These are the guidelines how to prepare a paper for the proceedings of the 10th SED 2017. This document presents a template for preparing the papers that will be included in the conference Proceedings. We strongly recommend to authors to prepare papers in the form of this template.

*Before submitting your abstract/paper, please name the file as follows:
Given name_Surname_Abstract or Given name_Surname_Paper
Also, when submitting the paper, please indicate the thematic session to which your paper belongs

TITLE OF THE PAPER (Times New Roman – TNR, Upper Case, 14 pt Bold)

(one empty row)

First Author[1], Ph.D.; Second Author[2], M.Sc.; Third Author[1], B.Sc. … (TNR, Lower Case, Capitalize the first letter, 11 pt Bold, Centered)

[1] Institution, City, COUNTRY, e-mail (TNR 10 pt, Centered)
[2] Institution, City, COUNTRY, e-mail (TNR 10 pt, Centered)

(two empty rows)

Abstract (TNR 9 pt Bold, italic): *The length of abstract maximally 8 lines, type of font TNR 9 points, italic, justified. Only the word "abstract" should be bolded, not the whole text of abstract. Abstract should be separated from the name of institution with two empty rows. There shoud be one empty line between abstract and the key words, and three empty lines between the key words and the title of the first section/chapter (INTRODUCTION).*

Abstract should briefly summarize submitted article, and help reader to quickly acknowledge paper in general. Abstract should be structured, containing several informal parts. Firstly, author(s) should mention main reason(s) for writing the paper or the aims of the research. Secondly, a sentence or two should be dedicated to methods used for the research. Thirdly, author(s) should shortly describe what was found during the research. If research limitations or practical implications exist, authors should also describe it shortly. At the end, authors should conclude with novelties presented in the paper, and state to whom this paper can present value.

Keywords (TNR 9 pt Bold, italic): *keyword 1, keyword 2, keyword 3, keyword 4, keyword 5 (max. 5 TNR 9 pt italic)*

(three empty rows)

1. INTRODUCTION (TITLE OF SECTION, TNR 11pt, BOLD, UPPER CASE AND LEFT ALLIGNMENT)

The paper should not be longer then 8 pages, including text, figures, tables, references and enclosures. The paper should be submitted to organizer in electronic form to the following e-mail address: sed@vpts.edu.rs.

The title of the paper should be centered on the first page, after seven empty rows (space needed to insert Conference logo). Use Times New Roman font, All Caps, Bold 14 pt. Use TNR 11pt, Bold, Small Caps for the name(s) of the author(s), and TNR 10pt for the names of their institutions. Both, the names of the authors and the names of their institutions should be centered.

Abstract and key words should be written in TNR 9 pt, Italic, Justified as it is shown in the example. Abstract should be separated from the name of institution with two empty rows. There shoud be three empty lines between the key words and the title of the first section/chapter.

For titles of sections use TNR 11pt, Bold, Lower Case, left alignment and capitalize the first letter. For body text, use only TNR 10pt, Justified, with single line spacing and no empty lines between the passages. Each passage should start from the first column, as it is written in these guidelines.

Two empty lines should be left before each title of section/chapter, while the text of section/chapter should be separated from the title with one empty line.

*(two empty rows before the title of the **section**)*

2. TECHNICAL REQUIREMENTS

(one empty row)

Papers should be written in English or another world language (Times New Roman – TNR 10 pt normal). Writing technique: text editor MS Word 95 or upgraded. The length of the paper is limited to **8 (eight) pages**.

All pages size should be A4 (21 x 29,7cm). The top, bottom, right, and left margins should be 2 cm. Text must be in one column format and Times New Roman font, including figures and tables, with single-spaced 10-point interline spacing. [TNR, 10 point, normal, justified alignment, upper and lower case].For the paper to be published it is necessary to send Your paper in electronic form to the following e-mail address: sed@vpts.edu.rs. Deadline for full paper submission is **10th August 2017.**

Announcement to the authors of accepting the paper will be sent until **15th September 2017.**

The final program and papers presentation schedule will be announced no later than **25th September 2017.**

*(one empty row before the title of **subsection**)*

2.1. Format (Title of subsection TNR 11pt, Bold, Lower Case, left alignment and capitalize the first letter)

(one empty row)
The title of subsection should be typed in TNR font, 11pt, Bold, Lower Case, left alignment and capitalize the first letter. It shoud be isolated from the rest of the text with one empty line before and after the title of subsection.

2.2. Tables

Each table is numbered and table captions are in TNR 10 pt, placed above the table, centered and have the following style:

Table 1: Table caption

Column 1	Column 2	Column 3
Row 1	Row 1	Row 1
Row 2	Row 2	Row 2
Row 3	Row 3	Row 3

Please note that the table caption is not bolded.

2.3. Figures

Figures should be numbered. Please do not insert text boxes over the figures. Figure caption is in TNR 10 pt, placed below the figure, centered and has the following style:

Figure 1: Figure caption

Please note that the figure caption is not bolded.

2.4. Equations

Equations are left justified 5 mm from left margin, with equation number at the right margin in font TNR 10 pt Italic, as it is shown below.

$$R_a = 0{,}65 \cdot R_{max}^{0,9} \tag{1}$$

2.5. Page numbers and Footnotes Instructions

Please, do not add any kind of pagination anywhere in the paper. Avoid using headers and footnotes.
*(two empty rows before the title of the **section**)*

3. CONCLUSION

Paper delivered after the due date or in incorrect form will not be published in the Proceedings.
(three empty rows before references)

REFERENCES

A list of the references should be given at the end of the paper. References should be indicated in the text using consecutive numbers in square brackets, e.g. [1]. In the bibliography (by ISO 690-1 and ISO 690-2) they should be cited including the title of the paper, as follows:

[1] ĐURIČIĆ, R.M.: *Savremene menadžerske metode*, IR-MIR, Užice, 2003.

[2] ĐURIČIĆ, R.M.: *Innovation activity in metalworking business systems of Zlatibor district*, Introduction article on conference "Innovation and competitions of metalworking industry", Regional Economy Chamber, Uzice, Serbia, March 2008.

[3] AKSENTIJEVIĆ, S.; ĐURIČIĆ, M.; MILUTINOVIĆ, S.: *Improvement of environment protection polluted by fossil fuels*, First national life quality conference "Quality festival", 10-13. May 2006., Kragujevac. Aveilable at: http://www.cqm.rs/fq2006/pdf/B/11%20Aksentijevic%20S.,%20Djuricic%20M.,%20Milutinovic%20S..pdf

[4] http://www.ekoplan.gov.rs.