



Editorial procedure

Peer review

All manuscripts submitted to FBIM Transactions journal will be reviewed by up to three experienced reviewers. At least two of reviewers must recommend the article for publication. The selection of reviewers for each of submitted works will be carried out by the editor-in-chief. In cases where the editor-in-chief is the author or coauthor, for submitted work reviewers will be selected by the deputy chief editor or one of the members of the Scientific Committee. The names of the reviewers will be published in the journal in the special list without specifying the titles of the papers that were reviewed. For the purpose of the reviewing, authors are requested to submit all documents at once at the time of their submission with the following structure:

- A title page, which includes:
 - The title of the article
 - The name(s) of the author(s) with the concise and informative title(s)
 - The affiliation(s) and address(es) of the author(s)
 - The e-mail address, telephone and fax numbers of the corresponding author
 - Abstract (The abstract should be in the range of 150 to 250 words and should not contain any undefined abbreviations or unspecified references.
 - Keywords (4 to 6 keywords which can be used for indexing purposes)
- A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should either be avoided or left blank.

Authors must honor peer review comments in order of the manuscript improvement. All changes must be elaborated, and improved manuscript should be submitted to the Editor-In-Chief. Of course, authors can argue peer review comments by giving reasons/references to counter peer review comments. After receiving of resubmitted manuscript Editor-in-Chief will choose whether the manuscript will be published or sent to the old/new reviewers.

Manuscript submission

FBIM JOURNAL accepts only manuscript use the template MEST_Template.docx from the web address: http://www.meste.org/fbim/documents/FBIM_Template.docx with un-modified format only.

Submission of a manuscript implies that corresponding author responsible declares:

- that the submitted article is an original work and 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; and
- that there are no any legal obstacles for the article publishing.

The publisher will not be held legally responsible should there be any claims for compensation.

Permissions

Authors, who wish to insert figures, tables, or passages of text that have previously been published elsewhere, are required to obtain permission from the copyright owner(s), and to attach the evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be considered as authors'.



Submission

Authors should submit their manuscripts by e-mail to the address: mest.submissions@meste.org .

E-mail should contain the following items:

1. **Declaration and copyright transfer**, which should include that:
 - the submitted article is an original work and has not been published before;
 - the submitted article is not under consideration for publication anywhere else;(s)
 - the submitted article publication has been approved by all co-authors, if any; and
 - there are not any legal obstacles for the article publishing.
2. **Title Page**, which should include:
 - Full title of the article (no more than 12 words)
 - The name(s) of the author(s)
 - The affiliation(s) and address(es) of the author(s)
 - The short title (a concise and informative title, no more than 50 characters with spaces)
 - The e-mail address, telephone and fax numbers of the corresponding author
 - **Abstract** (The abstract, paper summary, should be in the range of 150 to 200 words, and should not contain any undefined abbreviations or unspecified references. Summary needs to hold all essential facts of the work, as the purpose of work, used methods, basic facts and specific data if necessary. It must contain review of underlined data, ideas and conclusions from text, as well as recommendation for a group of readers that might be interested in the subject matter. Summary has no quoted references.)
 - **Keywords** (4 to 6 keywords which can be used for indexing purposes need to be placed below the text)
3. **Manuscript**, which should be prepared as a camera ready, but without any data that can make a connection between author and the submitted article, such as: author(s) name(s) and affiliation(s). Author(s) should avoid self-identifying citations and references. Manuscripts should be submitted in MS Word, in accordance with the template [MEST_Template.docx](#), which can be downloaded from [MEST_Template.docx \(105 kB\)](#). Manuscripts are not limited in length, but precise and concise writing should result with the article length of 8 to 14 pages, prepared according the proposed FBIM JOURNALtemplate.

Authors have to:

- use a normal, plain 10-point Arial font for text;
- Italics for emphasis;
- use the automatic page numbering function to number the pages;
- use tab stops or other commands for indents, not the space bar;
- use the table function, not spreadsheets, to make tables;
- use the equation editor or MathType for equations;
- save their manuscript in .docx format (Word 2007 or higher);
- use the decimal system of headings with no more than three levels;
- define abbreviations at their first mention and use them consistently thereafter;
- avoid footnotes, but, if necessary, footnotes can be used to give additional information about some term(s). Footnotes should not be used to referee citation, and they should never include the bibliographic details of a reference. Footnotes have not to contain figures or tables. Footnotes to the text are numbered consecutively, automatically by text editor. Endnotes are not intended for use in the article.
- avoid the use of "the above table" or "the figure below";
- use SI system of units as preferable.



