Subtitle

[[1]](#footnote-1)

1. Abstract (preferably no longer than 100–150 words)
2. Key Words

* A list of 4–5 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript, as they are used for indexing purposes.

1. Main text (please do not exceed 8,000 words)
   1. **Structure**

(10 pt) The paragraphs continue from here and are only separated by headings, subheadings, tables or images. The section headings are arranged by numbers, bold and 10 pt.

For the purpose of the conference figures and tables should be embedded and not supplied separately. In the final submission to VOLUNTAS figures and tables need to be supplied separately.

**3.2. Tables**

* Tables should be numbered (with Roman numerals) and referred to by number in the text.
* Center the title above the table, and type explanatory

footnotes (indicated by superscript lowercase letters) below the table.

* 1. Figures, graphs
* Illustrations (photographs, drawings, diagrams, and charts) are to be numbered in one consecutive series of Arabic numerals.
* The captions for illustrations should be typed on a separate sheet of paper.
* Photographs should be large, glossy prints, showing high contrast.
* Drawings should be high−quality laser prints or should be prepared with india ink.
* Either the original drawings or good−quality photographic prints are acceptable.
* Artwork for each figure should be provided on a separate sheet of paper.
* Identify figures on the back with author's name and number of the illustration.
* Electronic artwork submitted on disk should be in the TIFF or EPS format (1200 dpi for line and 300 dpi for half−tones and gray−scale art).
* Color art should be in the CYMK color space.
* Artwork should be on a separate disk from the text, and hard copy must accompany the disk.

1. Acknowledgements

These and the Reference headings are in bold but have no numbers.

1. Notes

These should be grouped together in a separate, double-spaced section after the text and before the References. In the text, notes should appear as superscript, lower-case letters. For example: This has caused a number of significant controversies a. . .

1. References

* last names and initials of all authors
* year published
* title of article
* name of publication
* volume number
* and inclusive pages

The style and punctuation of the references should conform to that used in the journal – illustrated by the following examples:

* **Journal Article**

Crow, S. M., Fok, L. Y., and Hartman, S. J. (1998). Who is at greatest risk of work−related discrimination – women, blacks, or homosexuals?. Employee Responsibilities and Rights Journal, 11, 15−−26.

* **Book**

Blau, J. R. (1993). Social Contracts and Economic Markets, Plenum Press, New York.

* **Contribution to a Book**

Segal, S. P., and Holschuh, J. (1995). Reciprocity in support networks of sheltered−care residents. In R. K. Price, B. M. Shea, and H. N. Mookherjee (eds.), Social Psychiatry across Cultures: Studies from North America, Asia, Europe, and Africa, Plenum Press, New York.

1. [↑](#footnote-ref-1)