

PAPER TITLE [English, Book Antiqua 11, bold, centred, upper case]

PAPER TITLE [Romanian, Book Antiqua 11, bold, centred, upper case]

Forname SURNAME¹, Forename SURNAME² [Book Antiqua 11, bold]

¹ **Author Affiliation (COUNTRY)** [English, Book Antiqua 11, bold]

² **Author Affiliation (COUNTRY)** [English, Book Antiqua 11, bold]

Abstract [English, Book Antiqua 10, bold, left alignment]

In this paper, we describe the formatting guidelines for Sociology Series of Galati „Dunarea de Jos” University Annals Submission. The authors must follow the instructions given in the document for the articles to be published. You can use this document as both an instruction set and as a template into which you can type your own text. The various components of your paper (title, abstract, keywords, sections, text, etc.) are already defined on the style sheet, as illustrated by the portions given in this document.

Keywords: Innovation, technology, research projects, etc. [English, Book Antiqua 10].

1. SECTION [Book Antiqua 11, bold, centred]

The entire paper must be in A4 size with dimension (21 x 29,7cm). The left, right margins should be 4 cm and the top, bottom margins 4,5 cm. All the text must be in one column and Book Antiqua font, including figures and tables, with single-spaced 11-point interline spacing. [Book Antiqua 11, normal, justified alignment]

1.1. Sub-section [Book Antiqua 11, bold italic, left alignment]

The text included in the sections or subsections must begin one line after the section or subsection title. Please, do not number manually the sections and subsections; the template will do it automatically.

1.1.1 Sub-sub-section: Guidelines for Abbreviations and Acronyms [Book Antiqua 11, italic, left alignment]

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.

1.1.2 Sub-sub-section: Guidelines for Figures and Tables

Tables, figures, and graphics should be centred, 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.

1.1.3 Sub-sub-section: Guidelines for Page numbers and Footnotes

Please, do not add any kind of pagination anywhere in the paper. Avoid using headers and use footnotes [Book Antiqua, 9] only within the page margins (4,5 cm of white margins).

1.1.4 Sub-sub-section: Guidelines for references

The references in the text are given in brackets (the surname of the author, year paper, page / pages - if needed). Examples: (Zamfir, 2005); (Zamfir and Vlăsceanu, 1993); (Zamfir, 2005, pp. 34-36); (Zamfir *et al.*, 1984). If the author's name is used in the sentence, is passed only year and page in parenthesis. Example: ... Zamfir and Stoica (2006, p. 93) ...

2. SECTION

Use as many sections and subsections as you need (e.g. Introduction, Methodology, Results, Discussions, Conclusions, etc.) and end the paper with the bibliography.

BIBLIOGRAPHY

References in the text must be included in the references complete, which states the author, year of publication, title, place and publisher. If in the bibliography there are several authors with the same name, the first name initial binding text added. If an author is cited with multiple works published in the same year, the distinction is as follows: 1999a, 1999b etc.

The list of references will be ordered alphabetically by authors' names, and chronologically for each author individually.

- **Book author:**
Zamfir, C., 2005, *Spre o paradigmă a gândirii sociologice*, Iași: Polirom.
- **Book edited:**
Zamfir, C. și Vlăsceanu, L. (coord.), 1993, *Dicționar de sociologie*, București: Editura Babel.
- **Journal article:**
Goldthorpe, J. H., 1991, „The uses of history in sociology: reflections on some recent tendencies”, in *The British Journal of Sociology*, 42 (2), pp. 211-230.
- **Book chapter:**
Zamfir, E., 1995, „Statul bunăstării”, în Zamfir, E. și Zamfir, C. (coord.), *Politici sociale. România în context european*, București: Editura Alternative, pp. 175-200.
- **Paper presented at the conference:**
Habich, R., 2005, *European Social Structures in Comparison*, International Joint Workshop: Europe and North America - Societies in Contrast. Hanse Institute for Advanced Study, Delmenhorst, Germany, March 6-9.
- **Thesis:**
Chekola, M. G., 1974, *The concept of happiness*, PhD Thesis, Universitatea din Michigan.
- **Articles published in an online journal:**
Davoine, L., Erhel, C. și Guergoat-Lariviere, M., 2008, „Monitoring Quality in Work: European Employment Strategy Indicators and Beyond”, in *International Labour Review*, 147, 2-3, 163-198. Available online: <http://www.ilo.org/public/english/revue/index.htm>. Accessed 10 mars 2009.
- **Web page:**
World Bank, 2006, World Development Indicators Online (WDI), Washington, DC: World Bank, Available online www.worldbank.org/data/onlinedatabases/onlinedatabases.html. Accessed 20 mars 2008.