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### FORMAT FOR SUBMISSION

#### General instructions:

- Total maximum length of the document including references, tables and graphics cannot exceed **3000 words**
- Page **size A4**
- Font **Arial**, black throughout the document
- File format **Word** (rtf, pdf or other formats will be rejected)
- Alignment of all the document to the **left**
- Use **free justification** on the right
- Use **single spacing** throughout the document (including appendices, tables and references)
- Use 2,5cm (1 inch) **margin** on all 4 sides
- Do not insert page numbering
- Do not insert headings or footers

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|--|--|
| <b>TITLE</b>   | Bold<br>Italics<br>Upper case<br>Arial 14pt  |
| <b>Name SURNAME(S), Name of institution/organisation, Country</b>  | Bold<br>Surname only Upper case<br>Arial 14pt  |
| <b>MAIN HEADINGS</b>   | Bold<br>Upper case<br>Arial 12pt   |
| <b>Sub-Headings</b>  | Bold<br>Title case<br>Arial 12pt   |
| Main text of the paper   | Sentence case<br>Arial 11pt  |
| References – sample format:<br><br>Simone, B. (2005) <i>The Search for Enlightenment: Adult Education in Twentieth Century Europe</i> , Berlin, Peter Lang | Must be listed<br>alphabetically by author at<br>the end of the document<br>Title only in italics<br>Sentence case<br>Arial 10pt |

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Submission of papers must be done to [events@eucen.eu](mailto:events@eucen.eu) always. Remember to follow the guidelines and to submit your work in Word. Other file formats will not be opened.

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