL'S LINE MUST BE ON THE MARGIN)**

<b>Year</b>	<b>Articles number</b>
1997	21
1998	20
1999	25
2000	27
2001	35
2002	51

(jump 1 line after table or figure)



(jump 1 line after table or figure)

**FIGURE 1. PUBLISHED ARTICLES PER YEAR (FIGURE MUST BE IN CAPITAL LETTERS. LABEL'S LINE MUST BE ON THE MARGIN)**

(jump 1 line)

## REFERENCES

1. Burchard, J. (1965). How humanists use a library. In *Intrex: report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass.: M.I.T. Press, p. 219.
2. Graham, S. (1967). *College of one*. New York: Viking
3. \_\_\_\_\_. *The real F. Scott Fitzgerald thirty-five years later*. New York : Grosset & Dunlap.