



Editorial procedure

<https://www.meste.org/ojs/index.php/mest/about/submissions#authorGuidelines>

Peer review

All manuscripts submitted to the MEST Journal will be reviewed by up to three qualified reviewers, with at least two required to recommend the manuscript for publication. Reviewers are selected by the editor-in-chief, except in cases where the editor-in-chief is an author, in which instance the deputy chief editor, or a member of the Scientific Committee will make the selection. The names of the reviewers will be acknowledged in a dedicated section of the journal, without indicating the specific manuscripts they reviewed.

To facilitate a smooth review process and ensure compliance with the journal's standards, authors must submit all required documents together during the submission process. The submission structure must include the following elements:

- A title page, which includes:
 - The title of the article
 - The name(s) of the author(s) with the concise and informative titles
 - The ORCID identifier(s) of the author(s)
 - The affiliation(s) and addresses, and e-mail addresses of the author(s)
 - The e-mail address, as well as the telephone and fax numbers of the corresponding author
 - An abstract (150 to 250 words) without undefined abbreviations or unspecified references.
 - Keywords (4 to 6 keywords suitable for indexing purposes)
- A complete manuscript that includes all required components for review and publication.

Authors must address peer review comments to improve the manuscript. All changes should be detailed, and the revised manuscript must be submitted to the Editor-in-Chief. Authors may, of course, dispute peer review comments by providing valid reasons or references to counter them. Upon receiving the revised manuscript, the Editor-in-Chief will decide whether the manuscript will be published or sent to the original or new reviewers.

Manuscript submission

MEST accepts the only manuscripts that use the template MEST_Template.docx from the web address: https://meste.org/documents/MEST_Template.docx with un-modified format only.

Submission of a manuscript implies that the 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 not any legal obstacles for the article publishing.

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

Permissions

Authors who wish to include figures, tables, or excerpts of text previously published elsewhere are required to obtain permission from the copyright owner(s) and attach evidence of such permission when submitting their papers. Any material submitted without such evidence will be considered the author's responsibility.





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**, 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.
 - The submitted article publication has been approved by all co-authors if any; and
 - There are no legal obstacles to 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), email address(es), 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, and telephone and fax numbers of the corresponding author
 - **Abstract** (The abstract, paper summary, should be in the range of 150 to 250 words, and should not contain any undefined abbreviations or unspecified references. The 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 a review of underlined data, ideas, and conclusions from text, as well as recommendations for a group of readers that might be interested in the subject matter. The Summary must not have quoted references.
 - **Keywords** (4 to 10 keywords which can be used for indexing purposes need to be placed below the text). A list of recommended keywords can be found at: <https://www.meste.org/Keywords.html>.
3. **Manuscript**, which should be prepared as a camera ready. Manuscripts should be submitted in MS Word, following the template MEST_Template.docx, which can be downloaded from: https://meste.org/documents/MEST_Template.docx
Manuscripts are not limited in length, but precise and concise writing should result with an article length of 8 to 14 pages, prepared according to the proposed MEST template.

Authors must:

- 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 citations, and they should never include the bibliographic details of a reference. Footnotes have not contained figures or tables. Footnotes to the text are numbered consecutively, automatically by the text editor. Endnotes are not intended for use in the article.
- avoid the use of "the above table" or "the figure below";
- use the 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.



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:

[Create a bibliography, citations, and references - Word \(microsoft.com\)](https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5)

<https://support.microsoft.com/en-us/office/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5> .

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 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 must 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 up in text in consecutive numerical order.
 - Previously published material should be identified by giving a reference to the 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 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 suit the size in the published article. The quality of submitted material directly influences the quality of published work, so the MEST may require authors to submit figures of higher quality. All figure files must be named with "Fig" and the figure number, e.g., Fig. 1

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 grayscale document (black-white) so authors are kindly asked to check how their contributions look 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.

MESTE 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 the authors' native language. In most cases, these situations require substantial editing. MEST suggests that all manuscripts are edited by a native speaker before 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 a faster and smoother review process.

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





Copyright Notice



All papers published by MEST Journal are licensed under a [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](https://creativecommons.org/licenses/by/4.0/).

Authors who publish with the MEST Journal agree to the following terms:

- a. Authors retain copyright and grant the journal the right of first publication with the work simultaneously licensed under a [Creative Commons Attribution License](https://creativecommons.org/licenses/by/4.0/)¹ that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.
- b. Authors can enter separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal.
- c. Authors are permitted and encouraged to post their work, with a note that the article is under consideration by MEST Journal, online (e.g., in institutional repositories or on their website) during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See [The Effect of Open Access](http://opcit.eprints.org/oacitation-biblio.html)²).

Privacy Statement

The names and authors' affiliations, and the corresponding author's email address MEST Journal publishes within the published articles. The editors will use the other authors' addresses only in cases where identification of co-authors or communication with them is required.

The names and email addresses received in the MEST Journal will use exclusively for the stated purposes of this journal. That data will not be made available for any other purpose or to any other party except for the author's identification.

By entering data in the Title page form, the author in charge of the correspondence claims that the author and co-authors agree to the stated terms of use of personal data.

Proofreading

After the decision that the paper will be published, the processed article will be returned to the author for approval. The aim of the approval is that the author checks if some incorrectness appeared during the processing. Also, the 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.

¹ <https://creativecommons.org/licenses/by/4.0/>

² <http://opcit.eprints.org/oacitation-biblio.html>

