

GENERAL INFORMATIONS

The publication language is English. All authors must take care of the language revision by they own. The language must be clear and accurate. The work should be written in an impersonal style. The editor reserves the right to send the manuscript to be reviewed. If English is a second language for the author, please consider having the manuscript proof read and edited before submitting.

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AUTHORS' INFO AND GUIDELINES

Abstract

The first page of the manuscript must begin with the title of the paper, authors' names and affiliations, and an abstract which should be in the interval of **100-300** words. For papers reporting original research, abstract should state in brief the primary objective (the research questions addressed or any hypothesis tested), the research design, the methods and procedures employed, the number of subjects, the main results, and the conclusions drawn from these results (including their implications for further research, application or practice).

Authors' full names/surnames should be provided. Indicate affiliations of the author(s). Below author's name, author's email should be indicated.

Key words:

Provide 3 to 5 key words or short phrases in alphabetical order.

The structure of the manuscript (recommended)

The body of the text of the article must have the following parts:

- abstract and key words,
- introduction with a presentation of the problem of research and/or research focus, objectives (optional), and hypothesis (optional),
- methodology of research (stating general background of research, sample of research, instruments and procedures),
- results of research,
- discussion,
- conclusions,
- acknowledgements (if any),
- references,
- appendix (if any).

The structure of paper can be slightly different if the paper is only theoretical qualitative research.

The length of the manuscript

The manuscript should be not shorter than 15000 characters and not longer than 20000 characters (including references, tables and figures).

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Titles

The title of the paper should be 12-point, bold with capital letters, align left; titles in the text (chapters): 12-point bold, not numbered; sub-titles/subchapters 12-point, italic, not numbered; 1 empty rows before a title/subtitle, after title/subtitle 1 empty row before text. Text chapters must be separated with 1 empty row. The title should be concise and informative. Avoid abbreviations in titles.

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Tables and Figures

Tables and figures should be relevant, valuable, and visually attractive. Tables (made with Word or another programme) and figures must be referred to in the text and numbered in order of their appearance. Each table and figure should have a complete, descriptive title; and each table column an appropriate heading. The texts in tables and figures should be 11-point (in some cases 10) and their width should be 12 cm at maximum. The figures/graphics should be in form of .jpg (if not done with Word or Excel); resolution 300 dpi. Figures, tables (black and white colour, without ground-colour) and captions should be inserted within the manuscript at their appropriate locations. All graphics (figures) must be editable. The font size should be Times New Roman for all figures and tables. Figures should be *carefully* explained in the text and cited in numerical order. It is the author's responsibility to obtain permission to reproduce illustrations, tables, etc. from other publications.

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