

<p style="text-align: center;">INSTRUCTIONS FOR REPORT PRESENTATION (Energy Management Awards)</p>

1. Typing

Reports are to be typed within a space of 160 x 246 mm (header 15 mm and footer 35 mm), single spaced and fully justified, using **Times New Roman** 10 point font. Headings and new paragraphs should begin flushed left and paragraphs are to be spaced by a single empty line.

2. Title and Author

The title of the paper should be in upper case bold print (14 point font), the name(s) of author(s) should be typed after a single empty space following the title and the affiliations / institution should follow the author's name with single line spacing.

3. List of symbols

The symbols used should be easily understandable and explained.

4. Headings

- ❖ First order headings should be typed in capital letters with single line empty space before and after the heading.
- ❖ Second order headings should be typed in bold title case letters and should be underlined with single line empty space before the heading and the text starting in the immediate following line.
- ❖ Third order headings should be typed in title case letters and should be underlined with single line empty space before the heading and the text continuing in the same line.

5. Equations

Equations should be centered and numbered consecutively.

6. Illustrations / Tables

Figures / tables should be numbered consecutively.

7. Footnotes

Footnotes should be avoided as much as possible.

8. Page numbers

Page numbers should be on the right hand bottom.

9. Acknowledgements

If needed, the acknowledgements should appear at the end of the text, and before the references.

10. References

References should be according to the following format. The textbook / journal name should be underlined.

- ❖ Maler, K G (1990) International Environmental Problems, Oxford Review of Economic Policy, Vol. 6, No. 1, pp. 80 - 108.