

## AUTHOR GUIDELINES

### Methodological parameters of the article

- Abstract (annotation) in English, if the article is in English; in German (250 words) and English (250 words) languages, if the article is in German.
- Keywords (3-5);
- Body of the article:
  - Background of the research (conceptual framework; research context and relevance, problem, focus, aim);
  - Methods (sample, data collection and analysis, tools);
  - Ethics
  - Results;
  - Limitations
  - Discussion;
  - Conclusions;
  - Summary in English, if the article is in English; in German (600-650 words) and English (500 words) languages, if the article is in German (600-650 words);
  - References.

**Manuscript Style and Content.** The manuscript (including all charts, figures and tables) must be double spaced – spaces with 2,5 margins. Pages must be numbered consecutively. We prefer Microsoft Word. A title page must be a separate on the disk; do not include it in the manuscript file. It must include a title of no more than 10 words; names, credentials, job title, department and institution of each author; and the name, address, telephone, fax, and e-mail for the corresponding author. Manuscripts must be in English or German. Between 4.500 and 5.500 words in length and no more than 20 references.

Structured under appropriate headings, **the abstract** should accompany the manuscript on a separate page. It should normally include the article's *aim*, *background* and *conclusion*. Abstracts for reports of empirical studies should also include the *methods* and *results*.

Up to five **tables and / or figures** may be included.

Up to five **keywords** in alphabetical order should follow the abstract.

Articles involving **statistical methods** should state the source of research subjects, selection methods, sample size, response rate and main results with confidence intervals and actual P values.

- **References.** APA style (6<sup>th</sup> Ed.) should be used. Manuscripts in which references and citations will not be in APA style, will not be reviewed.

**Units, Spelling and Measurement.** System, International (SI) should be used. Spelling should conform to *The Concise Oxford Dictionary*.

**Illustrations.** Illustrations must be professionally prepared, submitted in a form suitable for reproduction, and supplied on separate pages. The first 100 characters of any caption should describe key aspects of the illustration. The captions should be typed on a separate page at the end of the manuscript rather than in the text or under the illustrations.

Illustrations should be provided to either single (83 mm) or double column (175 mm) width. Lettering should be sans serif and of 2 – 3 mm. height. Lines should be at least 0,33 mm wide in final size and symbols should be 2 – 3 mm across.

All illustrations should be referred to in the text as figures using Arabic numerals, e.g. Fig. 1, etc. in order of appearance.

**Tables.** Charts, figures and tables must be on separate pages. Tables containing only essential data should be double spaced and numbered separately e.g. Table 1 and a caption for each should be supplied. Only horizontal lines should be used, one above and one below the column headings and one at the table foot. All abbreviations must be defined in a footnote.

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