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Paper prepared for the
12th International Conference of ASECU

“INCLUSIVE AND SUSTAINABLE DEVELOPMENT AND THE ROLE OF SOCIAL AND SOLIDARITY ECONOMY”

Eskişehir, September 29-30, 2016

Organized by Anadolu University, Faculty of Economics and Administrative Sciences
Eskişehir/TURKEY

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Abstract

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1. INTRODUCTION

These are the instructions for preparing papers for the ASECU2016. Read the instructions in this sample paper carefully before typing. The papers should be submitted in their final form. Note that the length of the paper should not exceed 10 pages (including references, appendices etc.) excluding the presentation page (first page).

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2. WRITING THE PAPER

Please note that margins (4 cm margin at the top, 3 cm at the bottom, right and left of the page).

2.1. Basic rules to edit your paper

When you write the paper, or copy and paste from an other file, you must follow the descriptive rules presented in subchapter 2.2.

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2.2. Descriptive rules

In the first mandatory page (presentation page) you insert the Title of the paper (Center, times new roman, 16 point, bold).

Leave 1 blank line (16 point) between the title. Authors’ names (Center, times new roman, 12 point). Affiliations such as Institution/Department, City, Country (Center, times new roman, 10 point) and e-mail of the corresponding authors.

The length of the paper should not exceed the 10 pages. Fonts: Use Times New Roman 11 and multiple line spacing (1.15) throughout the paper.

Headings: enumerate Chapter Headings by arabic numbers (1., 2., etc.). First level Chapter Headings use all caps (Times New Roman, 11). Subchapter headings are font 11, italic, bold and will follow the enumeration of the previous heading (1.1., 1.2., etc.).

With regards to body text, use Times New Roman 11 point. Only if you want to emphasize special parts of the text use Italics.

Font sizes and styles to be used in the paper are summarized in Table 1.

Table 1: Font sizes and styles (times new Roman)

<table>
<thead>
<tr>
<th>Item</th>
<th>Font Size</th>
<th>Font Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>16</td>
<td>Bold</td>
</tr>
<tr>
<td>Authors’ info</td>
<td>11</td>
<td>Regular</td>
</tr>
<tr>
<td>Abstract, keywords, JEL classification</td>
<td>11</td>
<td>Italic</td>
</tr>
<tr>
<td>Body text</td>
<td>11</td>
<td>Regular</td>
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<tr>
<td>Chapter heading, 1\textsuperscript{st} letter</td>
<td>11</td>
<td>All Caps, bold</td>
</tr>
<tr>
<td>Chapter heading, other letters</td>
<td>11</td>
<td>Italic, Bold</td>
</tr>
<tr>
<td>Subchapter heading</td>
<td>11</td>
<td>Italic</td>
</tr>
<tr>
<td>Table and Figures caption</td>
<td>11</td>
<td>Regular</td>
</tr>
<tr>
<td>Table data, legend and Source</td>
<td>9</td>
<td>Regular</td>
</tr>
<tr>
<td>Acknowledgment</td>
<td>9</td>
<td>Regular</td>
</tr>
<tr>
<td>References</td>
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</tbody>
</table>

Source: own elaboration

Tables and figures should be placed in the body of the article near to their citation.

Enumerate them consecutively using Arabic numbers and type captions with an initial capital (e.g. Table 1, Table 2,..). Use font 11 regular for Table caption, and font 9 regular for the rest of table information, legend and source. Leave one blank line (11 point) before the captions and one after the source.

For figures’ title, legend and source, please refer to table instruction above. Furthermore, when choosing the colours of your figures, remember that paper might be printed in black and white color. Figure 1 is intended to illustrate the positioning of a figure.

Please keep in mind the distinction between tables and figures: tables only contain alphanumerical characters and no graphical elements.

Figure 1. Font sizes and styles (Times New Roman)
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Itemizing: In case you need to itemize parts of your text, use either bullets or numbers, as shown bellow:

- First item
- Second item
  1. Numbered first item
  2. Numbered second item

References are cited in the text by giving the name of the author/editor, year of publication and – in the case of quotations or an exact reference - the page number, all in parentheses (Swinnen, 1997: 12) or (Zeller et al., 1997). Collect references at the end of the manuscript. References must be listed in alphabetic order as you can see at the bottom of this template. The author is responsible for the accuracy of the references.

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REFERENCES

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