Template for Extended Abstract for the 12th Annual BMDA Conference "Successful 21st Century Organization"

First Author1, Second Author2, Third Author3

1 Organization, Country, e-mail

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**Abstract**

This document presents the instructions needed to prepare the extended abstracts to be included in the proceedings of the 12th Annual BMDA Conference "Successful 21st Century Organization" (BMDA -2014). The template contains predefined styles and the document text layout. Please use this template when preparing your extended abstract, while this will ensure a uniform format in the publication. The extended abstract must be submitted by e-mail to [projects@bmda.net](mailto:projects@bmda.net) until the **22nd of April, 2014**.

*Keywords*: BMDA-2014, template, extended abstract.

**Introduction**

The extended abstract must comprehensibly summarise the main points of the study: the aim and scope of your study, brief literature review, your materials and methods, and the main conclusions of the study. The extended abstract should present the development of the research problem and the aim of the research, namely the author should introduce the research problem, develop the background and state the purpose and rationale. Brief review of the literature should be provided in the extended abstract. There also should be shortly described used research methodology. The main findings and conclusions of the study should be summarised at the end of the extended abstract.

The extended abstract also should include a Title, the information of Authors and Affiliations, Keywords (3-5), Abstract (100-150 words), Introduction, Methodology of Research, Results, Conclusions, and References. In order to achieve graphical consistency, the extended abstract should be written using Microsoft Word. Throughout the extended abstract, use Times New Roman font with single spacing between lines. The recommended font size is 14 pts for the paper title and 11 pts for the main text. The main text should be justified on both sides. The length of an extended abstract should not exceed 3-4 A4 pages (word count of approximately 2000-2800 words). Other specific guidelines are given below.

1. Title**:** Please provide a descriptive title of the paper. The title should be concise and not span more than 2 lines. Use Times New Roman font with a font size of 14 pts and in boldface for the title (style Title1). The title’s each initial letter (except prepositions and articles) should be capitalized.
2. Authors and Affiliations**:** Include the first name, middle initials and surname of all the authors’. The author’s name is 12 point, bold, centred (style Author). The affiliations of all the authors should be included. The affiliation is 10 points, centred (style Author information). The e-mail of the authors’ should be shown. The e-mail address is not a hypertext link.
3. Page Layout: The extended abstract should be laid out on A4 format which is 210 mm wide and 297 mm long. The margins must be set as follows: Top = 2 cm; Bottom = 2 cm; Left = 2 cm; Right = 2 cm.
4. Tables:Tables should be numbered and captioned. As a guideline, the extended abstract should not contain more than 2 tables. Tables (refer with: Table 1, Table 2) should be presented as part of the text, but in such a way as to avoid confusion with the text. Table’s captions are typed in 11 points, centred, Times New Roman (style Table\_caption). Text in the tables is typed in 10 points, Times New Roman (style Table). The following is an example of a Table.

**Table 1.** Example of a table

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Font** | **Font Size, pt** | **Font Style** |
| Body text | Times New Roman | 11 | Regular |
| Tables and schemes | Times New Roman | 10 | Regular |
| References | Times New Roman | 10 | Regular |
| Abstract | Times New Roman | 10 | Regular |

1. Figures: The figures should be numbered and captioned. The figures can be produced in colour and has at least 300 dpi. As a guideline, the extended abstract should not contain more than 2 figures. Figures (refer with: Fig. 1, Fig. 2) also should be presented as part of the text, leaving enough space so that the caption will not be confused with the text. Figure’s captions are typed in 11 points, centred, Times New Roman (style Figure\_caption). The following is an example of a Figure.



**Figure 1.** Example of a figure

1. Equations: The equations should be indented with the numbers displayed on the right side in parenthesis. Equations (refer with: Eq. 1, Eq. 2) should be placed in the middle and created using equation editor. All equation numbers should be placed on separate lines and numbered consecutively.



(1)

1. Keywords**:** Provide up to 3-5 keywords, separated by commas.
2. Citations and References: The citations and the references at the end of the extended abstract are in the preferred referencing style (APA style).

**Methodology of Research**

The method section describes in detail how the study was conducted.

**Findings/Results**

The findings and results section should summarise the data collected and the statistical or data analysis treatment used.

**Conclusions**

The main conclusions should be summarised in this section.

**References**

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European Centre for the Development of Vocational Training (2013). *Identifying skills needs.* Retrieved from http:// http://www.cedefop.europa.eu/EN/identifying-skills-needs/index.aspx

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More information about citation and references see: <http://www.apastyle.org/>

<http://www.library.cornell.edu/resrch/citmanage/apa>