[[1]](#footnote-1)

Preparation of Papers for European Journal of Technology and Business (EJTB)

First A. Author, Second B. Author, and Third C. Author

### **ABSTRACT**

**Factual outline of the topic, used methods, summary of**

**results and overall conclusions and recommendations (10–15 lines of texts). Abstract cannot contain anything which is not a part of the actual text. Abstract does not run through a two column arrangement of the paper.**

**Abstract and Keywords (Index Term) must be in Font**

**Size 9, Bold, Italic with Single Line Spacing. All**

### **Keywords**

**A set of keywords should be comprehensive, but concise, typically 7–10 words or phrases. Initial letters of keywords are written in lower-case.**

# PAPER FORMAT GUIDELINES

These instructions give you guidelines for preparing papers for the European Journal of Technology and Business (EJTB). Paper Setup must be in A4 size with Margin: Top 1.78 cm, Bottom 1.78 cm, Left 1.78 cm, Right 1.65 cm,

Paper must be in two Columns after Authors Name with Width 8.59 cm, spacing 0.51 cm. Whole paper must be with: Font Name Times New Roman, Font Size 10, Line Spacing 1.05

Paper Title must be in Font Size 20 with Single Line Spacing. Authors Name must be in Font Size 11,

All MAIN HEADING must be in Upper Case, Centre, and Roman Numbering (I, II, III…etc.), All Sub Heading must be in Title Case, and Alphabet Numbering (A, B, C…etc),

References must be in Font Size 8, Hanging 0.25 with single line spacing.

# Procedure for Paper Submission

## Review Stage

Submit your manuscript electronically for review

## B.Peer Review Results

Wait for the editorial board to announce you the results of the peer review, and make the necessary corrections to your manuscript.

## Final Stage

When you submit your final version, after your paper has been accepted, prepare it in two-column format, including figures and tables.

# Helpful Hints

## Figures and Tables

Because the final formatting of your paper is limited in scale, you need to position figures and tables at the top and bottom of each column. Large figures and tables may span both columns. Place figure captions below the figures; place table titles above the tables. If your figure has two parts, include the labels “(a)” and “(b)” as part of the artwork. Please verify that the figures and tables you mention in the text actually exist. **Do not put borders around the outside of your figures.** Use the abbreviation “Fig.” even at the beginning of a sentence. Do not abbreviate “Table.” Tables are numbered with Roman numerals.

Figure axis labels are often a source of confusion. Use words rather than symbols. As an example, write the quantity “Magnetization,” or “Magnetization *M*,” not just “*M*.” Put units in parentheses. Multipliers can be especially confusing. Write “Magnetization (kA/m)” or “Magnetization (103 A/m).”

TABLE I: The Arrangement of Channels

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Channels | Group 1 | Group 2 | … | Group *c* |
| Main channel | Channel 1 | Channel 2 | … | Channel *c* |
| Assistant channel | Channel 2 | Channel 3 | … | Channel 1 |

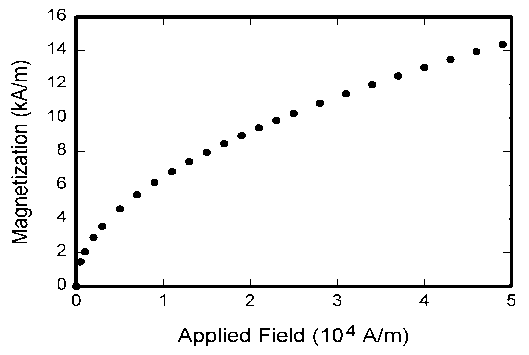


Fig. 1. Magnetization as a function of applied field.

## References

Provide in-text citations using the following style Name Author (year of publication). In the final list of references, format citations using the Harvard style e.g. (Comfort, 1997). Arrange the citations in alphabetical order, based on the first author’s name, without numbering. The reference list must contain citations of all used sources and cannot contain citations of sources which were not actually used Place the actual footnote at the bottom of the column in which it is cited; do not put footnotes in the reference list (endnotes). Use letters for table footnotes (see Table I).

Please note that the references at the end of this document are in the preferred referencing style.

Capitalize only the first word in a paper title, except for proper nouns and element symbols.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable

## Equations

Please use Equation tool (Insert ⟶ Equation) to create displayed mathematical equations. Below is an example:

If you wish, you may write in the first person singular or plural and use the active voice (“I observed that ...” or “We observed that ...” instead of “It was observed that ...”). Remember to check spelling. If your native language is not English, please get a native English-speaking colleague to proofread your paper.

# Methodology and Data

In the interest of reproducibility, please provide a concise description of research material and used scientific methods. If these are not original methods, give reference to the paper where this method was originally published.

# Results

Results section should contain evaluation and exact description of achieved results. If the nature of a paper allows it, state the statistical significance of the results as well.

# Discussion and Conclusions

In discussion, please provide a confrontation of the achieved results with previously published papers, author’s opinion of established differences, his/her attitude to the results. The discussion section also provides a space to outline the need of further potential solution or importance for the development of science, society or practice.. A conclusio

n may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

Appendix

Appendixes, if needed, appear before the acknowledgement.

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**(****Periodical style)**

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**(Journal Online Sources style)**

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