**TITLE (14 PT BOLD WITH CAPITAL LETTERS TIMES NEW ROMAN, TWO LINES MAX.)**

**First Name SURNAME1**

1Institution  
Address, City, Country

***Abstract (12 pt, Times New Roman, bold)***

*The Abstract should not exceed 150 words, should state the principal objectives and the scope of the investigation, the methodology used, summarized results and principal conclusions. The text of the abstract should be in Times New Roman font style, Italic, 11 pt, justified. Do Not Use Symbols, special characters, symbols.*

**Keywords (11 pt, Times New Roman, bold)**: instructions, paper, format, fonts (11 pt, Times New Roman, 3-5 words), 6 pt spacing before

1. **PAPER STYLE**

The length of the manuscript is limited to six pages. Manuscript should be prepared on standard A4 format, written in English, using Microsoft Word. The top margin should be set at 2.5 cm, the bottom, left and right margins at 2 cm, mirror margins; different first page; different odd and even pages with header and footer size of 1.2 cm. The text of your manuscript should be written in Times New Roman font, 11 pt normal, justified, single spaced, 6 pt spacing before paragraphs, and 12 pt spacing before next heading title.

Please read these instructions carefully and prepare your paper according to them. Papers which are not prepared according to the instructions and the template will be returned to authors for corrections during reviewing process.

1. **HEADING TITLE**

The primary text heading should be numbered by 1., 2., … and should be in 12 pt, bold, capital letters, left aligned. Avoid leaving a heading at the bottom of a page, with the subsequent text starting at the top of the next page. If necessary, use extra spacing to push heading on the next page.

**2.1 Sub-heading title**

Sub-heading should be numbered by X.1., X.2., … and should be in 12 pt, bold, upper and lower case letters, left aligned.

1. **FIGURES**

Figures (diagrams, photographs) that are part of the manuscript should be aligned in the centre. Figures should be in high quality suitable for reproduction and print. Figures shouls be referenced close in the paper.

Figures must be cited in consecutive numerical order in the text and referred to in both the text and in caption as Figure 1, Figure 2, etc. Caption should be below figure, centered with 6 pt spacing before.

A picture containing indoor, ceiling, working, toy

Description automatically generated

**Figure 1 –** Title of figure

1. **TABLES**

Tables must be cited in consecutive numerical order in the text and referred to in both the text and the caption as Table 1, Table 2, etc. Text and other data in tables are formatted - Times New Roman, 10pt, Normal. The examples of figure and table numbering and titling are given bellow. Leave 6 pt spaces before it.

**Table 1** – Title of table

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| XY | Aa | Bb | Cc |
| WZ | Aa | Bb | Cc |

1. **EQUATIONS**

Equations are 2 cm indent from left, left aligned and numbered consecutively, from 1 upwards, in rounded brackets. Leave 6 pt spaces before it. Create equations with “inserting an equation “ Word option.

(1)

1. **REFERENCES**

The manuscript should will number citations consecutively within brackets [1]. References should be listed at the end of the paper as they appear in the text). All hyperliks should be removed from the reference list (if the literature references are web links, e-mail addresses of the authors , etc.).

1. Trstenjak, M.; Opetuk, T.; Cajner, H.; Tosanovic, N. Process Planning in Industry 4.0—Current State, Potential and Management of Transformation. *Sustainability* **2020**, *12*, 5878., https://doi.org/10.3390/su12155878