

## MANUSCRIPT FORMATTING REQUIREMENTS

Last revision: 20 October 2017

<b>File format and size</b>	Microsoft Word DOC or DOCX format. Maximum file size – 3 mb. Documents should not be locked or protected.
<b>Length</b>	Between 7 and 20 pages, formatted according to the requirements. Please present and discuss your findings concisely.
<b>Language</b>	Please write your text in good English. Make sure your manuscript has been spell and grammar checked prior to submission. Submissions are not copyedited before publication.
<b>Font</b>	Times New Roman, 11 pt, Regular. Please do not use the font named “Symbol”, instead use the Insert → Symbol function in your word processor.
<b>Layout and spacing</b>	<ul style="list-style-type: none"><li>• Paper Size: A4 (21 x 29,7 cm)</li><li>• Orientation: Portrait</li><li>• Margins (Top, Bottom, Left, Right): 2,5 cm each</li><li>• Text Alignment: Justified</li><li>• Line Spacing: Single</li><li>• Spacing Before: 6 pt</li><li>• Spacing After: 0 pt</li></ul> <p>Do not insert header, footer or page numbers. Do not format text in multiple columns. Do not indent paragraphs. Blank lines should be left only if necessary. Do not use multiple spaces.</p>
<b>Content organization</b>	<p><b>Beginning section</b> The following elements are required, in order:</p> <ul style="list-style-type: none"><li>• Title, authors and affiliations</li><li>• Abstract and keywords</li><li>• Introduction</li></ul> <p><b>Middle section</b> The following elements can be renamed as needed and presented in any order:</p> <ul style="list-style-type: none"><li>• Materials and Methods</li><li>• Results</li><li>• Discussion</li><li>• Conclusions (optional)</li></ul> <p><b>Ending section</b> The following elements are required, in order:</p> <ul style="list-style-type: none"><li>• Acknowledgments</li><li>• References</li><li>• Appendix(es) (if applicable)</li></ul>
<b>Title</b>	The title should be specific, descriptive, concise, and comprehensible to readers outside the field. Written in upper case, bold letters and centered. Limited to 250 characters.

<b>Author list</b>	All parties who have made a substantive contribution to the article should be listed as authors. Please write author names in the following order – first name (or initials), middle name (or initials), last name (surname, family name). Each author must have an affiliation. The affiliation includes department, university, or organizational affiliation and its location, including city, state/province (if applicable), and country. Do not list academic ranks, personal addresses and emails. Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission.
<b>Abstract</b>	The abstract should describe the main objective(s) of the study, explain how the study was done and summarize the most important results and their significance. The abstract should not exceed 300 words or include citations.
<b>Keywords</b>	The keywords list follows the abstract, with the bold run-in heading “Keywords:” introducing the list. The list should be presented horizontally and should include 4-8 keywords or key phrases that reflect the content of the manuscript. The keywords or key phrases should be separated by commas. Only proper nouns and proper adjectives and abbreviations should be capitalized.
<b>Headings</b>	Headings are written in upper case, bold letters after a blank line. Sub-headings are written in sentence case, italic letters. They are numbered using Arabic numerals (1, 1.1, 1.2, 1.2.1..., 2, 2.1...). Limit manuscript sections and sub-sections to 3 heading levels.
<b>Tables</b>	Tables should be located at appropriate points in the text, between paragraphs, not within them. Leave one single-spaced blank line before and after a table. All tables should have table numbers and titles and should be referred to by table number in the text. A table’s number and title should be placed above and outside the table. Tables should be constructed through the use of the Tables function in Microsoft Word and should not be embedded images or objects. They should not contain unnecessary spaces or hard returns. Indentation, if included, should be achieved by setting appropriate margins, not by adding spaces. Tables which are too long or too wide for a single page may be typed in a smaller font size or continued on the next page.
<b>Figures</b>	Figures, which include graphs, charts, maps, drawings, and photographs, should have a material impact on the content of an article and should not be used for decorative purposes. In general, no more than 10 figures should be used in an article. Figures should be located at appropriate points in the text, between paragraphs, not within them. Leave one single-spaced blank line before and after a figure. All figures should have figure numbers and titles and should be referred to by figure number in the text. A figure’s number and title should be placed above and outside the figure. Figures must be high quality and should fit on one page.
<b>Abbreviations</b>	Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.
<b>Footnotes</b>	Footnotes are not permitted. If your manuscript contains footnotes, move the information into the main text or the reference list, depending on the content.
<b>Acknowledgments</b>	List acknowledgments and funding sources; all abbreviations should be spelled out. Authors should obtain permission from all listed individuals, because readers may infer their endorsement of data and conclusions. Dedications are rarely allowed.

