

Guide for Authors

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Please write your text in good English (American or British usage is accepted, but not a mixture of these). Please use the Paper Template to prepare your manuscript. The submission should not exceed 20 pages with figures and tables. Use decimal points (not commas); use a space for thousands (10 000 and above).

Provide the following data on the title page (in the order given):

Title. Concise and informative. Avoid abbreviations and formulae where possible.

Author names and affiliations. Present the authors' affiliations, including the country name, and the e-mail address and ORCID for each author.

Corresponding author. Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication.

Abstract. A structured abstract not exceeding 15 lines is required as follows:

a) Research study:

Introduction:	context of the study, main research aims/questions
Methods:	sampling, design, methods of data collection and analysis
Results:	main findings
Discussion:	relevance of findings
Limitations:	limitations of research (e.g. sample size, range of participants)
Conclusions:	explanations of obtained results, areas of further research
Key words:	3-5 words that describe key aspects

b) Review article:

Introduction:	context of the review, background
Purpose:	main research aims
Methods:	parameters and inclusion criteria, search strategy and procedures, methods of analysis

- Conclusions: main conclusions arising from research aims and author's/authors' comments
- Key words: 3-5 words that describe key aspects, avoiding general and plural terms and multiple concepts.

Abbreviations. An abbreviation should be used in cases when a) the abbreviation is standard and will not interfere with the reader's understanding and b) if space and repetition can be greatly avoided through abbreviation. Define abbreviations that are not standard in this field at their first occurrence in the article.

Subdivisions of the article. After the abstract, divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1, 1.2, etc. Any subsection may be given a brief heading.

Tables and figures should be given separate numbering (Table 1, Figure 1). Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Use clear and concise titles. The number and the title should be placed above the table, the figure number and the title appear below the visual display.

Acknowledgements. Place acknowledgements before the references.

References. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. Use APA style for referencing and citation. For more information, please consult the latest *Publication Manual of the American Psychological Association*.

For *in-text citations* follow the author-date method (Jones, 1998). The complete reference should appear in the reference list at the end of the paper. If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference. Always capitalize proper nouns.

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Examples:

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