

## Terms of Manuscript preparation

1. The manuscript processing software is based on the format specifications of PDF (.pdf) or Word (.doc, .docx, .rtf) files.
2. The text of the manuscript must be written in British English.
3. There is no restriction on the length of research papers and reviews; however, authors are encouraged to be concise. The authors are encouraged to keep the layout of the text as simple as possible. To avoid unnecessary errors authors are strongly advised to use the 'spell-check' and 'grammar-check' functions of their word processor.
4. Manuscript formatting requirements: *Paper size*: A4; *Page margins*: top – 3 cm / bottom – 2 cm / left – 1.5 cm / right – 1.5 cm; *Text*: single spaced; *Font*: Times New Roman; *Font size*: 12 points; *Alignment*: Justified. No footnotes allowed. Use endnotes instead.
5. The Header of the manuscript on first page should include in one-column format: title of the manuscript in capital letters (no abbreviations), the name(s) of the author(s) (without academic degrees), the affiliation(s) (Department, Faculty, University, COUNTRY) and e-mail(s) of the author(s), a self-contained abstract (not more than 15 lines) and not more than 6 key words. Note that the corresponding author has to be clearly indicated.
6. The Body of the manuscript takes place after the Header. It is arranged in the one-column format and include: introduction, preliminary notes (on the methods or materials used), main results and discussions, conclusions, acknowledgments (if any) and bibliography. The formulas have to be written in Equation Editor and to be numbered on the right with parentheses. References in the text have to be included using either the Harvard system – “author, date” style: example – [Webster, 2005], or numbers in square brackets in accordance with the numbered bibliography: example – [5].
7. Tables and Figures should be incorporated in the text and must be numbered using arabic numeral. The number and title (not in capital letters) of the table has to be above the table, centered. The number and title (not in capital letters) of the figure has to be below the figure, centered. Make sure images are of highest resolution, and any letters inside are clear and legible. If the figures or tables are created using PowerPoint, Photoshop, Microsoft Excel etc, please also provide the original files from those programs.
8. The bibliography should be written in Latin. If there are sources in Cyrillic, they must be presented in Latin, using English translation or transliteration.
9. The bibliography must be numbered and ordered in alphabetical order of authors. Specific formats are as follows:

**For journal articles** – Siao S., Lin L., Chen W., Huang M., Chong P., (2009), Characterization and emulsifying properties of block copolymers prepared from lactic acid and polyethylene glycol, *Journal of Applied Polymer Science*, **11 (4)**, 509–516.

**For books and monographs** – Erbe L., Kong Q., Zhang B.G., (1995), *Oscillation Theory for Functional Differential Equations*, New York: Marcel Decker Inc.

**For Internet sources** – FlowJEM. <<http://www.flowjem.com>>, 2014 (accessed 28.04.14).

10. The editors reserve the right to edit manuscripts when necessary.