**Declaration of interest**

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work.

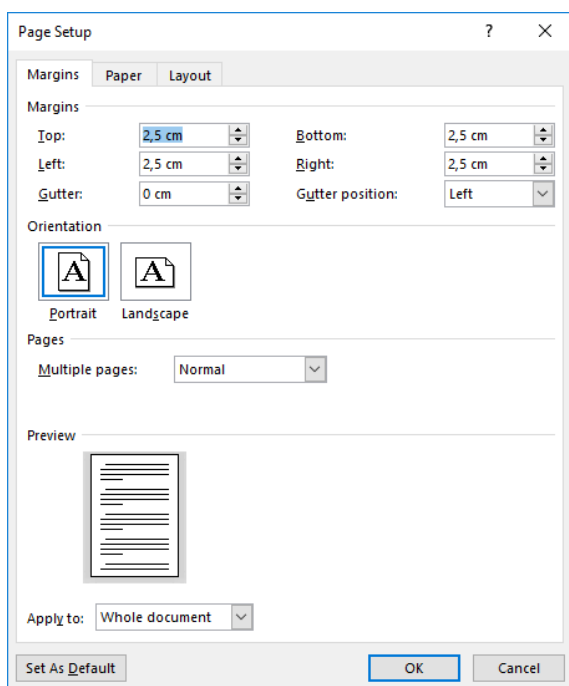
**References**

References are listed at the end of the manuscript and numbered in the order that they appear in the text. In the text, cite the reference number in square brackets. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. Reference style – Harvard.

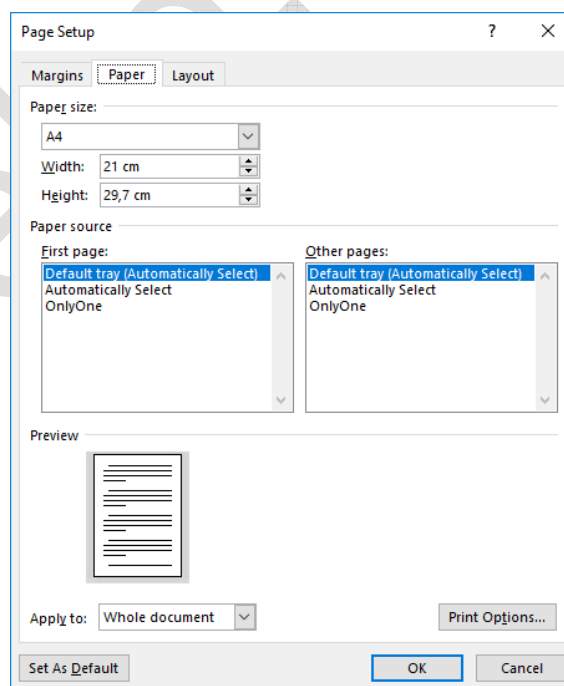
**Appendix(es)**

Any appendixes that are necessary follow the References section. The heading for each appendix should include a label identifying it as an appendix and a title. If only one appendix exists, the label should be Appendix; if multiple appendixes exist, the labels should include capital letters (e.g., Appendix A, Appendix B). The label and the title should be on separate lines and should be sentence case, bold, and centered.