References – Works Cited (New up-to-date information should be used and referenced. References should be cited in the text by name and year in parentheses, according to the APA Sixth Edition.

Citation should be made using *References* --> *Citations & Bibliography* in MS Word®©, and we strongly recommend that the **Work Cited** list should be made automatically using MS Word®© option: *References* --> *Citations & Bibliography* --> *Bibliography* --> *Works Cited*. More detailed explanation can be found in the tutorial at: <http://office.microsoft.com/en-us/word-help/create-a-bibliography-HA010067492.aspx> .

4. **Acknowledgments** (All acknowledgments, if exist, should be placed in a separate page after the **Works Cited** list. The names of funding organizations or people should be written in full, unambiguously.)
5. **Tables** (All tables should be sent as the separate files in .docx or .xlsx format.)
 - All table files must be named with "Table" and the table number, e.g., Table 1.
 - All attached tables have to be numbered using Arabic numerals, and for each table, a table caption (title explaining the components of the table) should be provided.
 - Tables should always be lined in text in consecutive numerical order.
 - Previously published material should be identified by giving a reference to the original source. The reference should be placed at the end of the table caption.
 - Footnotes to tables (for significance values and other statistical data) should be indicated by asterisks and placed beneath the table body.
6. **Photographs, pictures, clip arts, charts and diagrams** should be numbered and sent as the separate files in the .JPEG, .GIF, .TIFF or .PNG format in the highest quality. MS Office files are also acceptable, but font sizes and the size of the figure must suite to the size in the published article. The quality of submitted material directly influences to the quality of published work, so the FBIM JOURNAL may require of authors to submit figures of the higher quality. All figure files must be named with "Fig" and the figure number, e.g., Fig1.

Remarks:

- All figures can be made as colored and will be published free of charge as colored in the online publication.
- Paper version of the document will be published as the gray scale document (black-white) so authors are kindly asked to check how their contributions look like printed on black-white printers.
- All lines should be at least 0.1 mm (0.3 pts) tick.
- Scanned figure should be scanned with a minimum resolution of 1200 dpi.
- For lettering, it is best to use sans serif fonts Helvetica or Arial.
- Variance of font size within an illustration should be minimal (the sizes of characters should be 2–3 mm or 8-12 pts).
- To increase clarity author(s) should avoid effects such as shading, outline letters, etc.
- Titles and captions should not be included within illustrations.

FBIM Journal does not provide English language support

Manuscripts that are accepted for publication will be checked by MESTE lectors for spelling and formal style. This may not be sufficient if English is not authors' native language. In most cases, these



situations require substantial editing. FBIM JOURNAL suggests that all manuscripts are edited by a native speaker prior to submission. A clear and concise language will help editors and reviewers to concentrate on the scientific content of the submitted paper. Correct language may allow faster and smoother review process.

Authors are not obliged to use a professional editing service. Also, the use of such service is not a guarantee of acceptance for publication.

Copyright transfer

By submitting a paper, authors, transfer copyright of the article to the Publisher (or, authors grant the publication and dissemination rights exclusively to the Publisher). This ensures the widest possible protection and dissemination of information under copyright laws.

Under this copyright transfer authors can:

- use part of the work as a basis for a future publication
- send copies of the work to colleagues
- present the work at conference or meeting and give copies of the work to attendees
- use a different or extended version of the work for a future publication
- make copies of the work for personal use and educational use
- self-archive the work in an institutional repository
- use graphs, charts, and statistical data for a future publication
- post the work on a laboratory or institutional website
- use the work for educational use such as lecture notes or study guides
- deposit supplemental data from the work in an institutional or subject repository
- place a copy of the work on electronic reserves or use for student course-packs
- include the work in future derivative works
- make an oral presentation of the work
- include the work in a dissertation or thesis
- use the work in a compilation of works or collected works
- expand the work into a book form or book chapter
- retain patent and trademark rights of processes or procedures contained in the work

Proofreading

After the decision that the paper will be published, processed article will be returned to the author for an approval. The aim of the approval is that author checks if some incorrectness appeared during the processing. Also, author checks the completeness and accuracy of the text, tables and figures. Any change must be noted and returned to MEST. After online publication, further changes can be made only in the form of an Erratum, which will be hyperlinked to the article. All changes must be specified and returned to MEST. Any substantial change can be done only with the approval of the Editor.