



Paper guidelines for the 7th International Congress on Transportation Research

Name Surname¹, ...

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E-mail:

Abstract

Each paper should include an abstract of maximum 150 words presenting its key points and accompanied by a list of five to ten keywords. These two sections should follow the paper's title and have this formatting of characters. The title 'Keywords' and the keywords included should appear on the same line (10 pts font size, Times New Roman, Italic).

Keywords: *Text formatting, page setup.*

Περίληψη

The abstract and keywords should also be written in Greek.

Λέξεις κλειδιά: *Μορφοποίηση, διαμόρφωση σελίδας.*

1. Introduction

Papers should not exceed **7.500 words**. Please note that each **table or figure**, regardless of its size, will be considered equivalent to **250 words**.

The text should be written in A4 paper size, should be justified (aligned to both right and left margins) and Times New Roman, 12 pts should be used as a font. Margins should be customized as follows: top, bottom, right 2 cm, left 3 cm. Please make sure that the text area matches the one shown in the preview.

Page numbers should be centered at the bottom of the page.

Use single spacing. At the beginning of each paragraph do not use indentation but leave one blank line between successive paragraphs.

The file that will be submitted should be in .doc or .rtf format (Microsoft Word).

2. Paper Outline

Papers should be structured as follows:



- *Introduction*, which should include previous research work, the objective and practical applications of the paper.
- *Main Text*, which will be the paper's core part where the analysis will be undertaken in a clear and documented way
- *Conclusions*
- *Acknowledgements* (if needed)
- *References - Bibliography*
- *Annexes* (if needed)

3. Main Text

3.1 Page Setup

The font size of the paper's title should be 17 pts, bold, centered and the first letter of each word should be capitalized i.e. "Title Letters". Two blank lines should follow. The authors' names are written next with 12 pts font size, bold and centered. One blank line follows. The authors' affiliations and e-mails are included next with 11 pts font size, normal and centered. The word "Abstract" follows afterwards with 12 pts font size, bold and centered. Separated with one blank line, the text of the abstract is included with 11 pts font size. Keywords should be written in one line after the text of the abstract with 10 pts font size. The abstract and keywords should also be written in Greek.

The title of the first section is included after a blank line. Please note that there should be ***no other blank lines anywhere else in the text.***

3.2 Text

The whole text should be written in Times New Roman, 12 pts font size, in single line spacing, with 6 pts spacing after the paragraph and justified (aligned to both left and right margins).

3.3 Headings

The **headings of the main sections** should be aligned left, start with a capital letter and be numbered (Introduction should be the first main section). Leave one (1) line between the heading and the text of each main section. The **headings of the subsections** should be in Italic, left aligned, with the first letter of each word capitalized. The second and third line of each heading should be indented below the first letter of the first line and not below its numbering. Do not leave any blank line between the text and the heading of each subsection.

3.4 Paragraph

There should be no indentation at the beginning of each new paragraph, following the example of this template.

No headers, footers, page numbers or footnotes should be inserted. Please use the headers and page numbers included in this template.



If a paragraph contains:

- Bullets
- Numbering e.g. a), b), c), or i), ii), iii) etc.
- Other items

which are all included in the same paragraph, there should be no spaces between them (spacing before and after should be 0 pts).

When using additional text numbering, the format of the numbering and the bullets can be changed at will, e.g. a), b) c) or i), ii), iii), etc. **However, no automatic numbering should be used anywhere in the text.**

3.5 Equations

Mathematical equations that are included in the same line with the text, should be written on a separate line, centered and should be considered as separate paragraphs. The numbering of the equations should be aligned right, in bold, using Arabic numbers.

$$ax^2 + bx + c = 0 \quad (1)$$

3.6 Figures and tables

Figures or graphs should be cited in text and be integrated as close as possible to their point of reference. All graphs, photos, figures, etc. should be indicated as **figures**.

