



International Conference "The Efficiency of Legal Norms"

March 23-24 / 2012, Cluj-Napoca, Romania

A U T H O R G U I D E L I N E S

A N D O T H E R I N F O R M A T I O N

Publications

- All accepted papers will be published in the Conference Proceedings volume, by a recognised publishing house, under ISBN reference.

Papers

- Papers are allocated 6-8 pages in the conference proceedings.
- The total number of pages will be considered after the paper is correctly formatted according to the template.
- Every presenter will be given 10 minutes for the presentation and 5 minutes for questions and answers.
- The author who has an accepted paper must be registered as a participant.
- Each author should submit no more than 1 paper.

Paper template

- *Title of the article*
The TITLE should be written in capital letters, Times New Roman 12, bold, centre, in Romanian (for Romanian authors) and in English or French.
- *Author*
The name of the author should be written in Times New Roman 12 on the right, double-spaced under the title. The symbol * has to be written next to the family name as a footnote, and this has to include information regarding the status of the author, his/her academic rank, scientific title, name of institution or workplace (for each author separately).
- *Abstract*
The abstract should be maximum 300 words long and has to be written in English or French and in Romanian (for Romanian authors). It has to use Times New Roman 10, italics, justify, 2 lines under the author's name.
- *Keywords*
4-6 keywords that comprise the essence of the article have to be mentioned. They should be listed according to their importance, in English or French, 2 lines under the abstract, in Times New Roman 10, italics, justify.
- *The article*
The paper has to be written in A4 format (margins: top/bottom/left/right 2cm), Times New Roman 12, justify, 1.5 line spacing. The footnotes should use Times New Roman 10.

If the paper is divided into chapters and paragraphs, the chapter title will be written in Times New Roman 12, left, caps lock, single line spacing; the paragraph title will be written in Times New Roman 12, left, normal, 1.5 line spacing.

Both in the body of the text and in the footnotes the following short forms are used: art. (= article); para. (= paragraph); p./pp. (= page or pages); t. (= tome); vol. (= volume); GO (= Government Ordinance); GD (= Government Decision).

For other quoted works (jurisprudence, legislation, websites) please use only footnotes. Mention the title of the document, its number, the date of ruling / issuing, the issuing authority (court), and the publication where it is included (The Official Gazette, case law reports etc.). Footnotes will continue on the following pages and shouldn't start with no.1 on each page.

With the exception of the title, the text and the footnotes of the paper have to use normal character format, and, when required, only italics.

The papers submitted for publication should not exceed 8 standard pages.

The authors are required to follow the copyright legislation and to avoid completely any form of plagiarism.

Submission procedure

- All papers must be submitted electronically to Paul Popovici (e-mail address: **paul.popovici@pedagogia.ro**).
- Authors should submit an original paper in English or French, carefully checked for correct grammar and spelling.
- Papers that are out of the conference's scope or contain any form of plagiarism will be rejected without being reviewed.
- For the final publication, the authors are required to follow the reviewers' comments / suggestions in order to improve their papers and to submit the final paper.
- Please email the proof of payment to Paul Popovici (**paul.popovici@pedagogia.ro**) together with the paper submission.

Update the information about the author who is going to present the paper

- When submitting the final paper, please state who among the authors will be attending and presenting the paper. Each paper must be presented by at least one author at the conference sessions.
- Make sure the presenter's name is correct as it will be used in the certificate of attendance / presentation.

Prepare for the presentation slides

- Every presenter will be given 10 minutes for presentation and 5 minutes for questions and answers. If you have slide, please send them to us with the paper.
- An effective oral presentation should be structured accordingly: introduction, outline of main points, details of main points, conclusion.

Important

- On the day of your presentation, please report to your assigned room 10 or 15 minutes before the session is scheduled to begin. Introduce yourself to the Chairman of the section your paper belongs to, and check that any audio-visual equipment you need to use is set up and working properly.
- Please load your presentation onto the hard drive so that the transition between presentations is smooth.