AUTHOR'S GUIDELINES

FULL PAPER GUIDELINES

Initially, your submission must meet the requirements for publication in the Proceedings. If selected by our partner journal, you will be notified and advised on which template to follow for the final submission.

To ensure that your paper can be published in the proceedings or the offered opportunities, it is essential that all authors strictly follow the guidelines and formatting instructions for both preparation and submission of all papers.

The proceedings will carry ISBN number and will be submitted for WoS evaluation process.

Papers which do not match the Kautz Conference requirements will be desk-rejected, and authors will not have the opportunity to submit an updated version.

Every submission must contain the authors and affiliation: include the authors' names, affiliation, including university/research institution (faculty/department), country and city, ORCID (every author must provide ORCID ID, for details see: https://orcid.org/signin) and email address.

Submitted papers must NOT have been previously published and NOT under review.

The abstract should contain 200-250 words.

A minimum of 3 maximum of 5 keywords is allowed in alphabetical order.

The entire paper (title page, abstract, keywords, main text, figures, tables, appendices, references, etc.), must be in ONE document created in .DOT, .DOC or .DOCX format.

The maximum length of the paper is 16 pages (including ALL tables, appendices, and references). The minimum length of the paper is 8 pages.

The references must be listed in alphabetical order following the APA 7th edition citation style (https://apastyle.apa.org/instructional-aids/reference-guide.pdf). It is recommended (not required) to use reference management software e.g. Zotero, Mendeley. https://www.zotero.org/, https://www.mendeley.com/reference-management/reference-manager

As an overall principle:

- For your abstract you may have up to 250 words.

- For your paper length, the minimum is 8 pages and the maximum is 16 pages.

- To help ensure correct formatting, please use the Kautz Conference Full Paper Template for your submission. https://kautzconference.sze.hu/images/Abstract%20template,%20guideline/KC_FullPaper_Template.docx

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- Check that the .DOT, .DOC or DOCX file of your paper is edited correctly and ensure that the file is virus-free.

- Only submissions in English shall be accepted for review.

- In case of acceptance, the author or one of the co-authors should be available to present the paper at the conference. A presenting author[1] can only present one paper at the conference. Only papers presented at the conference are eligible for publication.

- Each paper is limited to one personal appearance (in case of the Early Bird registration the attendance in all programs is free of charge, in case of the normal registration the attendance in conference is free of charge, but the facultative programs and networking events are NOT free of charge) on the program as a presenting author. This policy precludes acceptance of papers for more than one presentation. In other words, an author can submit and present only one paper. However, a presenter can always be a non-presenting co-author on additional papers.

- Authors must ensure that their submitted articles adhere to the following guidelines:

  Originality: The submitted article must be an original work of the authors.

  Accuracy: The article should not contain any statements or information that are intentionally misleading or inaccurate.

  Author Awareness and Contribution: All authors must be fully aware of the article's content before submission. The content should reflect their own contributions, and authorship should be limited to those who have made significant contributions to the work.

  Prior Publication: The article should not have been previously published. Exceptions are made for papers previously published at a conference by the authors themselves, provided that the work has been significantly modified and extended to justify inclusion in the Conference Proceedings.

  Exclusive Submission: The work presented in the article must not be under consideration for publication elsewhere in any form. Authors should not submit the article for consideration elsewhere while it is under review by the Kautz Conference.

  Rights and Permissions: The submitted article must not violate any privacy rights or infringe on any intellectual property rights or other rights of any person or entity. It should not breach any duty of confidentiality owed to a third party and must not contain material or instructions that could cause harm or injury. If any portions of the work are owned or controlled by a third party, permission must be obtained and included with the submission for use in print and online formats.

  Conflict of Interest: Authors must disclose any conflicts of interest or declare that there are none.

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[1] ONE PRESENTING AUTHOR = ONE PAPER

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SUMMARY OF MAIN RULES FOR PAPER FORMATING

Paper format
Paper size: A4 paper
Page orientation: Portrait layout (**Important:** landscape page orientation is NOT allowed)
Margins: left, right, top, bottom: 2.5 cm
File format: .DOT, .DOC or DOCX (**Important:** PDF file format is NOT allowed)
Do NOT add page numbering.

_____   _____

Title of the Paper
Font: Times New Roman
Format: Font size 18, Bold
Text Alignment: Center
Spacing after: 24 pt
Line spacing: Multiple at 1,15

Style: Title1

_____   _____

Author First and Last Name
Font: Times New Roman
Format: Font size 11, Regular
Text alignment: Center
Indexed with Superscript (First Author[1] is the corresponding author)
Spacing after: 12 pt
Line spacing: Multiple at 1,15

Style: Authors name

_____   _____

Affiliation: Institution/organization, City, Country, ORCID ID
Font: Times New Roman
Size: Font size 9, Regular
Text Alignment: Center
Line spacing: Multiple at 1,15

Style: Authors affiliation

_____   _____

Abstract text style
Font: Times New Roman
Size: Font size 9, Regular
Text Alignment: Justify
Line spacing: Single

