

## 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: Authors should supply 4 to 10 keywords (ideally 4 to 6) 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.

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

- The submitted article is an original work and has not been published before.
- The article is not under consideration for publication anywhere else.
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- There are not any legal obstacles to the article publishing.

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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**, 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 that 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:  
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Manuscripts are not limited in length, but precise and concise writing should result in 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 do not contain 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.

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**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.)

4. **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.
5. **Photographs, pictures, clip art, charts, and diagrams** should be numbered and submitted as separate files in JPEG, GIF, TIFF, or PNG format, at the highest possible 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 "Figure" and the figure number, e.g., **Figure 1**.

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- All figures can be made as colored and will be published free of charge as colored in the online publication.
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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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