Authors' Guidelines
Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor). Please note that all submissions will be robot-tracked by *iThenticate* platform to prevent plagiarism in published works.
2. The submission file is in OpenOffice, Microsoft Word or Apple Pages document file format.

3. ISO 690-1 and ISO 690-2 format for the references is being used and as soon as they appear – they are being marked with a square quotes and numbered in order of appearance [1]. If exact pages are being referenced, they are indicated in italics inside the square brackets divided with comma [2, *90–91*]. Please refer to the latest volumes of the Scientific Journal in Archives for exact syntaxes for various situations when the citation is needed from a book, a journal, online source or if a figure is being used (author's own photo or a photo from certain source). If the source is being referenced more than once, the same reference number is indicated as in the first time when it was used.

   Where available, web URL addresses and/or DOI Indexes for the references have been provided.

4. At least eight (8) sources have been referenced.
5. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with web URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

6. Images are additionally submitted as separate JPG, PDF, PSD or TIFF files in a 300 dpi high-resolution and numbered according to the figure numbers used in the text.

7. The instructions in Ensuring a Blind Review have been followed to fulfill peer-reviewing requirements of the journal.

8. For the Abstract – a concise summary of paper is given (400–500 characters, including spaces) and it covers research focus, research methods used, the results and the main conclusions and recommendations.

9. Manuscript size is at least 18000 characters, but not more than 24000 characters, including spaces.

10. First author and all other authors (if more than one) should provide a short (recommended 1000–2000 characters, including spaces) biography at the end of the paper. The first paragraph should contain information about the author's educational background, scientific degrees and the years they have been earned. The author's major field of study should be lower-cased.

    The second paragraph should list work experience. The current job must have a location, while previous may be listed without one. Job titles are capitalized. Information concerning previous publications may be included, but not more than three. The format of list is similar to that of references. Current and previous research interests end this part.

    The third paragraph lists awards and memberships in professional societies.

11. A portrait photograph should be provided, the biography will be indented around it. The photograph (3cm×4cm) should be submitted as a separate JPG file in a 300 dpi high resolution.

12. Author agrees to submit signed and scanned Licence to Publish Agreement upon request before it will be published. Author will also be asked to send the signed original of the agreement to the Editorial Board.

Copyright Notice

Authors who publish with this journal agree to the following terms:

1. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

The journal does not have article processing charges (APCs) nor article submission charges.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other third party.

Ensuring a Blind Peer Review

To ensure the integrity of the blind peer-review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

1. The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.

2. With Microsoft Office documents, author identification should also be removed from the properties for the file.

   For **Microsoft 2003** and previous versions, and **Macintosh** versions of Word:

   o Under the File menu select: Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

   For **MacIntosh Word 2008** (and future versions)

2. Under the File menu select "Properties."
    3. Under the Summary tab remove all of the identifying information from all of the fields.
    4. Save the File.

    For **Microsoft 2007** (Windows):

5. Click on the office button in the upper-left hand corner of the office application
    6. Select "Prepare" from the menu options.
    7. Select "Properties" for the "Prepare" menu options.
    8. Delete all of the information in the document property fields that appear under the main menu options.
    9. Save the document and close the document property field section.

    For **Microsoft 2010** (Windows):

10. Under the File menu select "Prepare for sharing."
    11. Click on the "Check for issues" icon.
    12. click on "inspect document" icon.
    13. Uncheck all of the checkboxes except "Document Properties and Personal information".
    14. Run the document inspector, which will then do a search of the document properties and indicated if any document property fields contain any information.

15. If the document inspector finds that some of the document properties contain information it will notify you and give you the option to "Remove all," which you will click to remove the document properties and personal information from the document.

3. For **PDF files**:

o   With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.