Title of the Article

(The maximum number of words in the title is 20. Author’s comment on the title is indicated with asterisk, with an explanation at the end of the page)

Author’s name, surname, academic degree, academic position, work/study place, city, country.

Institutional Affiliation(s)

*Author Note (Not mandatory)*

ABSTRACT

Abstract is placed before the main body of the text and describes the given issue. It sums up those main issues, that are described in the article by author. It narrates article’s content briefly and precisely, in a way that creates a possibility for a reader to understand a scientific problem without reading the publication. The aim of the abstract is to help reader to decide whether the given information is interesting for him/her, why he/she should read it and what questions are answered in the research. Abstract contains **150-250 words**.

**Keywords:** word, word, word,… 3-7 keywords

# STRUCTURE OF THE ARTICLE

**Introduction**

In this part the actuality of the given issue, research topic, established aims, tasks and stages are emphasized. Structuring the problem and clearly establishing the issue are important.

**Main part**

In the main body of the text, the content of the issue is presented, where an important place is given to the description of the research and analysis of outcomes, the process of research itself and coherent analysis, according to which theoretical conclusions, interim results and overall outcomes are shown. Main part of the text is divided into structures (chapter/subchapter, paragraph, etc.), which makes the article easier to understand.

The text should be divided into chapters where possible. Headings can have a maximum of two levels and should be numbered (e.g. 1 TITLE OF A CHAPTER, 1.1 Title of a subchapter).

* *Research objective, methodology and data:*

This part of the paper states its aim, detailed methodology and data used. The title of the paper must be compatible with its aim and its content.

* *Results and discussion:*

The author introduces research results that should be obtained using sophisticated statistical methods, then interprets them in a law manner, while comparing them with sources listed in the theoretical part, or justifies the authenticity of his/her own results.

**Conclusion**

It represents a continuation of the main body of the text. It briefly and shortly sums up the results of the research, describes the main idea, scientific novelty and its value, main findings and possible recommendations, creates interest and further perspective for continuing the research.

# 

# Tables and Figures

Tables and figures should be numbered and pertaining references must be included in the text. The acceptable labeling for a table is Tab.1 and Fig. 1 for a figure. The title of the table or figure and the source should follow. The text should be composed in such a manner that there are not too many figures or tables on a single page. Tables and figures in a landscape format are not acceptable.

*EXAMPLE 1.*

Tab. 1 – The title of the table. Source: own research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Figures and tables should be supplied in a sufficient quality for print. They can be supplied as separate documents (jpg, xls, doc). The quality of the above is the responsibility of the author.

*EXAMPLE 2.*

Fig. 1 – The title of the figure. Source: own research



**FORMAT**

The number of submitted article must not exceed 25 pages in total (Word Windows) pprox. 40,000 words, including bibliography, footnotes and annex. Text that contains more than 25 pages, will be returned to the author for shortening.

The article must be provided in A4 format; font size – 11; font size in footnotes – 10, font – Sylfaen, where as English – Arial/Times New Roman. Font in footnotes – same as the main text. Space between lines – 1.5; top and bottom margins – 2.5 cm, left and right – 2.5 cm.

*NOTE: It is necessary to use only black fonts and all pictures and tables should be clear and legible in a single color*

**FOOTNOTE**

It (referenced literature, comments, author’s explanations and remarks) must be placed in the text at the end of the pages (in the language of publication).

Literature referenced in footnote must be indicated in numbers, however author’s remarks and explanations – with asterisk, which is not numbered. If in the same page of the article, one source is indicated consecutively, indication of the source secondly is not required and the word “ibid” must be written with relevant page number.

In-text citations and the Bibliography list should follow the referencing style used by the **American Psychological Association (APA style)**. Details concerning this referencing style can be found at <https://apastyle.apa.org/>

Authors can also use a citation example which is at journal’s official web page: “For Authors” – Footnote.

*Example:* Author(s) last name, First name, first initial(s)., Middle initial(s)., (Year Published). Title of article. *Title of publication*, Volume (Issue), page range, Article number or DOI.

**BIBLIOGRAPHY**

It is presented in consolidated manner, numbered at the end of the text in the language of publication. Bibliography offers the background of the idea and an additional reading material, encompasses not only the sources that are referred in the article, but also works of those authors, who are quoted, but used as a way to develop an opinion. It also encompasses descriptions, normative acts, court decisions, etc.

It is recommended to clearly distinguish in the bibliography the following: used normative materials, court decisions, scientific literature and other additional materials (for ex. dictionary, etc.).

Authors are required to complete the referencing using **DOI** (Digital Object Identifier) if it has been assigned to the publication. To search for the DOI, please visit: <https://www.crossref.org/guestquery/>

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5. … more examples at <http://www.library.cornell.edu/resrch/citmanage/apa>

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