**Checklist**

☐ Manuscript in MS Word (docx) or RTF format.

☐ Double-spaced typing with 11-point font.

☐ Sequence of title page, abstract and keywords, main text, acknowledgments, references, tables, figure legends, and figures.

 All pages numbered consecutively, starting with the abstract.

☐ Title page with article title, authors’ full name(s) and affiliation(s), corresponding author’s e-mail, running title (less than 50 characters), and acknowledgments, if any.

☐ Abstract up to 250 words for original articles and up to 200 words for reviews, essays, and features. Up to 5 keywords.

☐ All table and figure numbers are found in the text.

☐ Figures as separate files, in EPS, TIFF, Adobe Photoshop (PSD), JPEG, or PPT format.

☐ References listed in proper format. All references listed in the reference section are cited in the text and vice versa.

☐ The number of references is limited to 20 (for original articles, case studies, and essays), 100 (for reviews), or 10 (for editorials, book reviews, and letters to the editor).