

## INSTRUCTIONS FOR PREPARING A PAPER

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### ABSTRACT

*This document provides information and instructions for preparing a paper for 11<sup>th</sup> International Research/Expert Conference "QUALITY 2019" using computer and printer. If you follow these instructions, the typeface, style and basic layout of your paper should look something like this document. The text of the abstract should be in Times New Roman font style, 11-pt. italic.*

**Keywords:** keyword 1, keyword 2, keyword 3 (Times New Roman, 12-pt.)

### 1. PAPER TITLE AND AUTHOR(S)

Your paper title should start below of the text of Conference, as in this document. Text of the Conference should be in Times New Roman font, 12-pt., bold. Two line spaces separate the paper title from the Conference text. The title of your paper should be 14-pt., bold in all capital letters, Times New Roman font. Two line spaces separate the title from the first author listing. Author name should consist of first name, middle initial, last name. It should be 12-pt., bold, times New Roman font. If there is more than one author at the same address, list the authors, followed by their affiliation. Conference title, title of the paper, and author(s) name must be centered under the margins.

For more than two authors, you may want to list them in double columns.

### 2. MARGINS AND PAPER LENGTH

Paper should be prepared on 210x297 mm (8<sup>1</sup>/<sub>2</sub>x11") paper, single column. Margins (left, right, top and bottom) should be set at 25.4 mm (1"). The completed paper including graphics and references should not exceed **6 pages**. Papers exceeding the 6 page limit will be return to the author for re-preparing. The text of your paper should be in 12-pt., medium (normal), Times New Roman font, justified under the left and right margins.

### 3. TEXT HEADING # 1

The primary text heading should be numbered by 1., 2., 3., ... and should be in 12-pt., bold, all capital letters, flush left with margin.

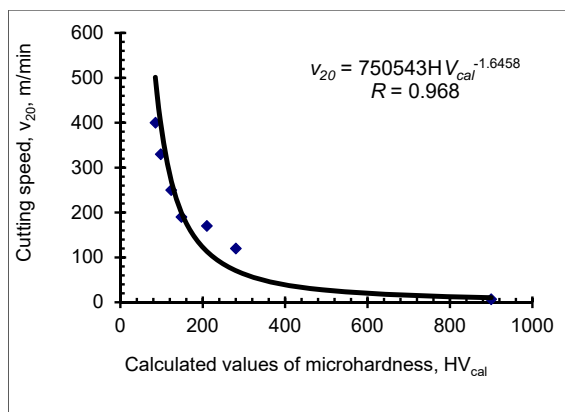
The spacing to the text should be one line, and from text to the next heading two lines.

### 3.1. Text heading # 2

The next heading, or sub-head, should be numbered by X.1., X.2., ... and should be in 12-pt., bold, upper and lower case letters. The heading is flush left with the margin.

## 4. FIGURES, TABLES AND PHOTOS

All figures, tables and photos (black&white only) must be clear and sharp. If you cannot import the graphic(s) into your paper, leave the appropriate amount of space necessary in the text and affix the graphic onto the page. **Do not use tape**; use wax or an adhesive that can easily be removed without damaging the paper. On the reverse side of all attached graphic, identify the graphic, write the author's name, and draw an arrow to indicate the top of the graphic. The examples of figure and table numbering and titling are given below.



*Figure 1. Captions should be 11-pt., Times new roman font, Italic,*

*Table 1. Captions should be 11-pt., Times new roman font, Italic,*


The equations and formulas should be written and numbered as follows:

$$y = \frac{b \cdot \sum x_i}{x_2^3 - \sqrt{x^2 - 3x}} \quad \dots (1)$$

## 5. PAGE NUMBERING

Pages should be numbered on the back, along with author's name. Your paper will be printed directly from the pages you submit. No galley proofs will be prepared, so make sure your manuscript is carefully proofread before submitting it. It is no possible to make corrections after submission. Your document must not be folded; folds cause shadows on the printed page.

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get their written permission. In the contrary, Faculty of Mechanical Engineering assumes that kind of permission has already been got.

## **7. REFERENCES**

References should be in 11-pt., Times New Roman font, normal. They should appear at the end of your paper and be numbered. In text of your paper the references should be written by sign [1] for one reference, or by [1,2,5,7] for more than one. Below are examples of how references should be cited for journal or conference proceedings papers and books.

- [1] Jašarevic, S.; Brdarević, S.; Diering, M.: Influence of the time of the implementation (possession) of quality system on selected organizational factors, Management and Production Engineering Review - MPER, Production Engineering Committee of the Polish Academy of Sciences, Ed. Z. Banaszak, ISSN 2082-1344, Vol. 1, No. 3, September 2010, pp. 4-18
- [2] Jašarević, S.; Brdarević, S.; Diering, M.: Activities of the Organization on Provision of Constant Improvements in the Quality System, 4<sup>th</sup> International Quality Conference, Center for Quality, Faculty of Mechanical Engineering, University of Kragujevac, 19-21 May 2010, Kragujevac, Serbia; Ed. Arsovski S.; Lazić, M.; Stefanović, M.; ISBN: 978-86-86663-49-8, pp. 343-350
- [3] Wierogge, G.: Zerspanung der Eisenwerkstoffe, Verlag Stahleisen m.b.H. Düsseldorf, 1970.

## **8. MANUSCRIPT SUBMISSION**

**We must receive your manuscript by April 25<sup>th</sup>, 2019. Please send of your manuscript, and saved file in Microsoft Word format to:**

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