TITLE OF THE PAPER

I. POPESCU**[[1]](#footnote-2)**, A. JONES**[[2]](#footnote-3)**

**Abstract:** *The material presents the camera ready template for the articles. The abstract should synthetically outline all the pertinent results in a short but intelligible form. The abstract should begin by clearly stating the purpose of the paper and should end by formulating the most important conclusions. Short, direct and complete sentences will be used and they will be written in a single paragraph, without “tab”-s. The abstract will be 7...10 lines long.*

**Key words:***3…5 significant key words.*

**1. Introduction**

The article, tables, figures, references and appendices included, should be 6-10 pages long, an even number of pages is compulsory. The last page will be filled at least 70%.

A person may participate, within a volume, with one paper as first author or as co-author.

The paper will be written in English[[3]](#footnote-4), French or German using Calibri, Microsoft Word. We strongly advise authors to use this template and to insert the text of the paper directly within this file.

**2. Instructions for Editing**

**2.1. Format of the Papers**

An A4 (210 mm x 297 mm) format will be used. The limits of the printing zone: margins: top - 5 cm, left, right and bottom - 3.5 cm; heading - 4 cm; foot margin - 0 cm; „Different” first page; „Different” pages even and odd.

**3. Arranging the Text within the Page**

***Title of the paper*** - Calibri 18 pt. capital letters, bold, centred, 1 cm left indenting, single spacing.

Leave a blank line (18 pt.) under the title.

***Author(s)*** - Calibri 14 pt., bold, centred, 1 cm left indenting, (single spacing:

- first name „title case” and name in capital letters, when there is a single author (ex. Ion POPESCU);

- initial of every author’s first name and the name, in capital letters; they will be not separated by a coma and may be written on two lines unless they fit within a single one.

Leave a blank line (18 pt.) between the author(s) name(s) and the abstract.

***Authors’ affiliation*** - Calibri 9 pt., regular, justified, on one line.

The full affiliation (groups, laboratories and institutions) of the authors will be specified as references in the footnote (Insert Reference, Footnote, Bottom of page); these ones will be marked with Arabic numerals. If several authors are part of the same organization, then its name may be written once and the authors will be marked with the same number.

***Abstract*** - Calibri 12 pt., italic, bold; body text of the abstract of the paper: Calibri 10 pt., italic, regular, justified left-right (justify) along the page, single spacing.

The abstract of the paper will consist of 7 ... 10 lines, with 2 cm left, 1 cm right justified.

Leave a free line (10 pt.) between the abstract and the key words.

***Key words*** - Calibri 12 pt., italic, bold; 3 … 5 significant key words (or groups of words): Calibri 10 pt., italic, regular, 2 cm left, 1 cm right justified, single spacing.

Leave two free lines (2 10 pt.) between the key words and the text of the article.

***Text chapter*** - Calibri 11 pt., bold, “Title case”, left justified, 0 indenting, single spacing, 0.4 cm hanging.

The titles of the chapters are successively numbered in Arabic numerals, followed by a full stop and a space.

Sections Acknowledgements and References will not be numbered.

Above and below Text chapter, leave a free line (11 pt.).

***Text subchapter*** - Calibri 11 pt., bold, “Sentence case” left justified, 0 indenting, single spacing, 0.7 cm hanging.

The number of the subchapter includes the number of the main chapter, full stop, the number of the subchapter, full stop and a space.

***Main text*** - Calibri 11 pt., regular, justified, single spacing. The first line of every paragraph will be indented at 0.3 cm.

**3.1. Other Data with Reference to Drawing up the Content of the Paper**

Articles should be reasonably divided into chapters and, if necessary, into subchapters, for example: ***Introduction****,* ***Objectives****,* ***Material and Methods****,* ***Results, Conclusions******and Discussion****,**Acknowledgements, References****.***

 **Tables and Figures**

Figures (drawings, diagrams, images) and tables will be included, in order, within the text and will be centred. Figures (high quality) will be placed as close as possible to the place they are first being mentioned in.

The text explaining figure, placed under the figure (Calibri 11, italic, centred, spacing 6 pt. before, on one line), will be preceded by „Fig.” followed by a space, the number of the figure (Arabic numerals), full stop and space (Calibri 11 pt., regular) as in the examples for Figures 1 and 2.



Fig. 1. *Drawing inserted within the text*

Within the text, the references to the figure (table) will be made by writing Figure x (Table x), within the sentence. The texts within the figures (in English, German or French) will be of a size that should ensure good readability.

Blurred figures will not be accepted.



Fig. 2. *Image of ...*

Tables (numbered in Arabic numerals) will be placed in the text as close as possible to the first reference to them. The size of the font used for tables is Calibri 10 pt., regular, on one line (Table 1). For bigger tables, Calibri 9 pt. may also be used.

Measurement units will be placed within square brackets, at the top of the table.

*Denomination of the table*  Table 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Efficiency [%]** | 94.37 | 96.58 | 93.18 | 83.66 | 75.30 |
| … | … | … | … | … | … |
| … | … | … | … | … | … |
| … | … | … | … | … | … |

Tables captions will be placed above the table (Calibri 11, italic, centred, spacing 6 pt. afterwards, on a single line, followed by „Table x” (Calibri 11, regular, right justified).

Page long tables are advised. In exceptional cases, landscape oriented tables are advised. For tables and figures from the literature the source must be quoted.

**Acknowledgements**

This short section will be placed right before *References* and the heading **Acknowledgements** will have the format of the chapter title without a number. The acknowledgements may be addressed to the persons or to the institutions that are not mentioned elsewhere in the text and that played an important role in obtaining the results discussed in the paper.

** Quotations and References**

References will be written after the last chapter. The word **References** will be formatted as the title of the chapter and will not be numbered.

Series VII uses the ‘Author-Date’ style as described in APA Style Manual (Publication Manual of the American Psychological Association, 7th ed., American Psychological Association, 2019).

Quotations: (Miclea, 1997, p. 30) or Stern and Dietz (1991, p. 100). All references in the text should appear in the references section.

References should be listed first alphabetically and then chronologically. The section should include all and only references that are actually mentioned in the text. The titles of the books in other languages than the language of the article are translated in the language of the article in brackets. If a DOI has been assigned to the journal articles that are cited, authors should include this after the page number for the article.

Authors are encouraged to quote papers published in the previous editions of BUT.

** Other Specifications**

The entire responsibility for the content of the paper pertains to the author. The author has to obtain the right to make use of any material under copyright laws.

Personal opinions presented in the published articles pertain to the author and not to the editors of the journal.

The peer-reviewing of the articles and the supervision of the English, German or French translation will be assumed by the members of the Editorial Board, and the editing secretaries. The supervision of the translation is only accomplished by the teaching staff of the Faculty of Letters.

**References**

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1. University ………., ion.popescu@uni.ro, corresponding author [↑](#footnote-ref-2)
2. Affiliation of the second author. [↑](#footnote-ref-3)
3. Consistent use of British or American spelling. [↑](#footnote-ref-4)