

## 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
<b>Paper title</b>	14	All	+		single		Centered	0	0
<b>Authors' names</b>	11		+		single		Centered	12	12
<b>Affiliation, country</b>	11			+	single		Centered	0	12
<b>Abstract, keywords</b>	11		+		single		Justified	1 line	1 line
<b>Section titles</b> [Heading 1]	13	All			single		Centered	24	12
<b>Subheadings</b> [ Heading 2]	12	Small		+	single		Left	12	12
<b>Main text</b> [ Main Text]	12				exactly 12		Justified	0	0
<b>Figures</b> [Figures (in)]	9				single		Centered	12	12
<b>Figure captions</b> [Figures (captions)]	10			+	single		Justified	12	12
<b>Table captions</b> [Tables (captions)]	10				single		Centered	12	12
<b>Table titles</b> [Tables (titles)]	10	Small			single		Centered	0	3
<b>Text in tables</b> [Tables (in)]	9				single		Left	0	0
<b>Equations</b> [ Equations]	10			+	single		Justified	10	10
<b>Author's biographical notes</b> [Biography]	8				single		Justified	1 line	1 line
<b>References</b> [ References]	8				single		Justified	0	0
<b>Programs and codes</b> [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)**

With affiliation and titles.

### **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.

### **Contact**

First and last name of the author

Institution

Full address of institution

Mail