Indentation: Left at 1 cm

Style: Abstract

_____   _____

Keywords
Font: Times New Roman
Size: Font size 9, Regular
Text Alignment: Justify
Line spacing: Single
Spacing before: 12 pt
Indentation: Left at 1 cm

Style: Keywords

_____   _____

JEL Classification
Font: Times New Roman
Size: Font size 9, Regular
Text Alignment: Justify
Line spacing: Single
Spacing after: 12 pt
Indentation: Left at 1 cm

Style: Keywords

_____   _____

Heading1 style
Example: **1 Introduction, 2 Second section, 3 Third section** etc.
Used for: Main chapters (first level heading)
Font: Times New Roman
Size: Font size 12, Bold, Uppercase
Text Alignment: Justify
Line spacing: Multiple at 1,15
Spacing before: 18 pt
Spacing after: 12 pt

1   Style: Heading1

_____   _____

Heading2 style
Example: **2.1 Subsection,** etc.
Used for: Subchapters (second level heading)
Font: Times New Roman

Size: Font size 11, Bold
Text Alignment: Justify
Line spacing: Multiple at 1,15
Spacing before: 12 pt
Spacing after: 12 pt

1.1   Style: Heading2

_____   _____

Heading3 style

Example: **2.1.1 Subsection: Figure, 2.1.2 Subsection: Table** etc.
Used for: Subsubchapters (third level heading)
Font: Times New Roman
Size: Font size 11, Bold
Text Alignment: Justify
Line spacing: Multiple at 1,15
Spacing before: 6 pt
Spacing after: 6 pt

1.1.1 Style: Heading3

_____   _____

Lowest level headings

Example: Acknowledgment, Conflict of Interest, References Heading
Font: Times New Roman
Size: Font size 11
Text Alignment: Justify
Line spacing: Multiple at 1,15
Spacing before: 12 pt

Style: Lowest Level Heading

_____   _____

Body text style

Font: Times New Roman
Size: Font size 11
Indent: First line: 1,1 cm, Justified
Line spacing: Multiple at 1,15
Text Alignment: Justify
        Style: Normal

_____   _____

AUTHOR'S GUIDELINES

Table name style
Font: Times New Roman
Size: Font size 10, (Bold: Table No; Regular: Title)
Text Alignment: Center (Short captions are centered, while long captions are justified.)
Line spacing: Multiple at 1,15
A figure caption is always placed below the illustration.

Style: Table

_____   _____

Table content
Font: Times New Roman
Size: Font size 9, Regular
Text Alignment: Left
Line spacing: Multiple at 1,15
Spacing before: 12 pt
Spacing after: 6 pt
Style: Table Content Style

Table 1. This is the table. Table captions should be placed above the tables.

Name of the Style	Example	Font size and style
Title	Title of the Paper	18 point, bold
Heading1	1 Introduction	12 point, bold
Heading2	1.1 Subsection	11 point, bold
Heading3	1.2.1 Subsubsections	11 point, bold
no style	**Lowest Level Heading**. Text follows	10 point, italic

_____   _____

Figure, picture, chart, graph name style
Font: Times New Roman
Size: Font size 10, (Bold: Fig. No; Regular: Title)
Text Alignment: Center (Short captions are centered, while long captions are justified)
Line spacing: Multiple at 1,15
A figure caption is always placed below the illustration.

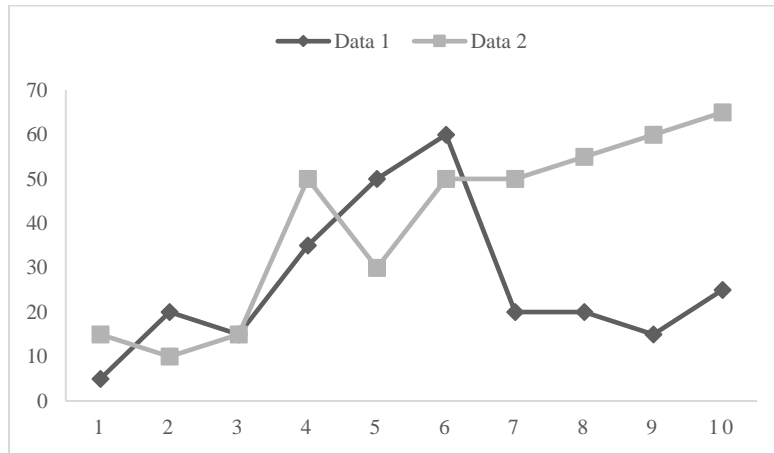**Style:** Figure

AUTHOR'S GUIDELINES

Fig. 1. A figure caption is always placed below the illustration. Short captions are centered, while long captions are justified.

_____   _____

References
Font: Times New Roman
Size: Font size 10, (Bold: Fig. No; Regular: Title)
Text Alignment: Justified
Line spacing: Single
Space After: 6 p
Citation/referencing: APA 7th edition citation style
https://apastyle.apa.org/instructional-aids/reference-guide.pdf
Style: References