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Abstract

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Keywords

(insert your keywords) Glass, GPD, Paper, Template, Finland

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1. Important Guidelines

This document provides the template for GPD. Please prepare your GPD paper using this template, without making any adjustments to the font styles, colours and margins.

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* For Equations, have a look at the instructions in section 4 of this template.
* For Lists, have a look at the instructions in section 5 of this template.

1. Citations and References
   1. Citations

Cite references in the text by name and year in parentheses. Some examples:

* One Author: Mitchell (2017) states… Or …(Mitchell, 2017).
* Two Authors: Mitchell and Smith (2017) state… Or …(Mitchell & Smith, 2017)
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For the list of references at the end of the document, the text style GPD References should be used. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list. Furthermore, please note the following:

* References should be following APA style, see [Mendeley apa Citation Guide](https://www.mendeley.com/guides/apa-citation-guide/).
* References should be given in alphabetical order by the last name of the first author of each work;
* Some reference examples are given at the end of this template;
* If available, please include DOIs as full DOI links in your reference list (e.g. https://doi.org/abc);
* Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see [ISSN.org LTWA](http://www.issn.org/services/online-services/access-to-the-ltwa/). If you are unsure, please use the full journal title.

1. Figures and Tables
   1. Figures

Figures should be embedded in the word document. Use figures of at least 300 dpi.

To avoid Figures going wandering through the word document, they should preferably be placed in a table, with no visible borders. For this table, use the table style GPD Figure Table Grid. You can assign the style in the menu “Table Tools > Design” which appears when you click with your cursor in the table.

Below the Figure, insert a caption using the text style GPD Caption.

|  |  |  |
| --- | --- | --- |
|  | Afbeelding met Lettertype, Graphics, symbool, logo  Automatisch gegenereerde beschrijving | Afbeelding met tekst, schermopname, boek, grafische vormgeving  Automatisch gegenereerde beschrijving |

Fig. 1: Example Figure Caption text. This caption should appear in the text style GPD Caption.

Here the body text continues in style GPD BodyText.

Tables

For text Tables insert a Table with the appropriate number of columns and rows and assign the table style GPD Table Grid. You can assign the style in the menu “Table Tools > Design” which appears when you click with your cursor in the Table.

A table should always have the full page width. In printing, only the horizontal lines should be used at the very top and bottom of the table, and below the column headings. No vertical lines shall be visible. Cells may be split or joined by the author, if required.

Use the text style GPD Table Content for the text in the Table.

Above the Table, insert a caption using the text style GPD Caption.

Table 1: An example of required Table lay-out. This caption should appear in the text style GPD Caption.

|  |  |  |  |
| --- | --- | --- | --- |
| Column Heading [units] | Column Heading [units] | Column Heading [units] | Column Heading [units] |
| 1 | 20.55 | yes | A |
| 2 | 65.45 | yes | C |
| 3 | 85.79 | no | D |
| 4 | 17.18 | no | B |

After the table a blank line should be inserted to continue the body text in text style GPD BodyText.

1. Equations

Use the text style GPD Equation and the Word equation editor for equations. Number equations in parenthesis flush with the right margin. Do not use blank lines between the text and the equations. Example:

(1)

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1. Lists

Different list styles can be used.

Below you find an example of a list with bullets.

* Text style = GPD List with bullets
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* Text style = GPD List with bullets

Below you find an example of a list with letters.

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Acknowledgements

Acknowledgements can be added at the end of the paper, before the references.

References (examples)

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. London, England: My Publisher

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Mitchell, J.A. (2017). Citation: Why is it so important. Mendeley Journal, 67(2), 81-95. <https://doi.org/10.1007/s00339-007-4137-z>

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