**Manuscript Formatting and Styling Recommendations**

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Abstract

Abstract should be prepared in Microsoft Word, Times New Roman, size 11. Line spacing should be single. Abstract (200 – 250 words). Try to avoid citations in abstract section.

**Key words:** Manuscripts, Proceedings, Archives, Guidelines for Authors, Style guide

**Introduction**

Introduction should be prepared in Microsoft Word, Times New Roman, size 11. Recommended font is Times New Roman, font size – 11pt, except the reference section, which should be -10 pt. Line spacing should be single for the entire manuscript. Text should be justified. Make sure that the text is prepared in Microsoft Word © 2003 editor, the page size should be A4. Margin size should be set at 2 mm (top, bottom, and left, right). Line spacing should be single. Reference - Use number(s) in square brackets [2], [5,8], [1,2,5] in text and in reference list. Number the references list in sequences in which they appear in the text.

**Methods and Materials**

Tables- Caption(s) should be placed above the table. Mark table captions as Tab.1., Use (Tab.1) in the text.

**Results and Discussions**

Figure- Minimal resolution of the figure should be 300 dpi. Figure(s) should be submitted separately from the text with tiff file extension. Use CMYK as colour model for figures. Make sure that texts are readable on the figures. Figure caption(s) should be placed below the figure(s). Mark figure captions as Fig.1., use (Fig.1) in the text.

**Conclusions**

Papers without conclusions won’t be accepted.

**Acknowledgements**

Optional

**Reference**

*Journal Publications:*

[1] Mashimbye Z. E., de Clercq W. P., Van Niekerk A. An evaluation of digital elevation models (DEMs) for delineating land components. Geoderma, 213, 312-319, 2014.

*Books:*

[2] Gobejishvili R. G. Relief of Georgia. Metsniereba, Tbilisi, 2011. (in Georgian)

*Book Chapter:*

[3] Tatashidze Z., Tsereteli E., Khazaradze R Natural Hazards. In: Tatashidze et al (eds) Geography of Georgia, Part 1 Physical Geography. Metsniereba, Tbilisi, p. 69-90, 2000. (in Georgian)

*Web Page:*

[4] Website name, URL, year and the date when the website was last accessed, e.g. (accessed November 19, 2018).