

# **INSTRUCTIONS FOR AUTHORS**

## **Article Types**

Three types of manuscripts may be submitted:

1. **Regular articles:** These should describe new and carefully confirmed findings, and experimental procedures should be given in sufficient detail for others to verify the work. The length of a full paper should be the minimum required to describe and interpret the work clearly (max.10 pages, even number);
2. **Reviews:** Submissions of reviews and perspectives covering topics of current interest are welcome and encouraged (max.12 pages, even number).

Manuscripts should be written in English (American or British usage is accepted, but not a mixture of these) and submitted **electronically** on the journal platform <https://inmateh.eu/> or, if it is not possible, at the following e-mail address: ***isbinmateh@gmail.com***

Please be sure to include your full affiliation and e-mail address (see Sample manuscript)

The authors are responsible for the accuracy of the whole paper and references.

There are allowed 2 papers by each first author.

The text layout should be in single-column format. To avoid unnecessary errors it is strongly advised to use the "spell-check" and "grammar check" functions of your word processor.

## **Review Process**

All manuscripts are reviewed by 2 members of the Office of Scientific Review. Decisions will be made as rapidly as possible. The peer review process lasts approx. 1-2 months, but it may take longer depending on the manuscript length and required changes.

The editorial board will pre-review manuscripts and if accepted, they will undergo the review process.

## **NOTE:**

Submission of a manuscript implies: that the work described has not been published before (excepting as an abstract or as part of a published lecture or thesis), that it is not under consideration for publication elsewhere.

## **1. REGULAR ARTICLES**

- Manuscripts should be concise, in **1.15 line spacing**, and should have 2 cm all over margins. The font should be **Arial 10 pt.** Ensure that each new paragraph is clearly indicated, using TAB at 1.27 cm.
- Title will be **Arial 12 pt.** and explicit figures will be **Arial 9 pt.**
- Text will be written in English.
- Chapters' titles are written by **Arial 10 pt, Bold, Uppercase** (e.g INTRODUCTION, MATERIAL AND METHODS), between chapters is left a space for 10 pt. space At the beginning of each paragraph, leave a tab of 1.27 cm.
- The paper body will be written in **Arial 10 pt., Justify alignment**.

**TITLE** **Arial 12 pt., Uppercase, Bold, Center** (in English language) and **Bold Italic** (in Authors' native language).

Should be a brief phrase describing the contents of the paper. Avoid long titles; a running title of no more than 100 characters is encouraged (without spaces).

**AUTHORS:** **ARIAL 9, Bold, Centre alignment**

Under the paper's title, after a space (enter) 9 pt., write **authors' names** and **affiliations** (**Arial 8 pt.-Regular**)

When the paper has more than one author, their name will be followed by a mark (Arabic numeral) as superscript if their affiliation is different.

**Corresponding author's name** (next row), (**Arial 8 pt.**). Should be added also: phone, fax and e-mail information, for the paper corresponding author (**font: 8 pt., Italic**).

**KEYWORDS** (*In English*) about 4 to 7 words that will provide indexing references should be listed (**title: Arial 10pt, bold italic, text Arial 10 pt., italic**).

A list of non-standard *Abbreviations* should be added. In general, non-standard abbreviations should be used only when the full term is very long and used often. Each abbreviation should be spelled out and introduced in parentheses the first time it is used in the text. Standard abbreviations (such as ATP and DNA) need not to be defined.

**ABSTRACT** (*in English and Native language, Arial 10 pt.*), the title *bold*; the text of abstract: *italic*) should be informative and completely self-explanatory, briefly present the topic, state the scope of the experiments, indicate significant data, and point out major findings and conclusions. The Abstract should be max.200 words. Complete sentences, active verbs, and the third person should be used, and the abstract should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. No literature should be cited.

**INTRODUCTION** (*Arial 10 pt.*) should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution. It should be understandable to colleagues from a broad range of scientific subjects. We should refer to the current stage of researches performed in the field of the paper to be published, by quoting up-to-date specialty studies, preferably published in the last 10 years, excepting certain referential specialty books/studies, especially papers issued in magazines/journals/conferences/ISI quoted symposia or in other international data bases, which are well known and available.

**MATERIALS AND METHODS** (*Arial 10 pt.*) should be complete enough to allow experiments to be reproduced. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly. Methods in general use need not be described in detail.

**RESULTS** (*Arial 10 pt.*) should be clearly presented. The results should be written in the past tense when describing findings in the authors' experiments. Results should be explained, but largely, without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the Results, but should be put into the Conclusions section.

**CONCLUSIONS** (*Arial 10 pt.*) The main conclusions drawn from results should be presented in a short Conclusions section. Do not include citations in this section.

**Formulae, symbols and abbreviations:** Formulae will be typeset in Italics (preferable with the Equation Editor of Microsoft Office 2003) and should be written or marked as such in the manuscript, unless they require a different styling. They should be referred to in the text as Equation (4) or e.g. (4). The formulae should be numbered on the right side, between brackets (*Arial 10 pt.*):

$$P = F \cdot v \quad (1)$$

Terms of the equation and the unit measure should be explained, e.g.

*P* is the power, [W];

*F* – force, [N];

*v* – speed, [m/s]

SI units must be used throughout.

**Tables** should be self-explanatory without reference to the text. The details of the methods used in the experiments should preferably be described in the legend instead of in the text. **The same data should not be presented both in table and graph form or repeated in the text.**

Table's title will be typed **Arial 9 pt, Bold, Centered**.

