

## **G200 Youth Forum 2017 Author Guidelines for the Conference Proceedings**

We invite you to have your article published in the Conference Proceedings.

### **Papers submitted for Conference Proceedings should be formatted as follows:**

- ✓ Type: an A4 paper in Times New Roman
- ✓ Font size: 12 point with one line space
- ✓ Length: up to 10 pages including references, tables and figures
- ✓ Formatting: .doc; .docx; .rtf
- ✓ Margins of 2cm on top, bottom and sides
- ✓ No page numbering
- ✓ No headers or footers

#### • **Paper Title**

Format: Times New Roman, 14 point font, bold, centred.

Leave one line space.

Example: (see further)

#### • **Authors' Names**

First name in full, middle name, family name:

Next line: Title, insert a comma, then type the author's Institution/University, insert a comma then add the author's country.

Format: Times New Roman, 12 point font, bold, centred.

Example:

### **Acting like a Union: A cohesive European Employment Strategy to overcome the crisis**

**Ivana Maria Letizia Santonocito  
Ph.D, Teaching Assistant University of Catania, Italy**

#### • **Headings**

All headings should be numbered 1, 2, etc., and sub-headings 1.1, 1.2, etc. More than three characters in sub-headings are not permissible, e.g. 1.1.2.1 is not acceptable. Times New Roman, 12 point and double-space formatting should be maintained for headings.

Level 1 format (major headings): Times New Roman, 12 point font, in capitals, bold, left-aligned.

Leave one line space.

Level 2 format (main subheadings): Times New Roman, 12 point font, bold, left-aligned.

Level 3 format (subheading of a main subheading): Times New Roman, 12 point font, bold, italics, left justified.

Example:

**1. MAJOR HEADING (bold)**

**1.2 Main Subheading (bold)**

**1.2.1 subheading of a main subheading (italics)**

- **References**

References should be listed at the end of the paper (after the conclusion). This section should be entitled “References”.

Format Title: Arial, 12 point,

Format Main Text: Arial, 11 point with hanging indent as follows:

Example:

### REFERENCES

- Marsh, H. W. and Craven, R.G. (1997). Academic self-concept: Beyond the dustbowl. In G. Phye (Ed.) *Handbook of classroom assessment: Learning, achievement and adjustment*. US: Academic Press, 131-198.
- Marsh, H. W., Craven, R. G., and Debus, R. L. (1998). Structure, stability and development of young children's selfconcepts: A multi-cohort-multi-occasion study. *Child Development*, 69, 1030-1053.

- **Tables, Figures, Images and Formulas**

Tables should be included on the page where they are referred to in the text (or as close as possible). Tables should be as self-explanatory as possible. Notes should only be included as necessary. Tables should be numbered with Arabic numerals. Each table should contain a heading. Tables and figures are to be numbered independently (e.g. Table 1, Table 2, Table 3 and Figure 1, Figure 2 etc.). Tables and figures are to be referred to as follows: ‘Refer to Table 5’ or ‘Table 5 shows that...’etc. Tables and figures are not to be referred to as: “the figure/table above” or “the figure/table on page 12”.

Images should be included in text. Images should also be submitted as separate files in \*.pdf, \*.ps, \*.eps, \*.jpg, \*.png, \*.tif, or \*.gif format with a resolution of not less than 150-300 dpi.

Mathematical symbols and formulas are typeset in *italics*. The most notable exceptions are function names (e.g. sin, cos), chemical formulas and physical units, which are all typeset with the normal (upright) font. Symbols and formulas inserted in the text as an image are not permissible.

Tables and figure headings are to be formatted in Times New Roman, 10 point font, centred

Example:

Figure 2. Index of Financial Liberalization

- **Author text**

Author text should follow immediately after the article and references. The name(s) of the author(s), their corresponding professional affiliations including department, institution, country, and email address should be included. The author should not be numbered. Times New Roman and 12 point formatting should be used for this text.

