DAIE AUTHOR GUIDELINES 2014

PUBLICATIONS

All accepted papers will be published in the [Journal of Danubian Studies and Research](#) under the ISSN reference 2284 – 5224, included in international databases, *as long as the final paper (camera-ready) submission has been received by the organizers, the fee has been paid and the registration as participant has been completed.*

PAPER TYPES

There are two types of paper for the Conference, namely:

- **Full Papers**: Papers allocated 6-8 pages in the [Journal of Danubian Studies and Research](#);
- **Short Papers**: Papers allocated 4-6 pages in the [Journal of Danubian Studies and Research](#);

The total number of pages will be considered after the paper is correctly formatted according to the template.

Every presenter will be given 12 minutes for presentation plus 3 minutes for questions and answers.

The author who has an accepted paper, regardless of the paper type (full paper, short paper), must be registered as a participant.

A maximum of 4 co-authors per paper is allowed.

Each author has the right to submit no more than 3 papers (one paper and two additional papers).

PAPER TEMPLATE

The provided template should be used for all paper formats:

[MS Word TEMPLATE](#)

The preliminary paper submission format is the same as the final paper (camera-ready) submission format.

Authors are requested not to modify the given template while formatting their final paper (camera-ready) submission. Each submission will be analyzed and if any formatting error is found, it may be sent to the authors for proper re-formatting.

If the template is not used then the authors have to assure the correct papers formatting otherwise the final paper (camera-ready) submission may not be accepted for inclusion in the Journal of Danubian Studies and Research.

ONLINE SUBMISSION PROCEDURE

All papers must be submitted electronically, by clicking the "Step one of the submission process" button on the bottom of the Call for papers page.

Authors should submit an original paper in English, French or Russian, carefully checked for correct grammar and spelling, using the conference site's online submission procedure. The title, abstract, keywords and bibliography must be in English, regardless of the language of the article.

Papers that are out of the conference's scope or contain any form of plagiarism will be rejected without being reviewed.

1. Preliminary Paper submission (for review and acceptance in the conference)

A preliminary paper presents a work where *the research is completed* but it needs to be evaluated by our reviewers before being accepted at DAIE 2014. It may be accepted as a "full paper" or a "short paper".

A "double-blind" paper evaluation method will be used. To facilitate that, the authors are kindly requested to produce and provide the paper, WITHOUT any reference to any of the authors. This means that is necessary to remove the authors' personal details, the acknowledgements section and any reference that may disclose the authors' identity. Only DOC/DOCX file format is accepted.

The online submission procedure automatically sends an acknowledgement, by e-mail, to the contact author. The authors are required to follow the reviews in order to improve their papers.

2. Final Paper (Camera-ready) submission (for publishing)

After the preliminary paper reviewing process is completed, the contact author (the author who submitted the paper) of each paper will be notified of the result, by e-mail. The authors are required to follow the reviews in order to improve their paper if necessary and to submit the final paper with all the information of all its authors, before **31st May, 2014.**

To upload your final paper, simply send it by e-mail to **danarobu@unvi-danubius.ro.**

3. Registration of participation

After the notification of acceptance received by e-mail and the Final Paper (Camera-ready) submission, authors are kindly asked to register to attend the conference, by pressing the "Register" button that can be found at the bottom of the Registration page. Please do not forget

to send us by email the proof of your payment, at danarobu@unvi-danubius.ro or isvoranu.monica@univ-danubius.ro.

IN BRIEF:

Authors who have their papers accepted may start preparing for the conference. Here is a simple checklist and guideline for reference:

Send your paper for publication by 31st May, 2014

- You may send your paper for publication immediately after receiving the preliminary acceptance.
- The camera ready paper must be sent by e-mail to danarobu@univ-danubius.ro.
- The papers will be submitted in English, French or Russian (the title, abstract, keywords and bibliography must be in English, regardless of the language of the article).

Review your paper if necessary

- Take into account the suggestions and corrections highlighted by the reviewers.
- The length of the final paper should be no more than 8 pages in A4 size, including tables, graphs, bibliographies and references (see the Paper Types for details).

Verify the format of your paper

- Download the [MS Word TEMPLATE](#).

Register as participant and pay the conference fee by 7th June, 2014

- All registration must be done through the conference site (not by email).
- Please email the proof of payment to danarobu@univ-danubius.ro or to isvoranu.monica@univ-danubius.ro.

Update the information about the author who is going to present the paper

When submitting the final paper, please state who among the authors will be attending and presenting your paper. Each paper must be presented by at least one author at the conference's sessions.

- Make sure the presenter's name is correct as it will be used in the certificate of attendance/presentation.

Prepare your presentation slides

- Every presenter will be given 12 minutes for presentation plus 3 minutes for questions and answers. Please prepare your slides to fit into that duration.

- An effective oral presentation should be structured accordingly: introduction, outline of main points, detail of main points, conclusion.

IMPORTANT

On the day of your presentation, please report to your assigned room 10 or 15 minutes before the session is scheduled to begin. Introduce yourself to the Chairman of the section your paper belongs to, and check that any audio-visual equipment you need to use is setup and working properly.

Please load your presentation onto the hard drive so that the transition between presentations is smooth.