

Instructions for Formatting PEI Articles

Alen Lovrenčić alen.lovrencic@foi.hr

Faculty of Organization and Informatics

University of Zagreb, Varaždin, Croatia

Goran Hajdin goran.hajdin@foi.hr

Faculty of Organization and Informatics

University of Zagreb, Varaždin, Croatia

First Name Middle Name Last Name email.address@domain

Full Institution/Organization/Company Name

City/Town, Country

Abstract

This document describes the required formatting of JIOS papers, including margins, fonts, citation styles, and figure placement. While the format requirements are only compulsory for final submissions, we strongly encourage authors to adopt this template, as well as its recommendations throughout the submission process. Abstract must not exceed 150 words. The abstract appears at the beginning of the paper, indented 0,5 cm from the left and right margins. The title "Abstract" should appear in bold face 11 pt, centered above the body of the abstract. The abstract body should be in 10 pt. Spacing between Abstract and author(s) affiliations is 36 pt, and spacing between “Abstract” title and abstract text is 6pt.

Keywords: formatting instructions, Microsoft word template.

Introduction

To ensure that all articles published in the journal have a uniform appearance, authors must produce a PDF document that meets the formatting specifications outlined in this document. The same document will be used for digital and hard copy version of the journal. Paper submission must be made in one ZIP archive which must include source document (ie. MS Word file) and PDF. When crating PDF make sure all fonts are embedded.

This document briefly describes and illustrates format used by PEI journal. Your article should look as similar as possible to this document. This template can be obtained form journal web site at the address <http://www.pei.com> Below the basic specifications, including font sizes, margins, etc. will be outlined. We encourage you to use this sample in case of any dilemma. For any questions you cannot decide, feel free to contact JIOS.

PEI is published twice a year. 1st volume is published 30th of June, and 2nd volume 31st of December. All papers that enter copyediting process at least one month before publishing date will be included in current volume. All papers that enter copyediting process less than one month from the publishing date will be included in the next volume.

Format and Margins

Papers must be in the single column format as shown in the enclosed sample. The page format should be set to B5. Left, right and top margin should be set to 2,2 cm while bottom margin should be set to 2,5 cm. Headers should be 1,27 cm from top and footer should be 2,18 cm from bottom of page. Title should be 36 pt below the header.

Fonts

You should use Times Roman style fonts. Please, do not us any non-standard fonts in your paper. They could make problems in

formatting of the paper, as well as in printing.

Authors

Authors' names should appear in designated areas below the title of the paper in 12 pt bold type. Authors' affiliations and complete addresses should be in italics 11 pt, and their email addresses in 10 pt italic. If author is part of institution, organization or company, information should include full author name, full institution/organization/ company name, town/city and country. If author is publishing as a private person, information should include full author name, full address (street address and number), town/city and country. Authors' affiliations and email address must be aligned according to the left and right paper margin.

Title, Headings and Sections

The title of the paper should be in 14 pt bold. When necessary, headings should be used to separate major sections of your paper. First headings should be in 12 pt bold and second headings should be in 11 pt bold. The text and body of the paper should be in 11 pt. Third-level headings should also be in 11 pt italic. Each heading should have 18 pt spacing above and 6 pt spacing below it. Do not skip a line between paragraphs. After a heading, the first sentence should not be indented.

Paper title and all headings should be capitalized. Please refer to Rules for Capitalization in Titles regarding capitalization of paper tile and section headings.

References to sections (as well as figures, tables, theorems and so on), should be capitalized, as in "In Section 4, we show that..."

Figures and Tables

Figures and tables should be inserted in proper places throughout the text. Do not

group them together at the beginning of a page, nor at the bottom of the paper. Number figures sequentially, e.g., Figure 1, and so on.

The figure or table number and the caption should appear under the illustration. Spacing around caption should be 6 pt above and 11 pt below. Captions, labels, and other text in illustrations must be at least 9 pt.

CPU Speed Wage
A
B
C

Table 1. Note well that JIOS expects table captions below the table. >= 9pt font.

We strongly suggest not to use color figures and pictures. Authors are responsible for providing grayscale figures and pictures without any loss of information.

When placing figures and tables in the paper please keep in mind possible blank spaces which might appear at the bottom of some pages. Please relocate paper elements (tables, figures and text) to fill existing blanks. While doing so pay attention not to create new ones.

Headers and Footers

Headers and Footers should be in 9 pt. All information in headers should be in small caps, respecting capital first letters. The first page of your article should include the short journal name, volume, number and year in the upper left corner, and the submission date and acceptance date in the upper right corner. The editor will let you know the volume, number, year, submission date and acceptance date.

On the even numbered pages, the header of the page should be the authors' names in the upper left corner and short title of the

paper in the upper right corner. If paper title is too long to fit in the header (maximum 40 characters), please shorten the title and add three dots (...) at the end. Please do not abbreviate any title words. On the odd pages, starting with page 3, the header should be the full name of the journal, aligned right.

Page Numbering

Please do not add any page numbers in the article. They will be assigned by the publishing board at the bottom of the page in the center, as well as added in the footer of the article.

Footnotes

We encourage authors to use footnotes sparingly, especially since they may be difficult to read online. Footnotes should be numbered sequentially and should appear at the bottom of the page, as shown below.^[1]

References

The reference section should be labeled "References" and should appear at the end of the paper. References must be ordered according to their appearance in the paper. Please prepare complete and accurate citations. References should be formatted according to the IEEE Citation reference. Do not include references that are not cited in the text of the paper.

Citations within the text should include the number of the reference in the reference section in the brackets, for example [1]. Multiple citations should be separated by a colon, as in [1], [2].

Acknowledgements

The acknowledgments section, if included, appears after the main body of the text and is headed "Acknowledgments." The section should not be numbered. This section includes acknowledgments of help from associates and colleagues, financial support, and permission to publish.

Appendix A: Title of the Appendix

Appendices, if included, follow the acknowledgments. Each appendix should be lettered, e.g., "Appendix A".

References

1. IEEEDataPort, "How to Cite References: IEEE Documentation Style" [Online]. Available: http://jios.foi.hr/guidelines/IEEE_Documentation_Style.pdf [Accessed: Jun. 5, 2018].
 2. References should be indented on the left side by 0,63 cm and hanging must be set to 0,83 cm.
 3. Hyperlinks should be formatted as plain text and without underline formatting.
 4. All references should be aligned left.
-
1. A footnote should appear like this. Please ensure that your footnotes are complete, fully punctuated sentences. [↑]