In the table, each row will be written **Arial 9 pt**, single-spaced throughout, including headings and footnotes. The table should be numbered on the right side, between brackets (**Arial 10 pt**):

**Figure** (**Arial 9 pt., Bold, Center**) should be typed in numerical order (Arabic numerals). Graphics should be high resolution (e.g.JPEG). Figure number is followed by what represent the figure or graph e.g.:

**Fig.1 - Test stand**

**Legend:** (**Arial 8 pt., Italic, Center**), e.g.

1 - plansifter compartments; 2- break rolls; 3 – semolina machines; 4 – reduction rolls; 5 – flour

**ACKNOWLEDGMENTS** (*Arial 10 pt.*) of people, grants, funds etc should be brief (*if necessarily*).

## **REFERENCES** (*Arial 10 pt.*)

(*In alphabetical order, in English.*)

**Minimum 10 references, last 10 years, minimum 3 references from the last 3 years**

It can be used "*References*" tool from the *Word Editor*. **APA Style** (American Psychological Association)

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

**All references must be provided in English**

**Authors are fully responsible for the accuracy of the references.**

References should be **alphabetically**, with complete details, as follows:

Examples:

**Books:** <https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references>

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Kesharwani, P. (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

**In text:**

- **Parenthetical citations:** (Jackson, 2019; Sapolsky, 2017)
- **Narrative citations:** Jackson (2019) and Sapolsky (2017)

**Journal Article:**

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/journal-article-references>

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

**In text:**

- **Parenthetical citation:** (Grady et al., 2019)
- **Narrative citation:** Grady et al. (2019)

**Conference or Symposium:**

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/conference-proceeding-references>

Duckworth, A. L., Quirk, A., Gallop, R., Hoyle, R. H., Kelly, D. R., & Matthews, M. D. (2019). Cognitive and noncognitive predictors of success. *Proceedings of the National Academy of Sciences, USA*, 116(47), 23499–23504. <https://doi.org/10.1073/pnas.1910510116>

**In text:**

- **Parenthetical citation:** (Duckworth et al., 2019)
- **Narrative citation:** Duckworth et al. (2019)

**Dissertation / Thesis:**

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/published-dissertation-references>

Zambrano-Vazquez, L. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation, University of Arizona]. UA Campus Repository. <https://repository.arizona.edu/handle/10150/620615>

**In text:**

- **Parenthetical citations:** (Kabir, 2016; Miranda, 2019; Zambrano-Vazquez, 2016)
- **Narrative citations:** Kabir (2016), Miranda (2019), and Zambrano-Vazquez (2016)

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/unpublished-dissertation-references>

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

**In text:**

- **Parenthetical citation:** (Harris, 2014)
- **Narrative citation:** Harris (2014)

**Patents:** Names and initials of authors, year (between brackets), patent title (*Italic*), patent number, country:

Grant, P. (1989). *Device for Elementary Analyses*. Patent. No.123456. USA.

**Legal regulations and laws, organizations:**

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/iso-standard-references>

International Organization for Standardization. (2018). *Occupational health and safety management systems—Requirements with guidance for use* (ISO Standard No. 45001:2018). <https://www.iso.org/standard/63787.html>

Occupational Safety and Health Administration. (1970). *Occupational safety and health standards: Occupational health and environmental control: Occupational noise exposure* (OSHA Standard No. 1910.95). United States Department of Labor. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

**In text:**

- **Parenthetical citations:** (International Organization for Standardization, 2018; Occupational Safety and Health Administration, 1970)
- **Narrative citations:** International Organization for Standardization (2018) and Occupational Safety and Health Administration (1970)

**Web references:** The full URL should be given in text as a citation, if no other data are known. If the authors, year, and title of the documents are known and the reference is taken from a website, the URL address has to be mentioned after these data.

**Citation in text**

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

**Do not cite references in the Abstract and Conclusions !**

Unpublished results, personal communications as well as URL addresses are not recommended in the references list.

Making personal quotations (one, at most) should not be allowed, unless the paper proposed to be published is a sequel of the cited paper. Articles in preparation or articles submitted for publication, unpublished, personal communications etc. should not be included in the references list.

**Citations style**

**Text:** All citations in the text may be made directly (or parenthetically) as bellow.

- **single author:** the author's name (without initials, unless there is ambiguity) and the year of publication: "as previously demonstrated (*Brown, 2010*)".
- **two authors:** both authors' names and the year of publication: (*Adam and Brown, 2008; Smith and Hansel, 2006; Stern and Lars, 2009*)
- **three or more authors:** first author's name followed by "et al." and the year of publication: "As has recently been shown (*Werner et al., 2005; Kramer et al., 2000*)."

**Citations of groups of references should be listed first alphabetically, then chronologically.**

**Units, Abbreviations, Acronyms**

- Units should be metric, generally SI, and expressed in standard abbreviated form.
- Acronyms may be acceptable, but must be defined at first usage.

**2. REVIEWS**

Summaries, reviews and perspectives covering topics of current interest in the field, are encouraged and accepted for publication. Reviews do not have the requirements for regular articles. However, should include: (\*) an introductory chapter, (\*\*) a careful and critical presentation of the relevant aspects of the topic approached and (\*\*\*) emphasis of the aspects that aren't known and require further research to progress. Reviews should be concise (max. 12 pages).