

GUIDELINES OF INTERNATIONAL CONFERENCE:

“Port-Cities and Maritime Routes in Eastern Mediterranean and Black Sea (18th-21st century)”

Page layout

Papers should be written in the Greek or English language and must not exceed a total of 15 A4 pages, together with illustrative material, tables, bibliography and abstract. They must be typed with single line spacing, with margins of 3 cm on all four sides of the page, in the program Microsoft Word, (files .doc and not .docx), with Times New Roman font, in point size 12. The first line of each paragraph must begin innermost from the margin 5 mm and the text must be fully aligned.

Title, subtitles, page numbering

In the beginning of the text, there are displayed, in bold characters and lowercase letters, its title, the name of the author or authors (leaving a blank line from the title), the Department/Faculty and the University where he/she belongs, either his/her professional or other quality. After three lines follows the abstract (see below) and after three lines the text. If there are any subtitles, they must be displayed in a clear and uniform way and must not be accompanied by numbering. The subtitle is written two lines from the preceding text and one line from the following.

All pages of the text must be numbered. “Double quotes” are used for references from other texts, technical terms or for a reference within a reference. For emphasis, there could be made limited use of italic letters (italics). Please do not use underlining or bold letters within the text.

Abstract

The abstract is necessary and must be placed in the beginning of the paper. It must be written in English, with the title, the name, the email address of the author or authors, using exactly the same form of the corresponding Greek-language text.

Images, Tables

The visual material¹, if available, will be printed in black and white and it should be suitable for printing (figures min 300 dpi at max print size 17X24 cm and drawings 1200 dpi) and be submitted in a separate file editable by the publisher. The pictographic material is subjected in separate files and must have captions on word text and also be numbered. When there is a reference in the text to a “figure”, it is referred with its number (e.g. Figure 1 or Map 1 or Diagram 1). The captions are numbered and written on a separate page at the end of the text. The authors should ensure that the maps and the drawings can be read distinctly at black and white printing.

The tables, even if they must be incorporated within the text, they must be provided additionally in a separate file, for better management of the material by the editors, written also in the computer with the same type of font and point size 10 or 11. The word table must be fully written everywhere. The first letter in the table will be with a capital letter T (i.e. Table 1. Title table) as well as in the text when it is in brackets (Table 1). Tables must be legible and independent, have consecutive numbering and be reported within the text with their number. A table is considered as a systematic record and presentation of various elements.

Bibliography, bibliographic references

Bibliographic references are made within the text. There is mentioned the name of the author or authors, the year of publication of the work and the page numbers if necessary, in brackets, as in the examples:

... as Morris writes (1971: 287 – 294), ...

... as the experts write (Morris 1971: 287-294), ...

If there are any footnotes, they will have consecutive numbering throughout the text and be placed at the bottom of the page with automatic numbering and formatting. Their font is the same with the total of the text (Times New Roman), in 11 point size and single line spacing.

There, they are displayed in alphabetical order by surname of the author, according to the following formula:

Book

Macksey, Richard and Donato, Eugenio (diligence), *The Structuralist Controversy*, The Johns Hopkins University Press, Baltimore 1972.

Prieto, Luis J., *Messages and signs* (trans. Dimitris Moschopoulos), Nefeli, Athens 1986.

Chapter or article in a book

Todorov, Tzvetan, Language and Literature, in Richard Macksey and Donato, Eugenio (diligence), The Structuralist Controversy, The Johns Hopkins University Press, Baltimore 1972, p. 125-133.

Article in scientific journal

Denzin, Norman, On Semiotics and Symbolic Interactionism, Symbolic Interaction 10/1 (1987), 1-19.

Article in newspaper

Diamantopoulos Thanasis, "Internal dictatorship", The Daily (I Kathimerini), 28/12/2007, p. 13.

Texts available on the Internet – Websites

Jarvenpaa, Stephen, «Consumer Trust in an Internet Store: A Cross - Cultural Validation», Journal of Computer - Mediated Communication 5/2 (1999), 129-52, in <http://www.ascuc.org/jcmc/vol5/issue2/jarvenpaa.html> (access 7/1/2005).

European Commission, «Eurobarometer 64: Public Opinion in the European Union», στο http://www.europa.eu.int/comm/public_opinion/archives/en.pdf (access 17/4/2006).