

International Scientific Conference
RELEVANCE AND QUALITY OF UNIVERSITY TRAINING: COMPETENCIES FOR
PRESENT AND FUTURE

PAPER FORMATTING REQUIREMENTS

1. Submitting the manuscript

The papers will be sent by e-mail to the Department for Research (stiinta.usb@gmail.com), formatted in **Word.docx**, using Times New Roman font.

2. Accepted document sizes - max. 30.000 signs (3000 signs /page, max. 8-10 pages);

3. Article template

3.1. The structure of the article

- **Paper headline** – will be written in the original language of the article, using sentence case, 14, bold, centred;
- **Name and SURNAME of the author/authors**, will be written 1 row below the headline, on the right side of the page – 12, bold;
- **Affiliation** will be written 1 row below author/authors' name and surname – 12;
- **Abstract**: The article will be accompanied by an abstract, written in an international language. The texts written in other languages will be accompanied by an abstract in Romanian. Abstracts should not exceed 700 signs and will be accompanied by **keywords**, written in the same language as the abstract;
- **Text** - 12, line spacing - 1,5;
- **Bibliography** will be written 1 row below the text.

3.2. Hierarchy rules

If the content of the article is separated, this will be done by numbering the chapters and the subchapters according to the decimal system, or whether inserting or not the titles and the subtitles.

If, within the chapters and the subchapters, a hierarchy of examples is necessary, the following types of marking can be used:

(I), (II), (III) etc.

(A), (B), (C) etc.

(1), (2), (3) etc.

(a), (b), (c) etc.

3.3. Orthographic norms

For articles written in Romanian, the orthographic norms are those from DOOM.

3.4. Type fonts

- UPPERCASE is used according to standard orthographic norms of the language the Article is formatted and it is used for writing the author's name;
- *italics* is used for indicating the character, for example, a word or phrase, and for marking the books and the articles cited in text or bibliography;
- spacing is used for outlining a concept;
- **bold** is used for writing titles and subtitles.

3.5. Bibliography

Each article or study is necessarily accompanied by a *Bibliography* comprising the cited works, inserted in the alphabetical order according to author's name, with their numbering.

