

GUIDELINES FOR MANUSCRIPTS

The Editorial Board urges the use of e-mail for submission of manuscripts for ACTA PROSPERITATIS, ISSN 1691-6077 as an attachment in MS word format. All submitted manuscripts are sent to experts for peer review. Authors should follow guidelines for manuscripts

- **The full paper** should be up to 16 pages or 40 000 characters with spaces.
- **Abstract.** Give a concise summary, not exceeding 1200 characters with spaces, of the paper: aim, research focus, research methods, the results and main conclusions and recommendations.
- **Keywords.** Choose up to four key words or phrases and located them in alphabetic order just after the abstract of your paper, separated by commas.
- **Paper size** should be A4 with the following margins: top, right and bottom – 20mm, left – 30mm.
- **The text** should be typed in one column using Times New Roman, 12 pts, Normal with single line spacing, left and right justified. Between paragraphs spacing 12 pts.
- **The first lines of the paragraphs** should not be indented.

Text [style]	Size (pts.)	Small/ All Caps	Bold	Italic	Line spacing	Indent	Alignment	Before	After
Paper title	14	All	+		single		Centered	0	0
Authors' names	11		+		single		Centered	12	12
Affiliation, country	11			+	single		Centered	0	12
Abstract, keywords	11		+		single		Justified	1 line	1 line
Section titles [Heading 1]	13	All			single		Centered	24	12
Subheadings [Heading 2]	12	Small		+	single		Left	12	12
Main text [Main Text]	12				exactly 12		Justified	0	0
Figures [Figures (in)]	9				single		Centered	12	12
Figure captions [Figures (captions)]	10			+	single		Justified	12	12
Table captions [Tables (captions)]	10				single		Centered	12	12
Table titles [Tables (titles)]	10	Small			single		Centered	0	3
Text in tables [Tables (in)]	9				single		Left	0	0
Equations [Equations]	10			+	single		Justified	10	10
Author's biographical notes [Biography]	8				single		Justified	1 line	1 line
References [References]	8				single		Justified	0	0
Programs and codes [Programs and Codes]	10				exactly 10		Left	1 line	1 line

The organization of a manuscript (structure) must be prepared according to an **IMRAD** (introduction, methods, results, and discussion) **format**.

The Structure

Title of the paper

First and last name of author, first and last name of co-author(s)

Affiliation, country, e-mail.

Abstract.

The text of abstract up 1200 with spaces.

Framework as follows: **Aim. Background. Methods. Results. Conclusions.**

Key words: key word, key word, key word (up to 4)

Introduction

Theoretical framework

Methods

Results

Discussion

Conclusions

Acknowledgments

If any.

References

All citations in the text and all references must be meet APA styles (American Psychological Association – more information <http://www.apastyle.org/>).

Please, use automatic citation maker for citation and references: [automatic APA citation maker](#).

(<http://citationmachine.net/index2.php?reqstyleid=2&newstyle=2&stylebox=2>)

Recommending: minimum 5 references have to be from Web of Science Databases or Scopus.