

# Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. Authors who submit their manuscripts for publication in this journal are expected to adhere to the principles of academic integrity.
2. The submission contains original unpublished work and is not being submitted for publication elsewhere. Otherwise, please explain this under "comments to the editor".
3. Any author identification has been removed from the paper (only if you are submitting a paper that needs to go through a review process). In addition, the author's name has been removed from the document properties (which can be accessed in Microsoft Word via the File, Properties menu).
4. The manuscript adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines (Microsoft Word, ODT or RTF format, Times New Roman, font size 12, line spacing 1.5, a structured abstract (200 to 300 words) in English and up to five keywords, illustrations submitted separately, etc.).
5. Normally, articles (including abstract, footnotes and references) should be no longer than 57 600 characters (with spaces).
6. If the paper is based on an evaluation paper (final, diploma or doctoral), the paper should be accompanied by an appropriate note, the mentor and the university at which it was defended.

## Author Guidelines

As regards the formatting of the papers, it is necessary to follow the submission guidelines in order to facilitate the preparation of the journal and its timely publication.

### General format guidelines

The papers should be accompanied by the title, name and surname of the author(s), the e-mail address(es), affiliation and title/position of the author(s) and a structured abstract (200 to 300 words) in English.

**Structured abstract.** Structured abstract (200 to 300 words) should consists of 4 to 7 following elements:

Purpose (mandatory)  
Approach/methodology/design (mandatory)  
Findings (mandatory)  
Research limitations (if applicable)  
Practical implications (if applicable)  
Social implications (if applicable)  
Originality/value (mandatory)

The abstract should be accompanied by up to five key words, i.e., the terms that help in the classification of the paper. Keywords should be sorted alphabetically and separated by commas.

**Chapter numbering.** The chapters in the paper are to be numbered by using Arabic numerals (1, 2, 2.1, 2.2, etc.). They should be highlighted in **bold**, and the subheadings should also be in *italics*.

**Tables and figures.** Tables and figures (charts) within the text should be numbered in order of appearance. Each table and figure should be described in such a way that they are legible even without the context. Table descriptions should be placed above the table, and figure descriptions should be placed below the figure. Within the part of the text that refers to a particular table or figure, it is necessary to state in parentheses which table or figure it is referring to. E.g. (Figure 1) or (see Table 2).

**Illustrations.** Illustrations (especially photographs and maps) should be submitted separately (JPG, TIFF) and should be of satisfactory resolution. The place of illustration should be marked in the text of the paper.

**In-text citations.** Direct quotations in the text should be used sparingly and only when it is essential to express a thought in the words of the original author. All in-text citations should first be announced in the narrative text by the author of the article (the reasons for the decision to state something directly should be clarified), and commented at the end of the quotation (explain what the original author meant in that quote). Quotations of up to 10 words should be given within the text in the usual typeface and placed in quotation marks. If the quotation is more extensive, it should be separated from the whole text as a separate fragment using single spacing (indent the left and right margins by 1 cm), with a smaller font size (11).

### **Citation guide**

Notes are listed at the bottom of the page (footnotes), and the references (bibliography) at the end of the paper. The references are stated in brackets in the text of the article. When citing notes and bibliography, The Chicago Manual of Style, Author-Date System, should be used. For the ways of quoting bibliography at the end of the paper, as well as citing the literature in brackets in the paper itself, more details are available at: <https://librarybestbets.fairfield.edu/citationguides/chicagoauthor-date>.