

PAPER SUBMISSION GUIDELINES

This document is a template for formatting a conference paper and you are kindly asked to follow the guidelines.

The main body of the text should be in Times New Roman (TNR) 11pt (except for headings 14pt). The title of the paper as well as the headings should be capitalized and in bold. Papers are expected to be 5-10 pages in length, including body text, figures, tables, references and any additions. Set the page size to A4 with margins 2cm all around. Do not insert page numbers.

TITLE (TNR, 14pt, capital letters, centred)

First author¹, Second author¹, Third author², Fourth author³ (TNR, 11pt, lowercase italics, centred)
¹Affiliation, Country, (TNR 11pt, italics, centred)
 (double space)

Abstract (TNR 11pt, italic): Abstract should contain between 150 and 250 words. Only the word '**Abstract**' should be in bold, not the entire abstract. The same applies to: '**Key words**'. Double space should be applied after keywords, before the first section (INTRODUCTION), as shown in this example.

Key words (TNR 11pt, bold): Up to seven keywords should be included.
 (double space)

INTRODUCTION, METHODOLOGY, DISCUSSION, CONCLUSION

(Section headings: bold capitals - 11pt, left-aligned)

The text should be typed with single spacing, justified. New paragraphs should be aligned to the left margin, with no indentation. The heading and the text of the section should be separated by a single space.

Tables

Each table should be numbered in ascending order, starting from 1. All tables should be referred to in the text by their number. The caption should be placed **above** the table, centred, as shown in the example below. A table should be separated by a single space.

Table 1: Table caption

| Column 1 | Column 2 | Column 3 |
|----------|----------|----------|
| Row 1 | Row 1 | Row 1 |
| Row 2 | Row 2 | Row 2 |
| Row 3 | Row 3 | Row 3 |

Figures

All figures should be numbered in ascending order, starting from 1. The title should be placed **below** the figure, centred, as shown in the example below. Figures should be separated from the text by a single space.



Figure 1:Figure title

REFERENCES

References quoted in the text should be put in brackets, in order of appearance (Smith, 2020; Smith & Jones, 2020), while the direct reference to an author requires only the year of edition in brackets (e.g.: “Smith (2020) states...”). The reference list entries should be alphabetized by the last name of the first author of each work, according to APA style. The detailed guidelines can be found at the following link– American Psychological Association 7th edition – <http://www.apastyle.org/>

E.g.:

1. Cohen, M., & Bodeker, G. (2008). *Understanding the Global Spa Industry: Spa Management*. UK: Elsevier.
2. Fowle, M. (2018, September). The entrepreneurial dream: Happiness, depression, and freedom [Conference presentation]. *European Conference on Innovation and Entrepreneurship*, Aviero, Portugal.
3. Lunt, N., Smith, R. D., Mannion, R., Green, S. T., Exworthy, M., Hanefeld, J., Horsfall, D., Machin, L., & King, H. (2014). *Implications for the NHS of inward and outward medical tourism: a policy and economic analysis using literature review and mixed-methods approaches*. NIHR Journals Library.
4. Mann, M. E. & Selin, H. (n.d.). Global warming. In *Encyclopaedia Britannica*. Retrieved March 1, 2020, from <https://www.britannica.com/science/global-warming>.
5. Yi, K., Zhu, J., Zeng, Y., Xie, C., Tu, R., & Zhu, J. (2022). Sustainable Development for Film-Induced Tourism: From the Perspective of Value Perception. *Frontiers in Psychology* 13, 875084.

Please save your paper as Word document (surname_CASB25.doc). Your papers should be submitted by **November 1st**, 2024 at the latest.

Papers should be submitted at the following e-mail address: casb@assb.edu.rs

Only papers which have not been published or submitted to any scientific conference or gathering can be submitted.

All papers should be in English.

Papers can be published in the Proceedings without oral presentation.

For a single registration, the author has the right to submit **2 papers**. The maximum number of **authors per paper is 4**.

Papers which are not prepared according to the guidelines or those submitted after the deadline will not be published in the Proceedings.

GUIDELINES ACCORDING TO THE PRESENTATION TYPE (ONLINE/PP OR E - POSTER)

Oral presentations

Oral presentations should take up to 10 minutes, while poster presentation time should not exceed 5 minutes. **English** is the official language of the conference; hence all presentations must be in **the English language**.

PowerPoint

PowerPoint presentation can be made using the template we have provided

To ensure optimal delivery of your presentation, please comply with the following guidelines:

Your presentation must be prepared in Power Point;

Preferred page set-up is landscape orientation (portrait orientation will not be displayed correctly). The

PowerPoint presentation ratio is 16:9 standard screen

Use standard Windows fonts only (such as Arial, Times New Roman, Verdana etc.)

Images: make sure that inserted images have a minimum resolution of 300dpi.

E - Poster presentations

Please submit your E-Poster as a one-page PDF file (send file to the e-mail address (casb@assb.edu.rs) no later than 7 days before the start of the conference).

Language: All E-Posters should be prepared in English

File Format: PDF file – 1 page

Orientation: Please create your document in PowerPoint in Landscape Layout 16×9 and Save it as a PDF file

Font types: Arial, Calibri, Verdana Times New Roman or Helvetica

Hyperlinks, animated images, animations and embedded videos are not permitted

Images and tables: at least 200 dpi. (good picture quality is essential); when inserting images, photos, tables, etc., use copy-paste. Avoid overlapping objects and layers. Only the final view/status will be visible; when saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name

File size: Less than 5 MB

Please note: by uploading your E-Poster, you agree to having it published in the official conference publications and on the website www.casb.rs