**Format of Final Assignment**

**Your Paper's Title Starts Here: Please Centre, Use Times New Roman (TNR) 14pt., Bold**

Full First Author1\*, Full Second Author2 (TNR 10pt., centred)

1 Full affiliation of first author, including country (in English, TNR 9pt. centred)

2 Full affiliation of second author, including country

**Abstract.** The abstract is a mandatory element that should summarize the con-tents of the paper and should contain at least 150 and at most 250 words. (TNR 9 pt. alignment in block, spacing 1,0). Abstracts should follow the following structure:

**Purpose-** text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Methodology-** text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Findings-** text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Implications-** text, text, text, text, text. text, text, text, text, text, text, text, text, text, text, text.

**Originality/ value-** text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

**Keywords:** First Keyword, Second Keyword, Third Keyword, Fourth Keyword, Fifth Keyword. (max 5 key words in English). (TNR 9 pt. alignment in block, spacing 1,0)

1. Introduction (TNR 12pt., Bold)

The main text, (TNR 10pt., spacing 1,0) text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.

* 1. Second Heading (TNR 10 pt. Bold)

Please note that the first paragraph of a section or subsection is not indented. The first paragraphs that follows a table, figure, equation etc. does not have an indent, either.

Subsequent paragraphs, however, are indented.

**2** **Preparation of Your Paper**

1. **Structuring Your Paper**

**Affiliations.** The affiliated institutions are to be listed directly below the names of the

authors. Multiple affiliations should be marked with superscript Arabic numbers, and they should each start on a new line as shown in this document.

**Headings.** Headings should be capitalized (i.e., nouns, verbs, and all other wordsexcept articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the title, be aligned to the left.

**Sample Heading (Third Level).** Only two levels of headings should be numbered. Lower level headings remain unnumbered; they are formatted as run-in headings.

*Sample Heading (Forth Level).* The contribution should contain no more than four levels of headings. The following Table 1 gives a summary of all heading levels.

**Table 1.** Font sizes of headings. Table captions should always be positioned*above*the tables. (TNR 9pt)

|  |  |  |
| --- | --- | --- |
| Heading level | Example | Font size and style |
| Title (centred) | **Lecture Notes** | 14 point, bold |
| 1st-level heading | **1 Introduction** | 12 point, bold |
| 2nd-level heading | **2.1 Printing Area** | 10 point, bold |
| 3rd-level heading | **Run-in Heading in Bold.** Text follows | 10 point, bo ld |
| 4th-level heading | *Lowest Level Heading.* Text follows | 10 point, italic |

Source: (TNR 9pt., italics)

1. **Length of Papers**

The normal word count of 5000 words of an assignment is acceptable for BDRC papers. Papers having lower word count (for example 3000 words) can also be considered if the work is good.

1. **Page Numbering**

Please insert page numbers (Top right corner, TNR 9 pt.).

1. **Figures and Tables**

It is essential that all illustrations are clear and legible. Please check that the lines in line drawings are not interrupted and have a constant width. Grids and details within the figures must be clearly legible and may not be written one on top of the other. Line drawings are to have a resolution of at least 800 dpi (preferably 1200 dpi). The lettering in figures should not use font sizes smaller than 6 pt TNR. Figures are to be numbered and to have a caption which should always be positioned *under* the figures, in contrast to the caption belonging to a table, which should always appear *above* the table.

Captions are set in 9-point type. If they are short, they are centred between the margins. Longer captions, covering more than one line, are justified. Captions that do not constitute a full sentence, do not have a period.

Text fragments of fewer than four lines should not appear at the tops or bottoms of pages, following a table or figure. In such cases, it is better to set the figures right at the top or right at the bottom of the page.

If screenshots are necessary, please make sure that the essential content is clear to the reader. Whenever possible, use vector graphics instead (see Fig. 1).



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

1. **Formulas**

Displayed equations or formulas are centred and set on a separate line (with an extra line or half line space above and below). Displayed expressions should be numbered for reference. The numbers should be consecutive within the contribution, with numbers enclosed in parentheses and set on the right margin.

Displayed equations are centered and set on a separate line.

*x* + *y* = *z* ()

**2.6** **In text Citations**

References in text should have this form (surname, year), for example:

1 author: (Krugman 2012)

1 author and the same year of publication: (Hoffman 2012a, 2012b)

2 authors: (Krugman & Hoffman 2014)

3 authors: (Krugman, Hoffman & Hyland 2014)

More than 3 authors: (Hoffman et al. 2012)

References (TNR, 12 pt., bold heading)

For each work shown in the list of references must be a reference in the text. All citations in the text and all references must meet BUiD Harvard style (more information https://buid.libguides.com/referencing/home). (References will be in TNR 9pt)

(Book style - Author, year. Title (in italics). Location of publisher, Publisher)

Chen, W. K. (1993). *Linear networks and systems*, Belmont, CA: Wadsworth.

Cichocki, A. & Unbehaven, R. (1993). *Neural networks for optimization and signal processing*. 1st edn. Chichester, U.K.: Wiley.

(Journal - Author, year. Paper title. Journal name (in italics), volume and issue numbers, inclusive pages.)

Chen, S., Mulgrew, B. & Granta, P. M. (1993). A clustering technique for digital communications channel equalization using radial basis function networks*. IEEE Trans. on Neural Networks*, vol. 4(2), pp. 570-578.

Hill, R. M. (1997). The single-vendor single-buyer integrated production–inventory model with a generalized policy. *European Journal of Operational Research*, vol. 97(3), pp. 493-499.

(Online Sources style)

Vidmar, R. J. (1992). *On the use of atmospheric plasmas as electromagnetic reflectors*. [Online]. [Accessed 15 January 2020]. Available at: <http://www.halcyon.com/pub/journals/21ps03-vidmar>

(Conference paper or contributed volume - Author, year, paper title. Conference title (in italics). Conference Venue. City. Conference date. Publisher: Place of Publication)

Llyod, S. (2002). Capturing the consumer. *Small firms: adding a spark: the 25th ISBA national small firms policy conference*. Robert Gordon University. Aberdeen. 15-17 November. ISBA:Leeds.

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