

Initial review criteria

1. Topic consistent with the journal's scope
2. Cover letter with the institution's letterhead with the handwritten signature of all authors
3. Front page according to the Guide for authors
4. Maximum length according to the Guide for authors:
 - 8 000 words for scientific articles
 - 4 000 words for scientific notes
 - 8 000 words for review articles
 - 3 000 words for essays
 - 1 500 words for book reviews
5. Times New Roman font, size 12, and 1.5 line spacing
6. Margins of 2.5 cm on all four sides
7. Page numbering in the lower right margin
8. Continuous line numbering along the left margin, except for tables and figures
9. Title with a maximum of 100 characters, including spaces, or 15 words
10. Abstract in a single paragraph:
 - 200 words for scientific articles and reviews
 - 150 words for scientific notes and essays
11. List three to five keywords based on the topic and the Guide for authors
12. Tables created using the word processor's table editor, formatted according to the Guide for authors
13. Equations created using Word's equation editor
14. No equations have been inserted to display symbols or variables in the manuscript (use the insert symbol tool and apply italic formatting to variables).
15. Images with a resolution of at least 300 ppi, minimum size of 945 x 945 pixels, in JPG or TIFF format
16. Figures, graphs, and flowcharts must be included as images, not as objects, as indicated in the Guide for authors
17. Tables and figures must be self-explanatory
18. Figures must not duplicate the information presented in tables
19. Measurement units must follow the International System of Units

20. Consistency between the title, objectives, and conclusions, in accordance with the scope of the research
21. Objectives must clearly reflect what the research is about, how it is conducted, and its purpose
22. Objectives must be identical in both the abstract and the introduction
23. The conclusions are drawn from the discussion and do not simply repeat the results
24. Conclusions limited to a maximum of 150 words
25. References presented in APA 7 format
26. All references include a DOI or, if not available, the URL where they can be accessed
27. Cited references in the text are included in the reference list (and vice versa)
28. Current references: over 80 % less than 10 years old
29. No field codes in references (remove field codes):
Ctrl + e
Ctrl + 6 o Cmd + 6
30. No text styles applied
31. Fluid writing, with paragraphs no longer than 10 lines