

Instructions for Authors

**Instructions for Authors
Manuscript submission**

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Title page

The title page should include:

The name(s) of the author(s)

A concise and informative title

A short running title of less than 40 letters, including space

The affiliation(s) and address(es) of the author(s)

The e-mail address, telephone and fax numbers of the corresponding author

Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. It should not exceed 250 words. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided. Also, non-standard or uncommon

abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords

Please provide 4 to 6 keywords which can be used for indexing purposes.

Manuscript main text

Manuscripts should be submitted in Word format (DOC). Use a normal, plain font (e.g., 12-point Times Roman) for text, italics for emphasis and latin names. Do not use special styles, page numbers, footnotes, field functions because they will be removed or altered during copyedit. Please use the table function, not spreadsheets, to make tables. Use the equation editor or MathType for equations, avoid inserted pictures for equations. Abbreviations should be defined at first mention and used consistently thereafter. Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full. Save your file in doc format, do not submit docx files.

Manuscript, in total, should not exceed 10 pages. However, editorial board may accept longer papers if previously agreed, in exceptional cases.

Scientific style

Please always use internationally accepted signs and symbols for units (SI units).

Nomenclature: Insofar as possible, authors should use systematic names.

Please use the standard mathematical notation for formulae, symbols etc.: Italic for single letters that denote mathematical

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constants, variables, and unknown quantities Roman/upright for numerals, operators, and punctuation, and commonly defined functions or abbreviations, e.g., cos, det, e or exp, lim, log, max, min, sin, tan, d (for derivative) Bold for vectors, tensors, and matrices.

References

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Citations in the text should follow the referencing style used by the [American Psychological Association \(APA\)](#). References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163:51-59.

Reference to a book:

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Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age*(pp. 281-304). New York: E-Publishing Inc.

Tables

All tables are to be numbered using Arabic numerals.

Tables should always be cited in text in consecutive numerical order.

For each table, please supply a table caption (title) explaining the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

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You may use color artwork free due to the electronic (online) publication. You may insert photographs provided that they convey useful information and do not increase the file size above 5 MB. Please use vector graphics (SVG, WMF, EMF) for quality line drawings.

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Submission

Please send your manuscript in electronic format (DOC) to the managing editor:

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