FULL PAPER GUIDELINES

1. **All speakers** qualified for the conference **must submit a full, written paper** of their presentation. The paper should be translated to a professional standard and be reviewed by your supervisor(s).
2. Papers cannot exceed 9 000 characters with spaces (**5 standard pages**), including bibliography.
1. Use **Times New Roman 12** , **1,5 line spacing**, **2,5 cm margins** on both sides.
2. Insert page numbers at the bottom right corner.
3. Split the body of text into paragraphs. Start each one with a tab-key. Do not use columns, breaking or folding. Justify the text.
4. If you want to use **subtitles** before paragraphs choose Times New Roman 12 Bold (see example below).
5. At the beginning of the article insert **name of author(s)**, **title**, **full name of your institution and department**, **name of supervisor(s)** (including academic title), according to the formula :

AUTHOR'S NAME

Title of article

Full Name of Institution and Department
Supervisor(s): Name(s) with academic title

Subtitle

      The text of your paper (Fig. 1). The text of your paper. The text of your paper. The text of your paper.[1] The text of your paper…

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[1] J. Johnson, *Title*, place of publishing, date, p. 22.

6. The text should include links to drawings/photos in brackets, for example: *"the panel painting (Fig. 1) is owned…".*
7. **Footnotes** to the text should be placed at the bottom of the page, not at the end of the article. Use font Times New Roman 9 (see example above).
8. Include **References** at the end of the paper.

9. Use **Oxford referencing style** for your bibliography and footnotes. Check the reference guidelines on the conference website to see how to prepare them correctly (www.wk.asp.krakow.pl/conference-call/).
10. **Drawings/photos** should be included **in separate files** (**.jpg** or **.tiff format**). Resolution of **300ppi** . Make sure that the photos will be readable in print. **All photos should be entitled with the name of the first author and a number corresponding to that given in the text.** Remember to have a permission to publish photos that have not been taken by the author(s) of the article.
11. After References **list the descriptions of all attached figures** according to the formula:

    Fig. 1. Description of the figure. *Photo: Author name, date.*
    Fig. 2. The gothic panel painting; state after conservation. *Photo: J. Smith, 2019.*

12. The **paper and files with figures** should be send to the organizer via e-mail: conference.wkirds@gmail.com by **30th October 2019**. Save the text file in ***.doc** or ***.docx format** (Microsoft Word) and put **your last name in the title of the file** (for example SMITH.doc).