**Screenshots showing the correct settings for Microsoft Word 2013**



**Fig. 1.** Page Setup, Margins



**Fig. 2.** Page Setup, Paper

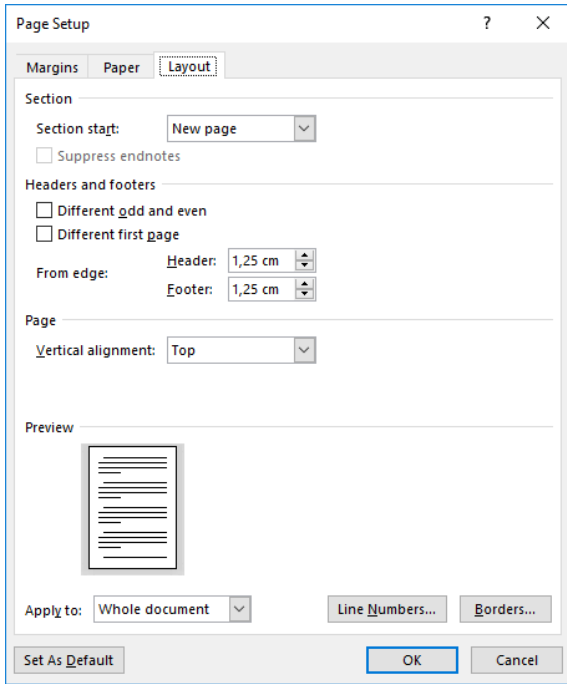


Fig. 3. Page Setup, Layout

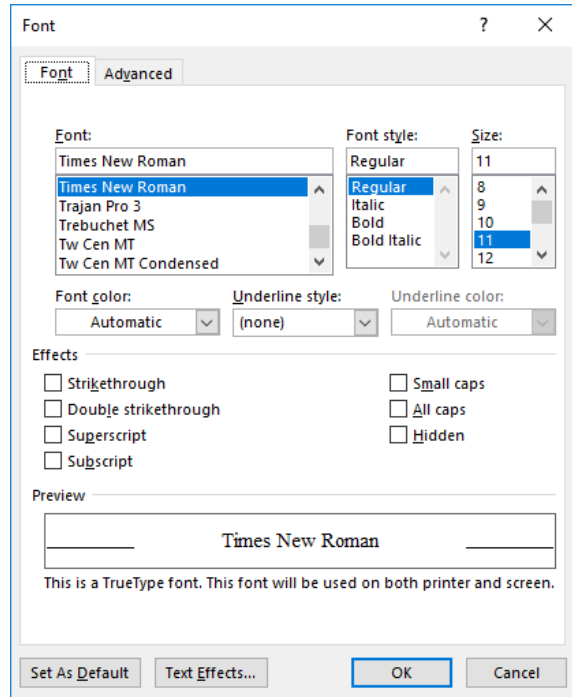


Fig. 4. Font

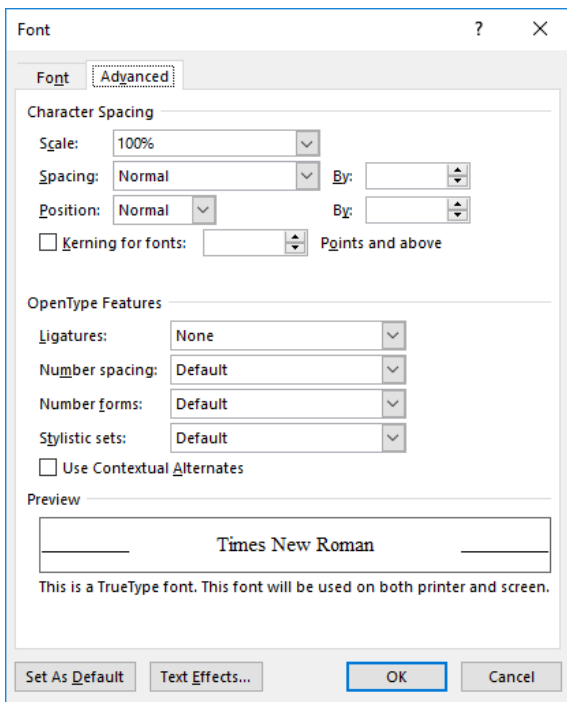


Fig. 5. Font, Advanced

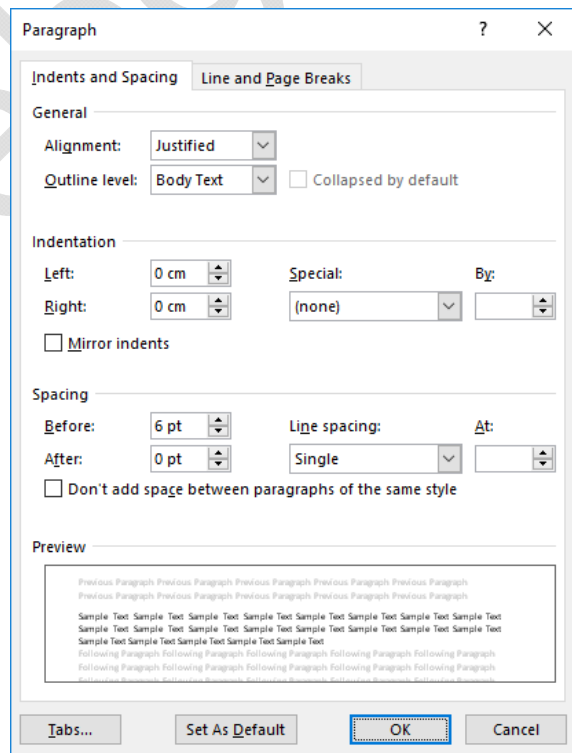


Fig. 6. Paragraph