

INSTRUCTION FOR AUTHORS

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MANUSCRIPT SUBMISSION

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Authors are encouraged to submit manuscripts electronically to the editor at the above email addresses.

For review, sending a single file in PDF format or a single MS Word file as an alternative is allowed. Final accepted manuscripts should be a text file in MS Word and separate files for figures.

Statement. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere.

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Manuscript should be typed in Times or Times New Roman (12 points) font double-spaced with broad margins (2.5 cm). The pages should be numbered consecutively throughout the paper. Underline any words or phrases to be emphasized by italics. Do not use desktop publishing software. Keep the document as simple as possible and avoid complex formatting. Avoid abbreviations, diagrams, and references to the text in the abstract. The manuscript should be presented in the order indicated.

TITLE PAGE. The first page should contain the manuscript's title, the complete name of all authors (first name, middle initials, surname), the departmental and institutional affiliations and complete street or mailing addresses of all authors, email address for the corresponding author, and the city, state and country where the work was performed.

ABSTRACT AND KEY WORDS. An abstract of not more than 250 words and up to six (6) key words in alphabetical order for coding and indexing are essential. It should be a factual, not descriptive, statement of study objectives, methods, principal results, and conclusions.

TEXT. The text should be organized into an introductory section, including the background and purpose of the study, and then into sections. In certain circumstances the nature of the report does not lend to this format.

ACKNOWLEDGMENTS. Individuals who were of direct help in the reported work should be acknowledged by a brief statement on a separate page immediately following the text.

REFERENCES. References should be numbered in the order of their appearance in the text. Journal abbreviations should be used according to ISO standard. References should follow the APA style.

1. Book

- **Book (one author)**

Format: Author. (Year of publication). *Book title*. Place of publication: Publisher.

Example: Baxter, R. (1982). *Exactly solvable models in statistical mechanics*. New York: Academic Press.

- **Book (two or more authors)**

Format: Author1, Author2, & Author3. (Year of publication). *Book title*. Place of publication: Publisher.

Example: Kleiner, F. S., Mamiya, C. J., & Tansey, R. G. (2001). *Gardner's art through the ages* (11th ed.). Fort Worth, USA: Harcourt College Publishers.

- **Book chapter or article in an edited book**

Format: Author(s) of chapter. (Year of publication). Chapter title. In Editors of the book (Eds.), *Book title* (Chapter page range). Place of publication: Publisher.

Example: Roll, W. P. (1976). ESP and memory. In J. M. O. Wheatley & H. L. Edge (Eds.), *Philosophical dimensions of parapsychology* (pp. 154-184). Springfield, IL: American Psychiatric Press.

- **Proceedings from a conference**

Format: Author(s). (Year of publication). Title. In Conference name, Date (Page range). Place of publication: Publisher.

Example: Field, G. (2001). Rethinking reference rethought. In *Revelling in Reference: Reference and Information Services Section Symposium, 12-14 October 2001* (pp. 59-64). Melbourne, Victoria, Australia: Australian Library and Information Association.

- **ebook**

Format: Author(s). (Year of publication). *Title*. Publisher. Retrieving date, http address. DOI.

Example: Johnson, A. (2000). *Abstract Computing Machines*. Springer Berlin Heidelberg. Retrieved March 30, 2006, from SpringerLink <http://springerlink.com/content/w25154>. DOI: 10.1007/b138965.

- **Thesis**

Format: Author(s). (Year of publication). *Title*. Information, Place of publication.

Example: Begg, M. M. (2001). *Dairy farm women in the Waikato 1946-1996: Fifty years of social and structural change*. Unpublished doctoral dissertation, University of Waikato, Hamilton, New Zealand.

- **Report**

Format: Author(s). (Year of publication). *Title*. Place of publication: Publisher. (Report number)

Example: Osgood, D. W. & Wilson, J. K. (1990). *Covariation of adolescent health problems*. Lincoln: University of Nebraska. (NTIS No. PB 91-154 377/AS)

- **Government publication**

Format: Institution name. (Year of publication). *Title*. Place of publication: Publisher.

Example: Ministerial Council on Drug Strategy. (1997). *The national drug strategy: Mapping the future*. Canberra: Australian Government Publishing Service.

2. Article

- **Journal article (one author)**

Format: Author. (Year of publication). Article title. *Journal Title*. Volume (issue), range of pages. DOI.

Example: Nikora, V. (2006). Hydrodynamics of aquatic ecosystems: spatial-averaging perspective. *Acta Geophysica*, 55(1), 3-10. DOI: 10.2478/s11600-006-0043-6.

- **Journal Article (two or more authors)**

Format: Author1, Author2, & Author3. (Year of publication). Article title. *Journal Title*. Volume (issue), range of pages. DOI.

Example: Cudak, M., & Karcz, J. (2006). Momentum transfer in an agitated vessel with off-centred impellers. *Chem. Pap.* 60(5), 375-380. DOI: 10.2478/s11696-006-0068-y.

- **Journal article from an online database**

Format: Author(s). (Year of publication). Article title [Electronic version]. *Journal Title*. Volume (issue), range of pages. Retrieved date of access, from name of database. DOI.

Example: Czajucki, Z., Zimecki, M. & Andruszkiewicz, R. (2006, December). The immunoregulatory effects of edeine analogues in mice [Abstract]. *Cell. Mol. Biol. Lett.* 12(3), 149-161. Retrieved December 6, 2006, from PubMed database on the World Wide Web: <http://www.pubmed.gov>. DOI: 10.2478/s11658-006-0061-z.

- **Newspaper article (no author)**

Format: Article title. (Publication date). *Journal Title*. page.

Example: Amazing Amazon region. (1989, January 12). *New York Times*, p. D11.

- **Encyclopedia article**

Format: Author. (Year of publication). Article title. In Encyclopedia title (volume number, pages). Place of publication: Encyclopedia name.

Example: Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

3. Other formats

- **Web page**

Format: Author/Sponsor. (last update or copyright date). *Title*. Retrieved date of access, from URL.

Example: Walker, J. (1996, August). *APA-style citations of electronic resources*. Retrieved November 21, 2001, from <http://www.cas.usf.edu/english/walker/apa.html>

- **Lecture note**

Format: Author(s). (Date of presentation). *Lecture title*. Lecture notes distributed in the unit, at the name of the teaching organisation, the location.

Example: Liffers, M. (2006, August 30). *Finding information in the library*. Lecture notes distributed in the unit Functional Anatomy and Sports Performance 1102, University of Western Australia, Crawley, Western Australia.

- **Patent**

Format: Author. (Year). Patent number. The location. Issue body.

Example: Smith, I. M. (1988). U.S. Patent No. 123,445. Washington, D.C.: U.S. Patent and Trademark Office.

- **Standard**

Format: Issue body. (Year). Standard name. Standard number. The location.

Example: Standards Association of Australia. (1997). Australian standard: Pressure equipment manufacture. AS4458-1997. North Sydney.

- **Computer software**

Format: Author(s). (Year). Title [computer software]. The location: Company.

Example: Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

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Figures. Figures should be completely labelled and numbered consecutively with Arabic numbers corresponding to the figures.

Figures could be also submitted as separate digital files (TIFF, JPG, EPS, PSD or CDR format).

Special attention should be paid to focus and contrast. Symbols, letters, arrows, and numbers must be of sufficient size and contrast to be clearly recognizable when the figure is reduced to publication size. The optimal width for the figure is 8 cm.

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