GUIDELINE FOR AUTHORS

On preparation of papers

1. Submission of manuscripts

Papers are published under the condition that they have not been previously published, nor a request for their publication in another journal has been submitted. Papers that are not adequately prepared on the basis of this guideline will not be considered. When submitting a paper, author also must submit his / hers basic contact information: First name and surname with the middle letter, scientific title, mobile and landline numbers, postal address, email address, institution where he / she is employed and a his / hers position within that institution. This information will not be published, but will be used for the editorial correspondence with the author. Information given as a part of the paper (metadata) will be published in the journal. Submitted paper ***must be in MS office Word.***

2. Rights and obligations of authors and publishers

The papers that are accepted by the editor and the reviewers and which meet the conference criteria in terms of relevance and professional level will be published. The Editorial Board reserves the rights to adjust the papers to general rules of conference editing and language standards.

3. Technical Standards of paper design

3.1. Paper scope

The paper should be structured from a minimum 4 000 to a maximum 8 000 words (16 A4 pages).

3.2. Document formats, styles and formatting

Paper text in electronic format must be in one of the standard formats: doc, docx, rtf (*Microsoft Word*). It is essential that the paper is typed in *Times New Roman*.

3.3. Captions

It is recommended that the headings are numbered in Arabic numerals, eg: *1. The first heading, 2. The second heading, 2.1. The first heading of the second row, 2.2. The second heading of the second row, 3. The third heading* (like heading structure used in this guideline).

3.4. Abstract and the summary

Abstract is a brief informative presentation of the paper content which allows the reader (and the participants in editorial process) to quickly and accurately assess its relevance. It is in the best interest of the author that the abstract contains terms often used for indexing and searching of articles. Components of the abstract are objective, methods, results and conclusion of the research.

Abstract should contain from 100 to 200 words.

3.5. Key words

Key words are terms that best describe the content of the paper for indexing and searching. They should be awarded retrospectively relying on international source (list, dictionary or thesaurus), which is widely accepted within a given scientific field.

The number of key words should not be greater than 8, and it is desirable to specify frequent words.

Key words are given in the paper language and in the abstract and summary language.

3.6. Content of the paper

The paper should be relevant for scientific and professional public with clear, prominent objectives and research results, conclusion, references in the text and bibliographic unit at the end of the paper. Ideas in the paper must be original and significantly contribute to the research subject, and methodology must be clearly described.

3.7. Previous versions of the paper

If the paper at its previous version was presented in the oral form at the gathering (under the same or similar title), that information should be listed in a separate note, usually at the bottom of the first page. Note mark should be placed at the beginning of the text. The paper which has already been published in other journals, cannot be republished under the same or similar title.

3.8. Tables and charts

Tables and charts should be provided in uniform manner. It is desirable that they are prepared in the framework of the paper file. Each table, chart or image must be numbered in order of appearance in the paper, with the appropriate title (eg *Table 2: Reliability of the variables*).

3.9. Quotation in the paper

References to sources, verbatim or paraphrased, should be marked on the place in the text which has been quoted by stating the last name of the author, year the quote publication (and the page from which the quotation was taken) in the parentheses.

The quote must be literally compliant with the original (including punctuation mark, diacritics etc). In the first quotation of the foreign author, his/hers name should be transcribed in Cyrillic letter, and in the parentheses the original name form should be stated.

The omitted parts of quoted text should be indicated with three dots in square brackets [...]. Comments, objections, reconstruction of the quotes should also be listed in square brackets. Within quoted text, semi – quotation marks are used.

3.10. **Notes (footnotes)**

Notes are provided on the bottom of the page containing quoted text. They should not be entered "by hand", but with the help of automated tools for footnoting in this particular program.

3.11. **References**

References typically include bibliographic resources (articles, monographs etc) and are given exclusively in the separate section of the paper, in the form of list of references. References are not translated or transliterated in the paper language.

For different types of bibliographic units, bibliographic data are differently stated. Rules of *APA standards* must be respected. Non-standard, incomplete or incosistent reference quotation will be one of the criteria for publication in the conference proceedings.

If during one year, several papers have been published from the same author, they are marked with letters a, b, c with the year of publication, with no gaps, which is denoted in the quotation.

The process of quotation in the text when any source has several authors is the same as with the monograph, unless the paper has six or more authors, the name of the first author is stated and "et al".

If the publication has more publishers and / or places of publication, only the first one is stated.

If it is relevant to point out the number of issue, it is stated after the title, in the parentheses.

3.12. **Attachment**

Only those materials which would be useful for readers to understand, evaluate or revise the research should be attached.

3.13. **Language recommendations**

Language of the paper should belong to scientific style of standard language and therefore be harmonized, to maximum extent, with spelling, grammatical and stylistic norms.

Individual abbreviations should be avoided, and if used, must be explained at first usage.