- **Cite References within the Text**

When citing references within the text of an assignment use only the name of the author, followed by the year of publication: Larsen (1991) was the first to propound the theory. **Or** The theory was first propounded in 1990 by Larsen (1991). When directly quoting from another source, ensure that

quotation marks are used and the relevant page number(s) are given: Larsen (1991, p. 245) noted that 'many of the facts in this case are incorrect'. **Or** 'Many of the facts in this case are incorrect' (Larsen 1991, pp. 245-6).

### **Authors with the same surname and same publication year**

Including the initials of the authors in the in-text citation indicates different people:

Based upon research conducted in 2003, the theory was developed in early 2004 (Broad, K.L 2005) and was later modified to...(Broad, M.P 2005).

### **Works with no author**

When a work has no author (including legal materials) or the author is anonymous, cite in-text the first few words of the reference list or bibliography entry (usually the title) and the year. Use italics for the title as follows: This was apparently not the case in seventeenth-century England (*On travelling to London* 1683). **Or** *On travelling to London* (1683) reveals that this was not true.

### **Multiple authors**

When a work by two or three authors is cited in parentheses, the textual reference should be as: (Larsen & Green 1989) **Or** (Larsen, Green & Withers 1987) When the authors' names are incorporated in the text, the ampersand (&) is replaced by 'and': Larsen and Green (1989) were unable.... Larsen, Green and Withers (1987) agreed....

### **For a work that has more than three authors**

In the first instance, cite all authors. In subsequent citations, use the surname of the first listed author, followed by the expression 'et al.' (and others). For example, a work by Larsen, Green, Withers and Gonzales becomes: Larsen et al. (1990) have found.... **Or** ....is the best example (Larsen et al. 1990). However if the first listed author has also combined with other authors and there is a textual reference to such work, then names of all authors must be given each time they are cited for example: by Larsen, Green, Broome and Southers (1991).

- ✓ Font Size: 12 point with one line spacing, Times New Roman
- ✓ Margins of 2cm on top, bottom and sides

### **• Headers and footers / footnotes**

Headers and footers are not permitted. Footnotes (or a reference to a source of information) appears at the foot (bottom) of a page. In a footnote referencing system, you indicate a reference by:

- ✓ putting a small number above the line of type directly following the source material. This number is called a note identifier. It sits slightly above the line of text. ***It looks like this.<sup>1</sup>***
- ✓ putting the same number, followed by a citation of your source, at the bottom of the page. Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on.
- ✓ Identifiers should be placed at the end of a sentence, and follow any punctuation marks (but precede a dash). If you use a long quotation (more than three lines of text), the note identifier should be placed at the end of the quotation.

### **At the foot of the page**

# G200

## YOUTH FORUM

# G200

## ASSOCIATION

When you reference a source for the first time, you must provide full bibliographic information (information about the source). This includes:

- author(s) initial(s) and surname(s)
- name of the article, book or journal
- editors (if applicable)
- publisher name and location
- year published

You should give exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source.

Example:

<sup>1</sup> M Lake, 'Intimate strangers' in *Making a Life: a People's History of Australia Since 1788*, V. Burgman and J. Lee (eds), Penguin, Victoria, 1988, p. 155.

### Footnote formatting

- ✓ Font Size: 10 point with one line spacing, Times New Roman

- **Page numbers**

Page numbers should **not** be included in the paper.

- **In-text numbering**

Numbers between zero and ten should be written out as words, and numbers from 11 upward are written using figures. Decimals and percentages may be written using figures.

- **Copyright**

There are no copyright restrictions.

- **Administrative**

**Conferences papers should be submitted at [g20youth@g200youthforum.org](mailto:g20youth@g200youthforum.org)**

The Conference Proceedings will be internationally distributed by G200 Association and will be available online on the website: <http://www.g200youthforum.org/>.

- **Proofreading**

In order to be included in the Conference Proceedings 2017 each article of the G200 Youth Conference goes through the following procedure. Before submission any article is carefully proofread and approved by a professor or a person with an academic degree of the University or organization who can be a guarantor of a high quality of the paper. In addition to checking for errors and typos, this person indicates whether the writing is clear, concise, and relevant, rates the work's composition and scientific accuracy. If it is needed, the author of the article uses professional editorial language assistance. The proofreading is accompanied by the guarantor's written confirmation.