Title of Paper (in English) (please delete the red text)

First Author 1, Second Author 2 \*, Third Author 3

1,3 University, Department, Country (in English) (please delete the red text)

1 ORCID ID:XXXX-XXXX-XXXX-XXXX, first\_author@example.com

3 ORCID ID:XXXX-XXXX-XXXX-XXXX, second\_author@example.com

2 University, Department, Country (in English) (please delete the red text)

2 ORCID ID:XXXX-XXXX-XXXX-XXXX, third\_author@example.com

\* Corresponding Author (Do not change here, and do not write the name of the corresponding author instead of “Corresponding Author”)

**Abstract**

The abstract should contain between 100 and 450 words. The abstract must be written in English. The abstract font should be Times New Roman, and the font size should be 12 points. The abstract text should be written in italics, and it should consist of a single paragraph, while the abstract text should be justified. No indentation should be used in the abstract text. Before and after the abstract text, a 6 points space should be left. Line spacing should be selected single. We recommend using the Abstract style in MS Word, Home, Styles in the template. Also, we recommend using the same style for the Keywords. When writing Keywords, write a minimum of 3 and a maximum of 5 keywords. Separate each keyword with a comma, and do not forget to use a dot after the last keyword. Except for special keywords, all keywords should be written in lower case, while only the first letter of the first keyword should be capitalized.

**Keywords:** First keyword, second keyword, INSI.

# Introduction

Please write the full-text paper in MS Word, and send with using the conference registration system. Full-text papers can be in English or Turkish. This template is prepared for full-text papers written in English. Please review the Turkish template for full-text papers written in Turkish.

V. International Science and Innovation Congress (INSI 2024) will be held online at 20-23 June 2024. We believe that the participants who will participate in our international congress will contribute to scientific and professional studies by sharing their knowledge and experience in various fields.

# Page Layouts and Styles

The following rules should be followed for page layout. It is recommended to use this template to fulfill the terms of spelling rules.

## Temel Düzen Özellikleri

* Page layouts should be prepared on A4 size paper (210 x 297 mm).
* Pages do not set horizontally in any circumstances.
* A 20 mm space should be left on both sides of the pages.
* A 30 mm space should be left on the top of the pages.
* A 30 mm space should be left at the bottom of the pages.
* Do not use any Header, Footer, or page numbers.
* Paragraph indentation and spaces should be checked with the template file. Do not use indentation at the beginning of the paragraph.
* Papers should be minimum of 4 pages. If the References part is more than one page, papers without References should be a minimum of 3 pages.

### Headings

Headings should be justified and written in bold. The font size of the headings is 12 points. The first letter of all words in Headings should be capitalized, and the others should be written lowercase. Sub-headings must be written in the same style as main headings. Only the third-level sub-headings must be written in italics. All headings should be numbered. A 6 points space should be left before and after the headings. We recommend using Heading 1 style for the first-level headings, Heading 2 style for the second-level headings, and Heading 3 style for the third-level headings. These styles are given in MS Word, Home, Styles in the template. Maximum third-level headings must be used in the papers. **Do not forget that the first heading must start with Introduction.**

## Fonts

All texts of the full-text paper font type are Times New Roman. The title’s font size is 14 points, and the title must be centered on the page. Also, the font size of the author’s names and informations is 10 points. The author’s name must be written in bold and centered on the page. In addition, the author’s information must be written in italics and centered on the page. The font size of the other parts of the paper is 12 points. A 12 points space should be left after the title, while a 12 points space should be left before and after the author’s name and information. We recommend using the Title style for the title, the Author Name style for the author’s names, and the Author Info style for the author’s information. These styles are given in MS Word, Home, Styles in the template. Please check all font types and sizes of the full-text paper.

