

NCD Review

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HOW TO PREPARE A TEXT FOR NCD REVIEW

Abstract. This is a short guide and a template for preparing texts for publishing in NCD review.

This short guide is prepared supposing that you will write your text in *Word*. Let the font be *Times New Roman*, 12 p. and for title 13 p. Let the beginning be as similar as possible to the beginning of this text: **author's name**, affiliation, **TITLE** (bold, upper-case).

Paragraphs should be indented, without additional space between them. Paper format A4, all margins 2.5 cm, additional space at the top of the first page about 2 cm. Let pagination be at bottom, centered. Begin with 1, we will re-paginate. The text should be justified, but hyphenated (to avoid large spaces between words).

This text is prepared in accordance with this guide, so you may use it as a template. Please, send your text by e-mail (NCD@matf.bg.ac.rs) both as a Word (preferably .doc) and .pdf files named by your name or its first 6–8 letters.

Please keep in mind that that NCD Review is an electronic journal. So it is desirable not to include long/large tables into the text. You may send them in separate files and indicate links to them. The same applies for high resolution color photographs. Your potential reader may want to print your text on a black-and-white printer, just for reading it. Your photos, so nice at a monitor, probably will appear as ugly gray-scale rectangles.

Also, the text should include references to all figures. Refer to figures in the text as Figure 1, Figure 2. Each of them should have a self-explanatory caption (font 11 p.).

At the end of your text put your e-mail address, and let it be visible, not hidden.

A small number of the journal copies are printed, *for archival purposes only*, and each author will receive a sample copy *on request*.

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