**INSTRUCTIONS FOR AUTHORS**

**Language**

Papers must be written in English.

**Co-authors number and fee**

Preferred number of co-authors of each (single) paper is up to 5 (five). However, under possible specific conditions (presenting results of complex multidisciplinary studies, project results), paper with more than 5 (five) co-authors will be included in the reviewing procedure (in communication with the editor). Registration fee should be paid for each submitted and accepted paper. Otherwise, the paper will not be included in the Proceedings of SEE LEADER.

**Paper format**

Under the paper title, the name(s) of the author(s) should be given while the full name, official title, institute or company affiliation and the like should be placed at the end of the paper together with the exact mail and e-mail address, as well as short (running) title of paper. A brief abstract of 700 words in the same language and a list of up to 5 (five) key words should precede the text body of the paper. Paper should be prepared in .doc or .docx extension. Paper should be prepared using a Word template, downloaded from web address [www.see-leader.eu](http://www.see-leader.eu) (For Authors).

**Paper category and length**

Except invited lectures (15 pages or less), all other submitted contributions will be reviewed and classified by reviewers and Scientific Committee in one of the following categories (5-6 pages or less): popular paper, professional (expert) paper, case study, preliminary (short) communication, original scientific paper and scientific review paper.

**Style requirements**

Letters, figures and symbols should be clearly denoted.

**Equations** should be typewritten using the Equation Editor with the number, placed in parentheses at the right margin. References to equations should be in the form "Eq. (2)" or simply (2). In equations and in the text, *italicize* symbols that are used to represent variables or parameters, including subscripts and superscripts. Only use characters and symbols that are available in the Equation Editor, in the *Symbol font* or in *Times New Roman*.

**All illustrations (figures, photographs, line drawings, graphs)** should be numbered in series and all legends should be included at the bottom of each illustration. All figures, photographs, line drawings and graphs, should be prepared in electronic form and converted in TIFF or JPG (max quality – min. compression) file types, in 300 dpi resolution, for superior reproduction. Figures, line drawings and graphs prepared using elements of MS Drawing or MS Graph must be converted in form of pictures and unchangeable. All illustrations should be planned in advance to allow reduction to 12.75 cm in column width. Please review all illustrations to ensure that they are readable.

**All tables** should be numbered with consecutive Arabic numbers. They should have descriptive captions at the top of each table and should be mentioned in the text.

**The references** should be numbered in the order in which they appear in the text, at the end of the manuscript, in the same way as the following examples (for a book, a paper in a journal, paper in a contributed volume and for an unpublished paper):

***Serial:***

Blagojević, V., Milosavljević, Č. (2002) *Application of digital sliding modes to synchronization of the work of two pneumatic cylinders*, Facta Univesitatis Series Mechanical Engineering, 1(9) pp. 1275-1285

***Books:***

Rifkin, Jeremy (1999). Biotehnološko stoljeće, Zagreb, Jesenski i Turk – HSD.

***Book chapter:***

Cifrić, Ivan (2002). Zagađivanje i ugrožavanje seoskog okoliša, u knjizi: M. Štambuk, I. Rogić, A. Mišetić (ur.) *Prostor iza*, Zagreb, Institut Ivo Pilar, str.265-285.

***Article in the journal:***

Župančić, Milan (2000). Tranzicija i modernizacijske perspektive hrvatskog sela, "Sociologija sela", Vol. 38, No. 1-2, str. 11-78.

***Conference proceedings:***

Muralidhara, H.S. (1998) *Variable structure systems - A Survay*, Proc. Sixth International Drying Symposium IDS 1988, Versailles, K1. 71.

***Bulletin or Reports:***

Perkin, R.M. (1999) *Feature models in Virtual Product Development*, Report ECRC/M1677, Capenhurst, England.

***Thesis:***

Polat, O. (1989) *Optimization of a Steam boiler*, PhD Thesis, McGill University, Canada, 413 p. 125.

***Patents:***

Wu, R. (1982) *Drying Systems*, US Patent No. 4359826.

***Others:***

Bell, G. (1989) *Atomizing of Viscous Liquids*, unpublished paper (or private communication).

***World wide web page:***

Grossman, M. (5 September 2001) *Technology and Diplomacy in the 21st Century*, [Online], U.S. Department of State. Available from: <http://www.state.gov/p/6580.htm> [21 May 2004].

References should be quoted in the text by the corresponding number in square brackets.

