



GUIDELINES for writing papers

Format, language and script	<ul style="list-style-type: none"> ▪ The papers should be sent in electronic form in Microsoft Office Word (Word 97-2003 Document). ▪ Font that should be used for writing the papers is Times New Roman, including footnotes. ▪ The font size of the main text is 12, single spacing, margins 2,5 (top and bottom, left and right), while the font size of the footnotes is 10, single spacing. ▪ The main text and the text in the footnotes should be justified. ▪ All pages should be numbered. ▪ The format of the pages is A4. ▪ Papers are published in Macedonian (Cyrillic script) or in English.
Length of paper	Up to 35.000 characters or 16 pages.
Submission	Final papers should be sent to the following e-mail address: ztpsm@gmail.com
	<ul style="list-style-type: none"> ▪ The first page of the text should contain (in <i>Italic</i>): academic title, first and last name of the author; function and home institution (that should be written in the upper left corner of the page). The title of the paper should be written in capital bold letters, font 14 (in the middle of the page). Also, the first page should contain an abstract (up to 150 words) and 4–5 keywords. ▪ Structure of paper: <ul style="list-style-type: none"> • Introduction • Subtitle 1 <ul style="list-style-type: none"> Subtitle 1.1. <ul style="list-style-type: none"> Subtitle 1.1.1. • Subtitle 2 <ul style="list-style-type: none"> Subtitle 2.1. <ul style="list-style-type: none"> Subtitle 2.1.1. • Conclusion

<p>Layout and structure of paper</p>	<ul style="list-style-type: none"> ▪ Subtitles in the text should be written in the following way: Subtitle 1 (numbered with Arabic numerals, small letters, Times New Roman, 12, Bold); Subtitle 2 etc. (numbered with Arabic numerals, small letters, Times New Roman, 12, Italic) ▪ Citing is done by placing a footnote mark in the appropriate place in the text, and citing the source at the bottom of the page, in the following order: first letter of the author's name, last name, title of the paper, source, year of publication and page number. For example: C. Barnard, <i>The working time regulations</i>, Industrial Law Journal, Vol. 28/1998, 12. <p>If the same author is cited immediately afterwards, instead of repeating the author's name, the paper and the source, put <i>Ibid</i>.</p> <p>If the same paper of the same author is cited with interruption (another author was cited in the meantime), the citation should be done as follows: C. Barnard, <i>op. cit.</i>, 12.</p> <p>When multiple publications of the same author are cited in the paper, the full name of the publication must be given each time (unless it is a question of consecutive citations – when <i>Ibid</i>. should be used).</p> <p>Citations and the list of bibliographic units (Literature) at the end of the text must correspond. Bibliographic units in the literature are given in the original language and script, without translation.</p> <ul style="list-style-type: none"> ▪ Literature <p>References are listed after the text. Bibliographic units are listed in alphabetical order, according to the last name of the first author. The bibliographic unit should contain:</p> <p>For books: last name and first letter of the author's name, year of publication in parentheses, book title (in <i>Italic</i>), place of publication and publisher;</p> <p>For book chapters: last name and first letter of the author's name, year of publication in parentheses, chapter title, and in continuation: first letter of the editor's first name, editor's last name, abbreviation for editors (in parentheses), book title (in <i>Italic</i>), place of publication, publisher, number of the first and the last page of the chapter;</p> <p>For articles in journals: last name and first letter of the author's name, year of publication in parentheses, article title, journal title (in <i>Italic</i>), number and number of the first and the last page of the article;</p> <p>For documents downloaded from the Internet: in addition to the website, enter the date of access to the website from which the document was downloaded;</p> <p>For laws and other regulations: next to the title of the law or other regulation, insert the official gazette of publication.</p> <ul style="list-style-type: none"> ▪ Attachments at the end of the paper: title of the paper, abstract and keywords in English (in <i>Italic</i>)
<p>Reviewing</p>	<p>Paper is evaluated by anonymous reviewers.</p>

- The Editorial Board ask the authors to take into account intellectual property rights and the prohibition of plagiarism, when writing the paper and presenting the findings, results and conclusions of the research.

- **REMARKS:**

- ✓ The Journal publishes only scientific and professional papers that have been positively reviewed by competent reviewers;
- ✓ Papers that are not prepared in accordance with these Guidelines are not included in the review process;
- ✓ After reviewing the paper by the anonymous reviewers, the Editorial Board may return the paper to the author for acting/revising in accordance with the reviewer's report;
- ✓ The Editorial Board informs the author in a timely manner about the acceptance of the paper and the outcome of the review procedure.