Author Guidelines

General rules for text:

Please use the following rules for whole text, including abstract, keywords, heading and references.

Page setup

1. Margins: 1 Inch (2,54 cm) on all sides (top, bottom, left, right)
2. Font Size and Type: 12-pt. Garamond (preferred) or Times New Roman font
3. Line Spacing: Single space throughout the paper, including the title page, abstract, body of the document, references, appendices, footnotes, tables, and figures.
4. Alignment: Justified
5. Orientation: portrait
6. Page size: A4

Preparation of text

1. Title: 14 pts, uppercase and lowercase letters bolded and centered
2. Name and personal information (academic title, institutional affiliation and e-mail address) should be placed under the title.
3. Abstract (150-250 words) and should include the following: aim, method, results and conclusion. The abstract must be written in Garamond or Times New Roman, Font Size 10 and Italic.
4. Keywords: up to 5 key words, Garamond or Times New Roman, Font Size 10 and bolded.
5. Spacing: Between abstract and main text, you should leave two empty lines.
6. Subdivision of the article: The papers should be structured in title and subtitle sections and should be numbered: 12 pts, alignment left (the abstract is not included in section numbering). Between title section and main text one empty line should be left.

Example of subdivision of the article:

1. Introduction
   1.1 Research Methods
   1.1.1 Analysis Result

Tables and figures should be included within the text of the paper and must be numbered.

References and Footnotes

References should follow the referencing style used by the American Psychological Association (APA) in alphabetical order. All sources cited in the paper must be included in the References section.

Citations in the text

Source material must be documented in the body of the paper by citing the author(s) and date(s) of the sources. Please ensure that every reference cited in the text is also present in the reference list (and vice
versa). Avoid citation in the abstract. Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as “in press” implies that the item has been accepted for publication.

**Citing and listing of web references**

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

**Examples of references:**

**Reference to a journal publication:**


**Reference to a book:**


**Reference to a chapter in an edited book:**


**Reference to a web source:**


**Footnotes:**

Content footnotes are occasionally used to support substantive information in the text. Place the footnotes at the end of the page: 10-pt. Garamond or Times New Roman.