PAPER TITLE (Arial 14, bold, centred, Upper Case)

Author Name (Arial, 10 point, bold, centered and upper and lower case)

Affiliation, City/Country, e-mail (10 point, normal, centered)

Author Name (Arial, 10 point, bold, centered and upper and lower case)

Affiliation, City/Country, e-mail (10 point, normal, centered)

Abstract

**Background/importance of research topic**: An introductory description of the significance of the research area.

**Purpose/hypothesis (thesis or statement of problem):** An introductory statement (thesis) explaining the reason for the research, or a statement of the problem or hypothesis.

**Procedures/Data/Observations:** Summary of procedures, emphasizing key points or steps, and the data you observed. Include results that made you revise procedures along the way.

**Conclusions/Applications:** What was learned about the hypothesis and what it means to the world?

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1. Standardisation, quality, management, research projects, etc. [Arial size 10, left alignment].

# SECTION [Arial, 12- point, bold, upper case and left alignment]

All pages size should be A4 (21 x 29,7cm). The top, bottom, right, and left margins should be 3 cm. All the text must be in one column format and Arial font, including figures and tables, with single-spaced 10-point interline spacing. [Arial, 10 point, normal, justified alignment, upper and lower case]

## Subsection [Arial, 12, bold, left alignment and capitalize the first letter]

The text included in the sections or subsections must begin one line after the section or subsection title. Do not use hard tabs and limit the use of hard returns to one return at the end of a paragraph. Please, do not number manually the sections and subsections; the template will do it automatically.

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Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

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Tables, figures, and graphics should be centered, numbered and accompanied by a legend. Figure captions should be below figures; table heads should appear above tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

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A list of the references should be given at the end of the paper. Citations will be sorted and numbered by order of appearance in the document. Authors are strongly advised to follow APA referencing style (6th edition). For direct quotation: Samovar and Porter (1997) point out that "language involves attaching meaning to symbols". Also, for indirect quotation: Samovar and Porter (1997) discuss language and meaning to symbols.

In the reference list, use the alphabetical order as proposed herein:

Hohepa, M., Schofield, G., & Kolt, G. S. (2006). Physical activity: What do high school students think? Journal of Adolescent Health, 39(3), 328-336. doi:10.1016/j.jadohealth.2005.12.024

Krause, K.-L., Bochner, S., & Duchesne, S. (2006). Educational psychology for learning and teaching (2nd ed.). South Melbourne, Vic., Australia: Thomson.

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Reference 1 [Arial, 10-point, left alignment, upper and lower case]

Reference 2