GUIDELINES FOR CONTRIBUTORS

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In order to be accepted, the submissions must present ideas in clear and transparent manner and the manuscript must be edited according to the following guidelines:

Original articles of an empirical nature must observe the following structure: a) Issue, b) Method c) Results, d) Discussion e) Conclusion, f) References, g) Abstract with a maximum of 300 words that must not be written in the first person, h) Keywords.

An English abstract of research and methodological studies must contain the following structure: 1. Objectives, 2. Participants and setting, 3. Hypotheses, 4. Statistical analysis, 5. Results, 6. Study limitations. The extended abstract should not exceed one printed page, i.e. 1800 (60 x 30) characters.

In the case of a research study, the article manuscript must have no more than 20 standard pages (30 lines of 60 characters each), i.e. 36,000 characters (including spaces) including the bibliography. A review paper may have a maximum of 25 standard pages (30 lines of 60 characters each), i.e., 45 000 characters including the bibliography. It must be written using MS Word (approximately 60 characters per line, spacing 2, font 12pt). The text must be typed freely without fixed line wrap. A hard return should be used only at the end of a paragraph. English summaries along with 3 - 5 keywords, tables (maximum of 5), graphs (maximum of 3) and images (maximum of 3) should be included on separate pages. Article and section titles should be left-adjusted and not underlined; they should differ from the regular text only by being followed by an empty line. All text should be justified to the left hand margin with no indents at the start of paragraphs and line space separating paragraphs. All heading and sub-headings should also be left justified. The manuscript should be written without underlining. Footnotes should be designated with superscript Arabic numerals attached to the proper place in the text followed by a superscript right parenthesis, and they must be numbered continuously throughout the work. Place every note separately on a new page. The location of tables and figures should be marked at the desired location in the text of the note (table or figure) and a serial number. Number tables and figures separately using Arabic numerals and place them on separate pages at the end of the manuscript. Designation, number, name, and any explanatory text are put in the tables. Neither bold nor semi-bold fonts nor strong lines are used in the descriptions of variables and in headlines in the tables. Pictures and graphs need to be placed in separate files. Preferred bitmap formats include TIFF or PNG at 300 DPI, or EPS for vector format. Pictures and graphs should be prepared in black and white.

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