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## AUTHOR/REVIEWER GUIDELINES

### General policies

The abstract should be written clearly and succinctly in a standard Slovene or English language and conform to acceptable language usage. Individual authors bear full responsibility for the content and accuracy of their submissions. The use of footnotes and endnotes is not allowed.

In submitting an abstract, the authors must observe the standard scientific research paper components, the format and typology of documents. The manuscript is eligible for editorial and reviewing process.

### Submission guidelines

All submissions should be sent in editable electronic format (e.g. MS Word): it should be submitted in double-spaced (font Calibri, size 12pt, margins: 25mm) on A4 paper size. The title page should indicate the title of the article, full name/s of the author/s, academic qualifications, academic title (if applicable) and affiliated institution. The author(s) should list a corresponding author, and provide relevant (contact) details.

### Methodological structure of an article

**The title, the abstract and the key words** must be written in the English language (and can be written in Slovene). A concise but informative title should convey the nature, content and research design of the paper. It must not exceed 120 characters. Up to six key words separated by a semicolon and not included in the title, define the abstract content and reflect its core topic or message. Abstracts must be structured and should not include references.

**A structured abstract** is an abstract with distinct, labelled sections for rapid comprehension. It is structured under the following headings:

**Introduction:** This section states the main question to be answered, and indicates the exact objective of the paper and the major variables of the study.

**Methods:** This section provides an overview of the research or experimental design, the research instrument, the reliability of the instrument, methods of data collection, and analysis indicating where, how and when the data were collected.

**Results:** This section briefly summarizes and discusses the major findings. The information indicated in this section should be directly connected to the research question. In quantitative studies it is necessary to state the statistical validity and statistical significance of the results.

**Discussion and conclusion:** This section states the conclusions and discusses the research findings drawn from the results obtained. Presented in this section are also limitations of the study and the implications of the results for practice and relevant further research. Both, the positive and the negative research findings should be adequately presented.

### **Cooperation of the authors with the Programme Committee**

All abstracts will be sent to anonymous external reviewers, without revealing the authors' personal details. After the reviewing process, the Programme Committee will return the article to the author to approve the corrections, consider the comments and prepare a camera-ready version. The camera-ready version will be sent for proofreading. The author will receive the proof and will be requested to mark any typographical errors. At this stage the text cannot be revised. If the text is not returned within 3 days, the Programme Committee will assume that the form is acceptable.

The authors are responsible for the appropriateness of citing literature and linguistic adequacy of articles.