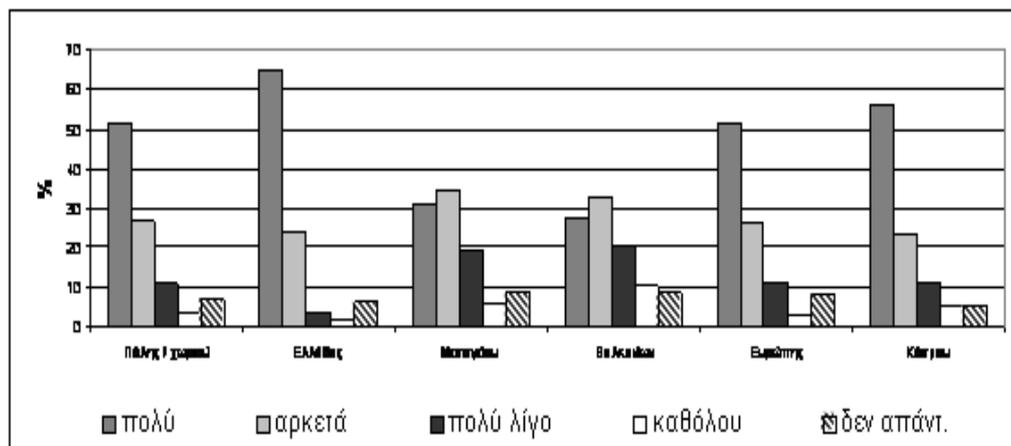


Figure 1: Figure caption

All **figures** should be numbered, centered and arranged horizontally with regard to the text. Figures should not exceed the margins of the text. Figures' captions should be placed under them, in italic and be centered and underlined. Between the figure and its caption leave one line. Leave one line also between the figure's caption and the text that follows. Figures should be included in high quality in order to ensure their good reproduction during printing. In

graphs created with spreadsheets (e.g. Excel) gradient shades of gray should be selected so that they can be clearly distinguished in black and white printing.

Tables should be cited in text and be integrated as close as possible to their point of reference. Each table’s formatting should be similar to the table presented in this template (see Table 1), without using any vertical borders. All **tables** should be numbered with Arabic numbers. Tables’ captions should be placed above tables, in *Italic* and be centered and underlined.

Between the table and its caption leave one line. Leave two lines between the table and the text that follows.

Table 1: Table caption

No.	Text	Percentage %
1	Text	17.3
2	Text	37.3
3	Text	28.6
4	Text	20.6

In case, a large figure or table, that exceeds the text’s margins, needs to be included, a new section should be created, using landscape orientation, without a header.

3.7 Footnotes

Footnotes should be avoided. However, footnotes that are necessary should be inserted in the text using consecutive numbers in superscript format. Footnotes should be written, at the bottom of the page, in Times New Roman, 9 – 10 pts font size, in single line spacing.

Footnotes should be also separated from the text with a horizontal line not exceeding the middle of the page. Above and below the line, a blank line must be entered.

Acknowledgements

Acknowledgements may be included at the end of the main text and before the section “References”.

4. References-Bibliography

Bibliographical references should be in line with the APA (American Psychological Association) style. Information about APA style can be found here: [APA References Style.pdf](#). References should be cited in the text by name and not by number. The surname of

the author(s) should be mentioned along with the year of the article or book, (e.g. Depover, Sarantos et al., 1996). If there are more than three authors, the surname of the first author should only be cited followed by et al. (e.g. Smith et al., 1998).

All bibliographical references should be listed, in alphabetical order, in the "References" section, which is not numbered. International references should be listed first followed by Greek references. For the same author, references are listed in chronological order.

References to **journals** should include: Surname and initials of the name of the first author, name initials and surnames of all other authors, year of publication (in parenthesis), paper title, journal title (in *Italic*), number of volume and pages.

References to **books** should include: Surname and initials of the name of the first author, name initials and surnames of all other authors, year of publication (in parenthesis), title of book (in *Italic*), publisher and place of publication.