PREPARATION OF PAPERS FORMAT FOR 4th International Congress on Tourism, Economic and Business Science

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***Abstract*** ⎯ *All full papers must include an Abstract with the submission. The Abstract and Keywords text should be 11 pt. Times New Roman italic, full justified and contained within one paragraph. Begin the Abstract with the word Abstract - in Times New Roman italic Bold text, only the word Abstract should be bold. Do not indent. Use a long dash after the words “Abstract” and “Keywords”. Do not cite references in the abstract. The abstract should be approximately 200 words (no more than 2000 characters). The minimum and maximum number of pages is three and eight, respectively. Avoid using abbreviations in the abstract, in case they are necessary; write their meaning in the abstract. This style is defined under the style menu of this document as "Abstract".*

*Keywords* ⎯ *About four (maximum of six), alphabetical order, key words or phrases, separated by commas*

# PAGE LAYOUT

These instructions serve as a template for Microsoft Word, and give you the basic guidelines for preparing camera-ready papers for the 4th International Congress on Tourism, Economic and Business Science, Istanbul-TURKEY, October 20-21, 2021. Please carefully follow the instructions provided in this format to ensure legibility and uniformity. The guidelines are designed to reduce the amount of white space and maximize the amount of text that can be placed on one page.

All full papers must follow the following layout:

A4 paper size (210 x 297 mm or 8.27" x 11.69" paper size)

Portrait Orientation

1-column format for the body of the document

Top and Bottom margins: 2,54 cm (1.0")

Left and Right margins: 1,90 cm (0.75")

Header and footer: 12,5 mm (0.5")

Indents – abstract and keywords – none

Indents – none.

While formatting your document, make sure you use consistent use of punctuation marks and spelling. There are two basic systems used by American and British authors, we'll accept either American or British usage, but it must be consistent, ie. Not a mix. For example,

Putting commas and periods outside of quotation marks, e.g. ", and". Instead of , "and." The latter is American usage and the former is British.

Use of single quotes, E.g. 'service centre' (British) rather than "service center" (American),

Or text such as grey and disc (British) vs. Gray and disk (American).

# PAPER TITLE AND AUTHOR DATA

The paper is in one column format. Please follow the following style guide:

**Paper title**: This information should be placed at the top of the first page in 14 point Times New Roman in Uppercase, bold, and centered. This style is defined under the style menu of this document as "TITLE".

**Author listing**: 12 pt. Times New Roman, italic, centered. This style is defined under the style menu of this document as "Author". Insert a blank line between the Title and the Author listing and between the Author listing and the body of the paper.

Include only the author names; in the author listing. Use the full first name for the authors. If an author is submitting more than one paper please provide the same name in both papers. For example, do not submit one paper as Aşkıner Güngör and the other as A. Güngör. Be consistent, the name you provide on the paper will be what is used to create the author index for the proceedings.

Information for each author such as email, department or college or university; city, state and zip will be listed as a footnote. The footnote text should be 9 pt. Times New Roman, full justified, no space between the paragraphs. This style is defined under the style menu of this document as "Footnote text". (This is the only footnote allowed in the paper). To insert a footnote in Word place the curser at the end of the name and select the "Insert" menu and select "footnote" using the bottom of the page and auto numbering options.

# PAPER BODY FORMAT

The paper is in one column format. Use full justify option for your paper. Use automatic check spelling. Do not use hyphenation. Please use the following Font and alignment instructions:

**Body text**: 11 pt. Times New Roman, full justified, single space, no blank lines between the paragraphs Indent 0,63 cm (0.25") (this style is defined under the style menu of this document as "Body Text"). Follow the examples shown in this document.

**Section Headings**: 12 pt. Times New Roman, bold, centered, use All Caps (UPPERCASE), and paragraph spacing 10 pt above and below. For example, "Page Layout" on page one of this document is a Section Heading (this style is defined under the style menu of this document as "Section Headings")

**Section Sub-headings**: 11 pt. Times New Roman, bold, centered, paragraph spacing 8 pt above and below. The heading must be in Title Case (Only first letters of all words are capital). For example, "Font and Spacing Instructions" on this page is a Section Sub Heading (this style is defined under the style menu of this document as "Subheading")

**Bullets**: 11 pt. Times New Roman, the bullet should be left justified and indent the text 0,63cm (0.25"). Insert a blank line after the bullet list but not before, follow the examples in this document (this style is defined under the style menu of this document as "Bullets")

# FIGURES, TABLES AND EQUATIONS

All figures and tables must fit either 1 column width: 17,8 cm (7") wide. To make the paper read easier you may want to position any table or figure that requires one column either at the bottom of the page or the top of a new page.

