

Preparing the paper for TTEM Journal

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Abstract

This article provides the instructions for preparing the paper for TTEM Journal. Recommended, but not limited text processor is Microsoft Word. Insert an abstract of 150-200 words, giving a brief overview of the most relevant aspects of the paper.

It is essential that you provide up to ten keywords that best describe unique content of your paper. The Keyword should appear on the new line following the last line of the abstract, without a line space, set in Times New Roman 12pt as in the following example:

Key words: heritage, group of monument, authenticity, medieval cities, fortresses

1. Introduction

Title page - Every article has to have a title page with a title of no more than 10 words: name (s), last and first of the author (s), name of the institution the author (s) belongs to, abstract, keywords, introduction, etc.

The paper has to be typed on a standard size paper (format A4), leaving left margins to be at least 3 cm. All materials, including tables and references, have to be typed single-spaced. Main text should be set in **12 pt Times Roman** or Times New Roman (normal), not in bold. All of the text should be printed as a **double column** and **JUSTIFIED** throughout.

In order to achieve high quality of Papers, the authors are requested to follow instructions given in this sample paper. **Regular length of the papers up to 12 pages (text should be between 7000-9000 words).**

2. Instructions for the authors

Manuscript have to be prepared in a two column separated by 5 mm. The margins for A4 paper are given in Table 1.

Table 1. Page layout description

Paper size	A4
Top margin	20 mm
Bottom margin	20 mm
Left margin	30 mm
Right margin	20 mm
Column Spacing	5 mm

Regular paper may be divided in a number of sections. Titles sections (including references and acknowledgment) should be typed using 12 pt fonts with **bold** option. For numbering use Times New Roman number. Sections can be split in subsections.

1.1. Tables and pictures

Tables have to be numbered and appear by order, so they can be understood without having to read the paper. Every column needs to have title, every measuring unit (SI) has to be clearly marked, preferably in footnotes below the table, in Arabian numbers or symbols.

Table 2. Text here

Forcing frequency		

Pictures also have to be numbered as they appear in text. It is appreciated if the author marks the place for table or picture. **Preferable the pictures (figure) format is TIF, quality 300 DPI and should be sent separately.**

Figures should be one column wide. If the figure does not fit in one column, two column wide figures are allowed. Each figure must have a caption under the figure. **For the figure captions Times New Roman 10 pt Italic font should be used.**

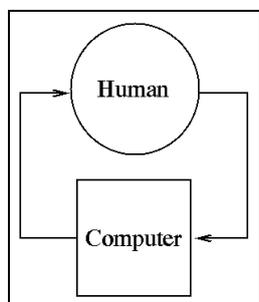


Figure 1. Text here

3. Use of abbreviations

Use of abbreviations has to be reduced to minimum. Conventional units can be used without their definitions.

4. Footnotes

Footnotes - comments, explanations, etc., to the text should NOT be used.

5. Language

It is important that the grammar and spelling of your paper is correct. If English is not your first language, please have proofread the paper by English Language professional.

References

References should be collected at the end of the manuscript/paper in numerical order and set in the following order: Author surname initials, title, publication, year; volume: page range.

Refer to the examples included with these instructions.

1. Carr S, Francis M. Public Space, Cambridge University Press, 1992; 5(3): pp. 11–13.

References must be in a scale in which they are really used. Quoting most recent literature is recommended. Only published articles can be used as references. References cited in tables or pictures are also numbered according to quoting order. The first citation in the text should correspond with the first name on the reference list.

In the text a reference is shown in square bracket [1].

6. Conclusion

Be brief and give most important conclusion from your paper. Do not use equations and figures.

Acknowledgements (If any)

Acknowledgements and the Reference headings are in bold, but they are not numbered.

References

1. Sakane T, Takeno M, Suzuki N, Inaba G. Behcet's disease. *N Engl J Med* 1999; 341: 1284–1291.
2. Stewart SM, Lam TH, Beston CL, et al. A Prospective Analysis of Stress and Academic Performance in the first two years of Medical School. *Med Educ* 1999; 33(4): 243- 50.

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