



### Author Submission Checklist

| Requirement          | Details   | Check<br>✓               |
|----------------------|---|--------------------------|
| Article length       | Research articles (6000-8000 words) or reviews (1500-2500 words)  | <input type="checkbox"/> |
| File format          | .doc or .docx   | <input type="checkbox"/> |
| Files to submit      | One file with author details and one fully anonymized file  | <input type="checkbox"/> |
| Page size & margins  | A4 size, 2.5 cm margins on all sides  | <input type="checkbox"/> |
| Font & spacing       | 12 pt Arial (main text), 10 pt Arial (abstract, keywords, endnotes, references, long quotes); single spacing; no paragraph indent                                   | <input type="checkbox"/> |
| Title formatting     | Title in bold, followed by author's name, surname, and affiliation  | <input type="checkbox"/> |
| Abstract & keywords  | 150-200 words abstract; 5-10 keywords   | <input type="checkbox"/> |
| Article structure    | Title, abstract, keywords, introduction, materials & methods, results, discussion, acknowledgments, declaration of interest, references, appendices (if applicable) | <input type="checkbox"/> |
| Section numbering    | Decimal system (e.g., 1., 1.1., 1.1.1.)   | <input type="checkbox"/> |
| Tables & figures     | Include relevant tables and figures with captions in bold; figures in EPS, PS, JPEG, or TIFF format   | <input type="checkbox"/> |
| Footnotes & endnotes | Minimal use; not for bibliographical references or website addresses  | <input type="checkbox"/> |
| Reference style      | Chicago Author-Date style (see the website for more details)  | <input type="checkbox"/> |
| In-text citations    | Format (Lakoff 1973), (Lakoff 1973, 45-46), (Brdar and Brdar-Szabó 2001, 44-46), etc.   | <input type="checkbox"/> |
| Reference list       | Alphabetized by author last name; "hanging indent" formatting   | <input type="checkbox"/> |
| Language             | Proofread by native speakers; consistent UK or US spelling  | <input type="checkbox"/> |
| Data availability    | If applicable, include a statement with DOI or repository link  | <input type="checkbox"/> |
| Disclosure statement | If applicable, declare any financial interest or benefit  | <input type="checkbox"/> |
| Copyright            | If applicable, have you obtained all the necessary permissions from third parties?  | <input type="checkbox"/> |

Please consult the website for more details.