

Submission Instruction

Submission Preparation Checklist

1. The submission has not been previously published, nor it was before in consideration process in another journal (or an explanation has been provided in Comments to the Editor).
2. Articles will be checked in a plagiarism tool and any ethical misconduct will be considered very seriously.
3. Authors are encouraged to refer to the Committee on Publishing Ethics (COPE) for all aspects of publication ethics: <http://publicationethics.org/>.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Author Guidelines

General publication terms

- The Editorial Board accepts for publication the research papers that have not been published before.
- The conference languages – English and Slovenian.
- The editorial board reserves the right to carry out technical, scientific, linguistic editing of the submitted articles.
- In case of the reviewers' recommendations and suggestions the author must send corrections within the stated timeline (see the important dates on the conference web page).

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

General requirements for submission formatting

- The article should not have more than 4 authors (co-authors) including scientific degree and academic rank, position, place of work (each co-author on a new line); city of the author (s); include only the title of the organization, as far as legal entity concerns, do not mention the department, laboratory, or any other structural subdivision).
- The article should be prepared in word processing program Microsoft Office Word.
- Section headings should be set in bold.
- Under the table or under the picture the references for the source of information should be added.
- Each paper contains Introduction, Problem Statement, Research Questions, Purpose of the Study, Conceptual Models, Research Methods, Findings, Conclusion, and References.
- You can find the full paper template here: [Paper Template in English \(.doc\)](#). **Full papers can be written in English or Slovenian language.**

Requirements for the article formatting

- The length of the article is from 6 to 10 pages.
- The title of the paper should normally consist of min 6 and max 12 words.
- Abstract should normally consist of min 150 and max 250 words (note the problems and results of the research).
- A4 format at 1.5 intervals; margins on all sides - 20 mm.
- Font: Times New Roman, size 12; the table text - font size 12.

Requirements for References:

- References are formatting according to international bibliographical standard APA-2010.
- The titles of Ukrainian and Russian periodicals (journals, collections and others) are given by transliteration, and they are given in parenthesis in English; transliteration of Ukrainian text into Latin alphabet should be made with the help of the website: <http://translit.kh.ua/?passport> and the transliteration standard should be indicated in the given website «the US State Department (BSI)».
- References should include not less than 10 sources with obligatory citations in the text of the article, which are given in brackets sequentially to an order they have been mentioned in the text (not alphabetically) and they appear in an order of citation or reference (for example [1] or [2-3] or [5, p. 16]).
- References for the personal author's papers or articles (self-citation) should not exceed more than 10 % from the general number of sources.