



### **ELTAM MK Journal Pack**

- 1. Submission form (including author details (title, full name, email, organization/institution))**
- 2. Article submission (no longer than 6000 words) to [publications@eltam.org.mk](mailto:publications@eltam.org.mk)**



## **Guidelines for Authors**

### **1. Article Submission Form**

**Editor:**

**Title:**

**Abstract** (*of no more than 150 words*):

**Keywords** (up to 10)

**Author Information:** (if more than one author, please list the corresponding author)

Title (*Dr, Professor, Mr, Ms, etc.*)

First Name

Last Name

Job Title

Institution/Organisation

Author email

## **2. Article submission**

### **Technical requirements**

- Submissions will be no longer than 6000 words
- Chapters will be checked for suitability, language and grammar and proofread (spelling, grammar, punctuation) by our ELTAM MK Journal Editors before being sent to an Associate Editor, and may be returned to the author for further reviewing, further editing and resubmission

### **Text Format**

#### **General Rules:**

Structure of the article:

**Article length:** Up to **6000** words, including notes and bibliography.

Titles and paragraphs

- Font Times New Roman
- Format 12, Double spacing
- APA style

### **Text presentation**

Your article should be arranged in the following order:

Title

Author(s)

Abstract

Keywords

Main body of the article

Bibliography

**Abstract** – up to 150 words

The abstract, generally written by the author(s) of the article, provides a concise summary of the whole article. Usually it highlights the focus, study results and conclusion(s) of the article.

**Keywords** - (max 10)

## **Introduction**

In this section, the authors introduce their topic, explain the purpose of the study, and present why it is important, unique or how it adds to existing knowledge in their field. Look for the author's hypothesis or thesis here.

## **Methodology / Materials and Methods**

Find the details of how the study was performed in this section. There should be enough specifics so that you could repeat the study if you wanted.

## **Results**

This section includes the findings from the study. Look for the data and statistical results in the form of tables, charts, and graphs. Some papers include an analysis here.

## **Discussion / Analysis**

This section should tell you what the authors felt was significant about their results. The authors analyze their data and describe what they believe it means.

## **Conclusion**

Here the authors offer their final thoughts and conclusions and may include: how the study addressed their hypothesis, how it contributes to the field, the strengths and weaknesses of the study, and recommendations for future research. Some papers combine the discussion and conclusion.

## **Bibliography**

Bibliographic references should be placed at the end of the article, in alphabetical order.

Only works mentioned in the text are to be placed in the Bibliography.

APA referencing style should be used

### **Tables and illustrations:**

Illustrations must be placed in the body of the text by the author. The text must explicitly refer to the illustration. Refer as follows:

Title

Legend (if necessary)

Credit or Source

NB: Authors must be aware that it is impossible to prevent the free circulation of pictures on the internet. However, the credit or source must be included.

### **Quotation Norms:**

-For short quotations: quotation between inverted commas in the body of the text, followed by the author's name, year of publication, page number, between brackets: (Douglas 1969 : 234).

- For longer quotations (more than 5 lines): line feed, quotation between inverted commas, followed by author's name, year of publication, page number, between brackets : (Douglas 1969 : 234) or (Grøholt *et al.* 2008).

- For short quotations from interviews: between inverted commas, in italics, in the main body of the article.

- For longer quotations from interviews: line feed, quotation between inverted commas, italics.

### **Authorship and attributing authorship**

The Editorial Board endorse the intention to conform and promote good practices with regards to intellectual property and recognition.

The issue of « authorship » is essential to defend the individual interest of contributors to the journal.

Authorship should be reserved for those, and only those, who have made significant intellectual contribution to the research. Participation solely in the acquisition of funding or general supervision of the research group is not sufficient for authorship. Honorary authorship is not acceptable.

1) Everyone who is listed as an author should have made a substantial direct academic contribution (i.e. intellectual responsibility and substantive work) to at least two of the four main components of a typical scientific project or paper:

Conception or design

Data collection and processing

Analysis and interpretation of the data

Writing substantial sections of the paper (e.g. synthesizing findings in the literature review or the findings / results section)

### **Authors' order of appearance**

The person who has made the major contribution to the paper and / or taken the lead in writing, is entitled to be the first author.

All other persons who fulfill the criteria for authorship should appear as authors in alphabetical order.

If all the authors feel that they have contributed equally to the paper, this can be indicated in a footnote.

### **Plagiarism**

Plagiarism, data fabrication and image manipulation are not tolerated. **Plagiarism is not acceptable** in journal submissions.

Plagiarism includes copying text, ideas, images, or data from another source, even from your own publications, without giving any credit to the original source.

Reuse of text that is copied from another source must be between quotes and the original source must be cited. If a study's design or the manuscript's structure or language has been inspired by previous works, these works must be explicitly cited.

If plagiarism is detected during the peer review process, the manuscript may be rejected. If plagiarism is detected after publication, we may publish a correction or retract the paper.

The editorial board of ELTAM MK Journal's prerogative is adherence to the basic rules in ethics of publication and is therefore supporting the law on intellectual property. Every person publishing in ELTAM MK Journal (author, reviewer, guest editor) must accept and respect intellectual property and avoid plagiarism.

The editorial board will systematically screen the articles received by the editorial team, before sending them to peer review. The aim is to make sure that there is no overlap with other publications. Self-plagiarism will also be considered when authors omit to mention that they use part of previously published texts or material.

In case of plagiarism, the editorial team will contact the author(s) to discuss the case. The aim is to find a solution and avoid plagiarism in the revised version of the text.

## **Editorial Procedures and Peer-Review**

### Initial Checks

All submitted manuscripts received by the Editorial Board will be checked by the members of the editorial board to determine whether they are adequately prepared. Manuscripts that are not properly prepared will be returned to the authors for revision and resubmission.

### Peer-Review

Once a manuscript passes the initial checks, it will be assigned to at least two independent experts for peer-review. A single-blind review is applied, where authors' identities are known to reviewers. Peer review comments are confidential and will only be disclosed with the express agreement of the reviewer.

### Editorial Decision and Revision

All the articles, reviews and communications published in ELTAM MK Journal go through the peer-review process and receive at least two reviews.

### Production and Publication

Once accepted, the manuscript will undergo professional copy-editing, English editing, proofreading by the authors, final corrections, pagination, and, publication on the website: <https://eltam.org.mk>



**Page template:**

ARTICLE TITLE

AUTHOR(S) NAME(S)

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For more information on APA referencing style, see the following links:

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