



## 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 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 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 the 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)
- 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.

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MEST accepts only manuscript use the template MEST\_Template.docx from the web address: [http://www.meste.org/mest/documents/MEST\\_Template.docx](http://www.meste.org/mest/documents/MEST_Template.docx) with un-modified format only.

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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:
  - 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
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2. **Title Page**, which should include:
  - Full title of the article (no more than 12 words)
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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 with the article length of 8 to 14 pages, prepared according the proposed MEST template.

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";
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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.

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.)
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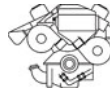
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