## Figures

All figures should be centered on the page. Figure captions should be as indicated in Figure 1, which is given below. Figure captions should be placed below the figures. The font of the figure captions should be Times New Roman, and the font size should be 12 points. Figure captions should be centered on the page. We recommend using the Fig-Table style in the template document. **Images, figures, and graphics should only be adjusted to align with the text. Make sure to convert the shapes you have added with the drawing insertion tools of the Word document to jpeg or png format and add them to your document. Otherwise, we are not responsible for any errors that may occur.**

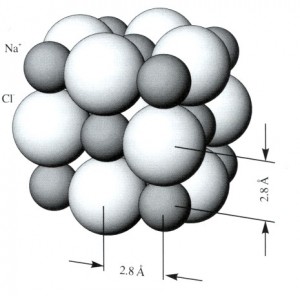


Figure 1: Example

## Tables

All tables should be centered on the page. An example table layout is given in Table 1. Different tables can be used depending on the type and purpose of use. The caption of the table should be above the table. The font of the table captions should be Times New Roman, and the font size should be 12 points. Table captions should be centered on the page. We recommend using the Fig-Table style in the sample template. **Do not put tables on horizontal pages. Tables should only appear on vertical pages. Tables should be placed centered. However, tables should only be adjusted to align with the text.**

Table 1: An example

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
| a | b | c |
| d | e | f |

## Equations

All equations should be written on separate lines and numbered. An example of an equation is given below. **We recommend using MathType for equations. Except for MathType, use only MS Word equation editor. When adding equations with MS Word, follow the procedure below for equation numbering.**

* First, write your equation with MS Word equation editor.
* After that, write #(number) without a space at the end of the equation and then press enter.
* As a result, the MS Word equation editor will automatically right-align the equation number.
* If there is anything that is not clear, you can watch this [video](https://www.youtube.com/watch?v=P5qgEFFg8tk&ab_channel=ErkanA%C4%9EASLAN) via Youtube.

There is an acceptable example below.

## Hyperlinks

Hyperlinks can be used in papers. Hyperlinks can be used as links to provide more relevant information (document, audio, multimedia, etc.). Hyperlink text must be the same as the main text and underlined.

## Page Numbers

**Do not add page numbers.**

## Footer and Header

**Do not add any footer or/and header.**

## Page Breaks

**Under no circumstances should page breaks and section breaks be used.**

## References

References are available in standard IEEE format or APA 6th format. It should be noted that the references are used in the correct places. If references in IEEE format are used, they should be specified in the text as [1], [1, 2], or [1]-[4]. If APA style references are used, they should be stated in the text as (Author Surname, Year), (First author surname and second author surname, Year) or (First author surname and others, Year).

## Keywords

We recommend using the Abstract style for the Keywords. When writing Keywords, write a minimum of 3 and a maximum of 5 keywords. Separate each keyword with a comma, and do not forget to use a dot after the last keyword. Except for special keywords, all keywords should be written in lower case, while only the first letter of the first keyword should be capitalized.

## Acknowledgments and Appendixes

If there are acknowledgments about the study, write the relevant information after the Bibliography section. The font for the information section should be Times New Roman, and the font size should be 12 points. It should be justified and bold. A frame should be used for the acknowledgments part. A single row and single column table can add a frame to the acknowledgments section. An example of the acknowledgments is given after the Bibliography section.

If appendixes need to be used in the study, these appendixes should be given after the Bibliography section (if acknowledgment is used, appendixes must be after the acknowledgment section). An example of the appendixes is given after the Bibliography section.

# Conclusion

Using this template, you can prepare your papers and send them through the system on our website. We would like to thank all the participants for preparing your papers following this template and adding value to the congress.

# Bibliography

IEEE;

[1] Surname, A. and Surname, B., “Title of the paper”, *Journal*, Volume, Pages, Year.

[2] Surname, N., *Title of the book*, Publisher, Place of the publisher, Year.

APA 6th;

Surname, A. and Surname, B., (Year). *Title of the book*. Place of the publisher: Publisher

Surname, A. and Surname, B., (Year). *Title of the book*. Pages, Place of the publisher: Publisher

|  |
| --- |
| ***This study was supported by XXXXXX University Institute of XXXXXX with the XXX project numbered (xxxxxx).*** |

**Appendix A**

**Italic**

Mathematical symbols such as *a, A, x, f, AB* must be italicized. Greek letters, numbers, parentheses, and punctuation should never be italicized. Mathematical symbols such as +, ', =, < and abbreviations such as sin, cos, log should never be italicized. It should not be written in italics and bold at the same time.

**Appendix B**

**Space**

Spaces should be left after punctuation marks. Before and after symbols such as +, -, ', =, < must be left space. Spaces after the opening parenthesis and before the closing parenthesis are not allowed. The space must be left before the opening parenthesis and after the closing parenthesis. Check these conditions after writing the text.