



## Editorial procedure

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## Peer review

All manuscripts submitted to MEST Journal will be reviewed by up to three experienced reviewers. At least two reviewers must recommend the article for publication. The selection of reviewers for each of the 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 they 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 a concise and informative title(s)
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  - 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)
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The authors must honor peer review comments in order of the manuscript improvement. All changes must be elaborated, and the 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.

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Submission of a manuscript implies that the corresponding author responsible declares:

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## Submission

Authors should submit their manuscripts by e-mail to the address: [mest.submissions@meste.org](mailto:mest.submissions@meste.org).

E-mail should contain the following items:

1. **Declaration and copyright transfer**, which should include that:
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  - **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:

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Manuscripts are not limited in length, but precise and concise writing should result in the article length of 8 to 14 pages, prepared according to the proposed MEST template.

Authors have to:

- use a normal, plain 10-point Arial font for text;
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- use the table function, not spreadsheets, to make tables;
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- save their manuscript in .docx format (Word 2007 or higher);
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**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.

The 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*. A more detailed explanation can be found in the tutorial at:

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4. **Acknowledgments** (All acknowledgments, if exist, should be placed on 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.
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- To increase clarity author(s) should avoid effects such as shading, outline letters, etc.
- Titles and captions should not be included within illustrations.

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