**PAPER TITLE**

**Name, surename1, Name, surename 2**

**Name of faculty, Goce Delcev University, Stip, Macedonia**

(name.surename)@ugd.edu.mk

**Abstract.** The abstract should summarize the entire content of your research paper and should contain at least 70 and up to 150 words. Roman or Times fonts of size 9

**Key words:** Enter 6 keywords.

1. **Introduction**

The purpose of this working manual is to define the manner of preparation of the manuscript for publication in the annual workbook of the unit of the University "Goce Delchev" in Stip.

The guideline is required to be applied by the authors responsible for submitting manuscripts for publication in the annual workbook of the unit at the University "Goce Delchev" in Stip. All authors of manuscripts for publishing in the annual volume are responsible for the realization of the working manual. The main bearer of the responsibilities of this working manual is the Reviewer of the Annual Meeting, and for review of this work experience, the President of KIND is responsible.

**1.1 Preparing the manuscript**

The manuscript is prepared on A4 format (210 mm × 297 mm) with margins of 30 mm (from all sides),. The text should be aligned (Justified) to cover the entire printable space. Please fill in the pages so that the horizontal length of the text is not less than 220 mm, (wherever possible).

For the author's name (s) you use a font size 10, while for the addresses, the institution, and the abstract font size 9. For the main text, please use font size 10 and single (single-line) spacing. In addition, we recommend using Computer Modern Roman or Times fonts (with Cyrillic support). Italic can be used to highlight some words in the current text, while the bold text should be avoided and underlining not used.

**Titles**. Titles should start in capital letters and excluding the title of the article, should be aligned to the left. The font sizes are given in Table 1.

**Table 1 Font size of the titles. The table description should always be placed above it.**

**Table 2 English title of the table**

|  |  |  |
| --- | --- | --- |
| Headline level | Example | Size of letters and style |
| Title (centered) | **TITLE …** | 12 point, bold |
| 1st-level heading | 1 **Introduction** | 12 point, bold |
| 2nd-level heading | 2.1 **Printable area** | 10 point, bold |
| 3rd-level heading | **Headers.** Text follows … | 10 point, bold |
| 4th-level heading | *Notes.* … | 10 point, italic |
|  |  |  |

The manuscript contains the following chapters, in order

– Title (uppercase, bold, 12, centering);

– Name and surname of the author (s), marked with a superscript\* (bold, 10);

– Address of the author (s), the address of several authors from different institutions marked with a superscript \* (9);

– Abstract (less than 250 words);

– Key words (6 words that are not mention in the title);

– Title (title of the paper in English, 12);

– Author (s) Name and surname (bold, 10);

– Author (s) address marked with superscript\* (9);

– Abstract (less than 250 words);

– Key Words

–Introduction;

– \* Materials and methods;

– \* Results and discussion;

–Concluding remarks;

–References;

(\*) Chapters \*Material and method of work and \*Results and discussion are compulsory for natural, technical, biotechnical and medical sciences, for the papers in which an empirical research has been conducted or an appropriate experiment set up. The chapters marked with (\*) are not compulsory for social, humanistic sciences and for art, as well as for review papers in all areas and they are replaced by appropriate thematic chapters.

**1.2 Illustrations**

Make sure the lines in the drawings are not interrupted and have a constant width. The scales and details within the illustration must be clearly legible. The illustrations used should have a resolution of at least (300) 800 dpi (preferably 1200 dpi). The letters in the images should have a height of 2 mm (10 - type letter size). Images should be numbered and should have a title that should always be placed under the illustration, in contrast to the headings of the tables, which should always be placed in front of the table. Put the header in the center of the text between the margins and set it to 9 in the size of the letters (Figure 1 shows an example).

The distance between the text and the image should be 8 mm, the distance between the image and the title is 6 mm. To ensure that the reproduction of your illustrations is of a reasonable quality, we advise you not to use shading. The contrast should be as high as possible. If using screenshots is necessary, please ensure that you are satisfied with the print quality before sending the file.



**Figure 1. The elements of the image described in the title should be placed in italics in brackets.**

Figure 1 English title of the figure

**1.3 Foonotes**

The index of the above numbers[[1]](#footnote-1) (superscript) is used for footnotes, or explanations that appear in the text. The footnote numbers are placed directly next to the word to which they refer, or immediately after the punctuation mark, if an entire phrase or sentence is explained.

Footnotes appear at the bottom of the page with a 5 cm line placed just above them.  
Footnotes are inserted with (Insert Footnote) from the main menu of the document.

**1.4 Quotes**

For quoting in the text, use brackets and consecutive numbers: [1], [2], [3], ….

**1.5 Page numbering**

The page numbering is desirable, in order to have visibility of the size of the document. It is done with (Insert Page Numbers Position Bottom of page (Footer), Alignment Center.

**1.6 Section using literature / references**

List your references as in the example below. This section must be completed. You must not leave out references. If the title of the book from which you have quoted is in English or Russian, then you should write it in English or Russian at the end of the transcript or translation of the title.

The list of quoted literature is compiled according to the alphabetical or alphabetical order of the authors and the chronological order of publication for the same author from the newer to the older references.

The following section shows an example of a list of book references [1], chapter chapters [2], journals [3], [4], collections [5], [6] for conferences or scientific gatherings [ 7], [8], magazines and daily newspapers [9] and [10], an encyclopedia [11], and a URL [12].

**References**

**For book:**

1. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the publication*: Publisher, type of publication (Monograph, book, script, collection ...).

**About book chapter:**

2. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the publication*: Publisher, type of publication (Monograph, book, script, collection ...).

**For journals:**

3. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the publication*: Publisher, type of publication (title of the journal ...).

**For Proceedings:**

4. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the publication*: Publishers, type of publication (title of the proceeding ...). number, страница од – до (139-146).

**For a presentation from a conference or a scientific meeting:**

5. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the presentation/conference,* page from – to (139-146).

**For magazines:**

6. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the magazine,* page from – to (139-146).

**For daily press:**

7. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the daily press,* page from – to

**About Encyclopedia:**

8. Surname, name (abbreviated only the initial letter of the name (X) (year). *Title of the encyclopedia,* page from – to (139-146).

**For web page:**

9. Name of the web page, *Title of the document, http:// (link from the page)*

1. The numbering of the footnote is set in the left plane with the usual spacing of the words. [↑](#footnote-ref-1)