**Electronic submission**. Abstract and Paper should be submitted to the Scientific Committee Coordinator in electronic form via the Internet till November 1st 2019. Please e-mail attached files (maximum size of message is up to 5 Mb) with Subject Header "Abstract for SEE LEADER” or “Full Paper for SEE LEADER” to: scientific.committee@see-leader.eu. If sending files up to 20 MB, use open transfer services (via Google Drive link, WeTransfer link, or similar).

Abstract and/or Full Paper should be designated in the following form: Surname\_Abstract\_SEE LEADER\_2019. or Surname\_Full Paper\_SEE LEADER\_2019. where the name of the first author precedes the Conference designation, SEE LEADER\_2019.

We kindly ask you to send your consent with the titel of the paper and abstract (up to 1500 letters) by September 1st 2019.

Date of topic acceptance is September 15th 2019.

Full paper should be sent by November 1st 2019. Papers should be writen in font 12, line spacing option 1,5 (Microsoft Word Program, Times New Roman) up to 20 pages. Along with the paper, summarie in English must be enclosed (up to 700 words) with a maximum of five key words.

Poster should be sent by October 1st 2019.

**Abstract, Paper and Poster (optional) should be prepared using a Word templates and Guidelines**, downloaded from web address [www.see-leader.eu](http://www.see-leader.eu). (For Authors).

Papers, accepted by the Scientific Committee, will be published in the Conference proceedings.  
Conference proceedings will be, also, available on-line and indexed by CAB publishing systems. Selected papers will be published in Agroeconomia Croatica (ISSN 1849-1146).

Posters, accepted by the Scientific Committee, will be published in the Conference proceedings. A QR code will be assigned to each poster to enable visualization on the SEE LEADER website.

The review by the Scientific Committee based on the originality/novelty, the significance of research findings and relevance to the main themes and sub-themes will be assigned to appropriate sessions. **Final Programme will be announce by October 15th 2019.**

Authors need to decide whether your presentation is more appropriate for a paper presentation or a poster. Posters are more appropriate for ongoing work with incomplete analyses and findings. Oral presentations should include results.

**Selected authors will be assigned by Scientific Committee for oral presentation.**

**Guidelines for Oral Presentation**

Oral presentation format is PowerPoint. Oral presentation time is 15 minutes plus 5-10 minutes of questions and discussion. Oral sessions will be in English.

Instructions for PowerPoint presentation:

* Don’t overload slides; make sure each has only one message, and the text is written in large enough font to be easily visible. Preferably use Calibri or similar visible font.
* Make them interesting; don’t just read out a list of bulletpoints from each slide. Judicious use of photos/graphics can be very helpful.
* Using too many different colors, fonts and graphics can distract your audience.
* Keep graphs and tables simple, and make sure they are legible and appropriately labelled. Don’t try and pack too much into presentation.
* Try and get a few simple messages across. Avoid too much detail.
* Repeat your main messages more than once. Your audience will sit through many presentations during the conference – make sure they remember what yours was about!
* Structure your presentation. For example: What is the question you’re interested in; How have you investigated at this question; What have you found; What conclusions can you draw…
* Try not to read from a text, but if you must, make sure the text is written in spoken English (which is different, and less formal, than written English).
* Time your presentation so that it does not overrun. Each presenter will be given 15 minutes to present their slide show, and 5-10 minutes for discussion and exchange with the audience, animated by the chair and co-chair of the session.
* This is an opportunity for you to benefit from the audiences’ wisdom, as well as the audience to benefit from yours. To maximize the opportunities for discussion, keep answers succinct.

**Electronic submission**. PowerPoint presentation should be submitted to the Scientiffic Committee Coordinator in electronic form via the Internet till November 10th 2019. Please e-mail attached files (maximum size of message is up to 5 Mb) with Subject Header "PPT presentation for SEE LEADER” to: scientific.committee@see-leader.eu. If sending files up to 20 MB, use open transfer services (via Google Drive link, WeTransfer link, or similar).

PowerPoint Presentation should be designated in the following form: Surname\_PPT\_SEE LEADER\_2019. where the name of the first author precedes the Conference designation, SEE LEADER\_2019.

Please, prepare also your presentation on a USB key for transfer to the session room laptop.

**SEE LEADER 2019. heading for PowerPoint Presentation**



1st International conference on practical and theoretical

implications of LEADER/CLLD in South-East Europe

November 20/22, 2019, Opatija, Croatia

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