

# **Submission Instruction**

## **Submission Preparation Checklist**

- The article has not been previously published, nor it is not in the consideration process in another journal/publication (or an explanation has been provided in Comments to the Editor).
- Articles will be checked in a plagiarism tool and any ethical misconduct will be considered very seriously.
- Authors are encouraged to refer to the Committee on Publishing Ethics (COPE) for all aspects
  of publication ethics: <a href="http://publicationethics.org/">http://publicationethics.org/</a>.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Authors are responsible for thoroughly proofreading their final articles prior to submission and ensuring that the work is completely free of plagiarism.
- Authors are not permitted to misuse generative AI in any manner that compromises academic integrity or originality.
- If AI tools are used in the preparation of the article, their use must be properly acknowledged and clearly incorporated into the content.

If authors fail to comply with any of the above requirements, the EECME Committee reserves the right to reject the paper without further review.

#### **Author Guidelines**

- The Editorial Board accepts for publication the articles that have not been published before.
- Only papers written using Latin characters may be submitted.
- The conference languages are English and Slovenian.
- Authors are responsible for submitting proofread articles.
- The editorial board reserves the right to carry out technical, scientific, and linguistic editing of the submitted articles.
- If reviewers provide recommendations or required changes, the author must submit the corrected version within the stated deadline. All revisions must be clearly visible it is strongly recommended to submit an additional document showing all implemented corrections, in addition to the final clean version of the revised article.
- Authors are not permitted to misuse generative artificial intelligence in any inappropriate manner for articles submitted for publication in EECME publications.

There is no participation fee for publishing full papers in the conference materials.



#### General requirements for submission formatting

- The following authors' data should be included in the final article: name and surname, university/institution, country, ORCID number (see: the template of the paper).
- The article should be prepared in the word processing program Microsoft Office Word.
- Section headings should be set in bold see the template of the article.
- It is suggested that papers follow the <a href="IMRaD">IMRaD</a> structure.
- You can find the full paper/article template on the conference webpage.
- Authors must provide proofreading of the final articles.

### Requirements for the article formatting

- Proposed length of the article is from approx. 3000 to 8000 words.
- The title of the article should normally consist of min 6 and max 12 words.
- The abstract should be between 150 and 250 words and must include the main focus, research problem or objective, key results/findings, and the relevance or usefulness of the work.
- Paper format: A4, line spacing 1.0, with 20 mm margins on all sides.
- Font: Times New Roman, text 12; the table text font size 10.
- For the details see the template of the article.

#### **Requirements for References:**

- References should follow the American Psychological Association (APA, 7. ed) style in alphabetical order. You can find Short Guide for APA Style 7<sup>th</sup> Edition <u>HERE</u> or <u>HERE</u> or <u>HERE</u>. For articles in Slovenian language, you can find short APA Style 7<sup>th</sup> instructions <u>HERE</u>.
- References for the personal author's papers or articles (self-citation) should not exceed more than 10 % from the general number of sources.
- For the details see the template of the article on the EECME conference webpage.