Do not abbreviate “Table”; use Arabic numerals to number Tables and Figures. Use the following format guidelines for Figures and Tables:

**Figure and Table headings**: 11 point Times New Roman UPPERCASE (use All Caps), centered; place below the Figure and above the Table, (this style is defined under the style menu of this document as "Figure Heading"). Leave one blank line above and below each Table or Figure.

**Figure and Table captions**: 11 pt. Times New Roman, Title Case, centered; place below the figure or table headings (this style is defined under the style menu of this document as "Figure Caption")

Table 1 and Figure 1 give an example of the Table and Figure formatting. Avoid placing figures and tables before their first mention in the text. When inserting figures or tables be sure you insert the figure and not just a link to the figure. If you insert the link instead of the figure or table, a box with a big red x will appear in the location where the table or figure is supposed to be located. If you allow tables to break rows across pages be sure to repeat table header rows and use continued in brackets. Like Table 1.

**Table 1.** Point Sizes and Type Styles

|  |  |  |
| --- | --- | --- |
| Points  | Place of Text  | Type Styles  |
| 10 10 8 8 8 10 10 12 10 10 12 14  | Table number Figure and Table Headings Figure and Table Captions Footnote Reference list Footer Abstract and Index Terms Section Titles Main Text and Equations Subheadings Authors’ names Title  | ROMAN NUMERALS UPPERCASE SMALL CAPS Bold Italics SMALL CAPS, BOLD Bold Italics UPPERCASE, Bold  |

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**Figure 1.** Different Modes of Transportation.

Number equations in parenthesis flush with the right margin,

*2jk* ∂*u/*∂*z =* ∂*2u/*∂*x2 + k2 (n2* - β*2) u* . (1)

Refer to “(1)”, not “Eq. (1)” or “Equation (1)”, except at the beginning of a sentence: “Equation (1) is…”.

# HEADERS AND FOOTERS

Please use the following format guidelines for the Footer:

**Footer text**: should be 10 pt Times New Roman, bold (this style is defined under the style menu of this document as "Footer"). The text of the footer should say the same as shown on the bottom of this document. Please copy and paste this information into your document exactly as shown on this page.

# ACKNOWLEDGMENT

Use the singular heading even if you have many acknowledgments. Put sponsor acknowledgments in the unnumbered footnote on the first page.

# REFERENCES

Place references in separate section at the end of the document by using **APA 6th style**, do not footnote references. In-text references must be included following the use of a quote or paraphrase taken from another piece of work.

In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. Using an example author James Mitchell, this takes the form: Mitchell (2017) states… Or …(Mitchell, 2017). The surname of both authors is stated with either ‘and’ or an ampersand between. For example: Mitchell and Smith (2017) state… Or …(Mitchell & Smith, 2017). Further cites can be shorted to the first author’s name followed by et al: Mitchell et al (2017) state… Or …(Mitchell et al, 2017).

**Reference text**: 10 pt. Times New Roman, full justified, no space between the references (this style is defined under the style menu of this document as "References", Please use **APA 6th style**).

The details of the APA 6th style are in the following link:

<https://www.mendeley.com/guides/apa-citation-guide>

Endnote style for the APA 6th style is in the following link:

<https://endnote.com/downloads/style/apa-6th-american-psychological-association-6th-edition>

Book referencing example:

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. London, England: My Publisher

Edited book chapter example:

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). A guide to citation rules (2nd ed., pp. 50-95). New York, NY: Publishers.

Journal article example:

Mitchell, J.A. (2017). Citation: Why is it so important. Mendeley Journal, 67(2), 81-95

Website example:

Mitchell, J.A. (2017, May 21). How and when to reference. Retrieved from <https://www.howandwhentoreference.com>.

Conference proceedings example:

Zha, X., Chai, Y., Witlox, F., & Ma, L. (2016). Container Throughput Time Series Forecasting Using a Hybrid Approach. In Y. Jia, J. Du, H. Li, & W. Zhang (Eds.), Proceedings of the 2015 Chinese Intelligent Systems Conference: Volume 1 (pp. 639-650). Berlin, Heidelberg: Springer Berlin Heidelberg.

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