

Instructions for formatting the paper for HCOM 2007 Conference

TITLE OF PAPER (14 points bold, all caps, center, up to 10 words)

Authors' names (12 points, bold, center)

Affiliation, addresses (10 points, center)

fax, e-mail, http (10 points, center)

Abstract (11 points bold)

Instruction for preparation of papers to be included in HCOM Proceeding is described. In order to make the proceedings look as uniform as possible, the following instructions should be followed closely. (10 points)

Keywords (10 points bold): *Five keywords.* (10 points, italic)

1 Introduction (11 points bold)

The paper should contain 4-6 pages. The paper should include: title of paper, authors names, affiliation, addresses, fax, e-mail, http, an abstract, five keywords which best describe the paper, references. (10 points)

Text of paper is in two columns, 76 mm each (3 in) with 8 mm (0.3 in) space between.

2 Printing Area (11 points bold)

For the main text the 10-point Times New Roman font size is to be used. Use paper format A4: 21 x 29.7 cm. The left margin is 2.5cm and the right margin 2 cm. The interline distance is simple interline = 1. The top and bottom margins are 3 cm. The text should be in two columns.

No free/empty line between paragraphs, but indents at their beginning. The text should always be justified to occupy the full line width, so that the right margin is not ragged.

Headings should be capitalized (i.e., nouns, verbs and all other words with at least five letters should have a capital initial) and should, with the exception of the title (center), be aligned to the left, as follows:

Title (center, 14 points, bold)

1 First Level Heading (11 points, bold)

1.1 Second Level Heading (11 points, italic)

1.1.1 Third Level Heading (11 points, italic)

2.2 Figures and Equations

2.2.1 Figures

All figures should be pasted into the manuscript and centered between the margins. The paper must be written in camera ready form, all pictures and tables only in black and white – no colour. For halftone figures (photos), please forward high-contrast glossy prints and mark the space in the text as well as the back of the photographs clearly, so that there can be no doubt about where or which way up they should be placed. The lettering of figures should be in italic 10-point font size. Figures should be numbered, named, center between the margins as follows:

Fig. 3: text follows

2.2.2 Equations

Numbering of equations are at the right margin. In the text the reference to equations can be written as eq. or eg. 1, 2 for several equations:

$$X_{(t+1)} = F(\dots, X_{(t)}, X_{(t+1)}, \dots) \quad (1)$$

2.3 Page Numbering

Paper must not be numbered. Numbers are decided by the Proceeding editor and inserted by the printer. Please indicate the ordering of your pages by numbering the sheets (using a light blue/green pencil) at the bottom of the reverse side. There also should be no running heads.

2.4 Printing Quality

Papers must be printed on one side only. Please use a high-resolution printer, preferably a laser printer with at least 300 dpi or higher resolution if possible.

REFERENCES (11 points, bold, all caps)

Reference in the text is to be put as (Potocan, 1999) or as described in Potocan (2000). More than one reference (Potocan, 1992, 1994; Rebernik, Mulej, 1996). For references at the end of paper the following style is to be used (10 points):

1. Potocan, V. (2004), *Operations Management*. Faculty of Economics and Business, Maribor.
2. Potocan, V. (2005), "Efficiency or effectiveness: Real or fictitious conflict". *Organization*, Vol. 38, No. 10, pp. 570-576.
3. Rebernik, M., Mulej, M., Kajzer, S. (1996), "Entrepreneurship and Management in the Light of Systems Thinking". In: Rebernik, M., Mulej, M. (eds.): *Proceeding of the 3rd International Conference STIQE '96*, Faculty of Economics and Business, Maribor.

ENDNOTES (11 points, bold, all caps)¹

¹ All notes should be put at the end of the text as endnotes. (10 points)