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# Full Paper Title

## Abstract

In this paper, the formatting requirements for the Sustainable Maritime Business Conference (SMB2020) are described. The full paper shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table captions and references. The conference proceedings will be published in electronic format. Papers should be uploaded on [www.conference-service.com/SMB2020](http://www.conference-service.com/SMB2020) as [.doc], [.docx] or [pdf.] file. The title of the paper should be the same as the one posted on the COMS paper management system. The number assigned by the system should be quoted in the paper header. The title of the paper mentioned on the COMS will be the one included in the programme, so please change so that it is the same as the one in the manuscript. The first version of the paper for review should be anonymous. Once the paper has been reviewed and accepted for the conference, then a version containing the authors’ names (where *Author 1, Author 2*, etc. occurs in this template) should be submitted, with any revisions suggested by the reviewers. An abstract not exceeding 300 words should appear on the top of the first page, after the title of the paper in a section titled "Abstract" (without section number). It should be written so as to motivate readers to continue and explore the article.

***Keywords:*** *(4-6 keywords) keyword 1, keyword 2, keyword 3, keyword 4.*

## 1. Introduction

It is expected that authors will submit carefully written and proofread material. Careful checking for spelling and grammatical errors **should** be performed. The number of pages of the paper should be from 10 to 25, including bibliography, appendixes, tables and any other relevant material. Any papers longer than 25 pages will not be accepted.

Papers should clearly describe the background of the subject, the authors’ contribution, including the methods used, results and concluding discussion on the importance of the work from both scholarly and managerial perspectives.

## 2. Text Format

Uniform appearance of all papers in the conference proceedings is considered necessary. It is therefore suggested to authors to use the example of this file to construct their papers.

If you are copying and pasting text from another document in which the formatting is different, it’s highly recommended to use the paste special function in MS Word and choosing the "Keep Text Only" option.

### **2.1 Language**

When writing the paper please remember to use either British, or US spelling but not a mix of the two, i.e., if you choose British spelling it would be colour instead of color; behaviour (behavioural) instead of behavior; [school] programme instead of program; [he] practises instead of practices; centre instead of center; organisation instead of organization; analyse instead of analyze, etc.

### **2.1.1 Acronyms**

All acronyms should be spelled out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work for the Organization of United Nations (OUN)...'. Subsequently, 'The OUN studies on...', in a reference ... (Organization of United Nations [OUN] 1989).

## 3. Equations, Tables and Figures

Equations must be written preferably with the same word processor used for the rest of the text, without hand written symbols in order to aid legibility. Equations must be numbered sequentially with their numbers in parenthesis and right justified.

Tables and figures must be embedded in the paper text, close to the location of their first appearance. All tables and figures must be referred to in text as follows: Figure 1, Table 1, i.e. 'As seen in Table [or Figure] 1 ...' (not tab., fig. or Fig). All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). Please ensure that tables do not split over the page.

### **3.1. Titles of tables and figures**

Each table should have a descriptive title (using the current style) and each column an appropriate heading. Each table and/or figure must have a title that explains its purpose without reference to the text. Do not type the caption to a figure on that figure; the legends to any illustrations must be typed separately following the main text and should be grouped together. Table legends must be placed above the table; diagram or figure legends below the diagram or figure.

### **3.2. Examples of tables and figures**

Table 1 – Table legend

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Colum 1 | Colum 2 | Column 3 | Column 4 |
| Item 1 | Green | 12 | 0.56 | 256,695 |
| Item 2 | Yellow | 55 | 0.33 | 8,698,569 |
| Item 3 | Red | 21 | 0.22 | 111,256 |
| … | … | … | … | … |
| Item n | Purple | 45 | 0.67 | 1,569,112 |

Source: SMB2020



Figure 1 – Figure legend

Source: SMB2020

## 4. Citations

The whole citation should follow the APA style, enclosed within parentheses (author surname, year) if not a natural part of the surrounding sentence; the year should be enclosed within parentheses if the names do form a natural part of the surrounding sentence. Citations of works by two authors should have ‘&’ (ampersand) between the names. Citations of works by three or more authors should have the first author followed by et al in italics with no trailing stop.

In-text lists of references should be listed in chronological order (e.g. author1, 2002, author2, 2004, author3, 2008). Publications by the same author(s) in the same year should be identified with a, b, c (e.g. 2008a, 2008b) closed up to the year.

A reference list should appear at the end of the paper under the heading "References". All the references should be arranged in alphabetical order. Please follow the APA Style guide for further reference unless specified otherwise in this guidelines.

## Acknowledgements

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references. Acknowledgements should only be added after the blinded paper is reviewed and not before, as it may suggest the location or name of the author(s).

## References [please choose appropriate style for the type of reference]

Please make consistent use of the APA style. Most citation management softwares can automatically do this for you, in doubt please see the Publication Manual of the American Psychological Association, (6th ed.).