PREPARATION OF PAPERS FOR THE 17TH CRISIS MANAGEMENT DAYS (DKU2024)

Toth, I.1, Nađ, I.1

1University of Applied Sciences Velika Gorica,

Velika Gorica, dku@dku.hr

**Abstract:** This is a template for the International Conference Crisis Management Days. All text, tables, formulas etc. presented in this paper are formatted as it is required for Conference papers.

**Keywords:** DKU, 2024, instructions

1. INTRODUCTION

Authors who wish to have their papers appear in the Conference Proceedings should submit the MSWord or pdf document containing a camera-ready form of the paper to the paper submission system. Papers including references and appendices should not exceed 10 A4-size pages (approx. 22000 characters). Additional instructions are available at <https://dku.hr/upute-autorima/upute-za-pisanje-radova-2/>

2. UNITS

Papers should be written in English using Microsoft Word or similar text editor, and submitted in the docx or pdf format.

It is important to say that this document is formatted in accordance with all rules for DKU paper formatting.

Paper format is A4 and types for a camera-ready paper are given in Table 1.

All margins have to be set to 2.54 cm (1”). There is no indentation of the first row of the paragraph.

3. ADDITIONAL REQUIREMENTS

3.1. TABLES, PICTURES AND GRAPHS

Text in tables has to be Times New Roman 11 points. Tables, pictures and graphs have to be centered, numbered and must have titles. Numbers and titles of tables are centered above the table. Numbers and titles of pictures and graphs are below and centered. The example of how to format a table is Table 1 on the next page.

3.2. ABSTRACT AND KEYWORDS

The abstract and keywords are necessary and are placed before the first paragraph.

Table 1: Typeset of papers

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Font** | **Size** | **Style** | **Paragraph** |
| Normal text | Times New Roman | 11 | Regular | Justified |
| Title of paper | Times New Roman | 14 | Bold | Centered |
| Section titles | Times New Roman | 12 | Bold | Left |
| Subsection titles | Times New Roman | 11 | Italic | Left |
| Authors’ names | Times New Roman | 12 | Bold | Centered |
| Authors’ affiliations | Times New Roman | 11 | Regular | Centered |
| Authors’ e-mail | Times New Roman | 11 | Italic | Centered |
| Abstract and Keywords | Times New Roman | 11 | Italic | Justified |
| Titles of tables, graphs, etc. | Times New Roman | 11 | Bold | Centered |

3.3. EQUATIONS

Formulas have to be centered, and at the right margin they can have numbers in parentheses, like in the next example:

 (1)

3.4. REFERENCES

References come at the end of the paper. They have to be sorted alphabetically by the name of the first author. Detailed description of reference formatting is available here <https://dku.hr/upute-autorima/upute-za-pisanje-radova-2/>

Books are referenced as follows:

Herrmann, R. K., & Finkle, F. (2002). Linking theory to evidence in international relations. In W. Carlsnaes, T. Risse, & B. A. Simmons (Eds.), Handbook of international relations (pp. 119-136). London, England: Sage.

and publications are referenced as follows:

Hadan, H., Calloway, L., Gopavaram, S., Mare, S., & Camp, L. J. (2021). American Privacy Perceptions in the COVID Pandemic. Annals of Disaster Risk Sciences, 3(2). https://doi.org/10.51381/adrs.v3i2.35

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. Journal of Comparative and Physiological Psychology, 55, 893-896.

References in text are placed within brackets and contain the family name of the author and year of publication, e.g. (Toth, 2003), and in case of citation the page number is also indicated (Toth, 2003:150). Each reference is indicated, always the same as for the first time. If there are two authors: (Toth and Kešetović, 2012), and if there are several authors then only the first author is indicated: (Toth et al., 2003). Each reference shall be indicated in the list of literature.