



Editorial procedure

Peer review

All to FBIM Transactions submitted manuscripts will be reviewed by up to three experienced reviewers. At least two of reviewers must recommend the article for publication. Reviewers' names will be added to the end of the published article. For the purpose of the reviewing, authors are requested to submit all documents at once at the time of their submission with the following structure:

- o A title page, which includes:
 - The title of the article
 - The name(s) of the author(s) with the concise and informative title(s)
 - The affiliation(s) and address(es) of the author(s)
 - The e-mail address, telephone and fax numbers of the corresponding author
 - Abstract (The abstract should be in the range of 150 to 250 words, and should not contain any undefined abbreviations or unspecified references.
 - Keywords (4 to 6 keywords which can be used for indexing purposes)
- o A blinded manuscript without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should either be avoided or left blank.

Authors must honor peer review comments in order of the manuscript improvement. All changes must be elaborated and improved manuscript should be submitted to the Editor-In-Chief. Of course, authors can argue peer review comments by giving reasons/references to counter peer review comments. After receiving of resubmitted manuscript Editor-in-Chief will choose whether the manuscript will be published, or sent to the old/new reviewers.

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Submission of a manuscript implies that corresponding author responsible declares:

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- o that there are no any legal obstacles for the article publishing.

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 - The short title (a concise and informative title, no more than 50 characters with spaces)
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 - **Abstract** (The abstract, paper summary, should be in the range of 150 to 200 words, and should not contain any undefined abbreviations or unspecified references. Summary needs to hold all essential facts of the work, as the purpose of work, used methods, basic facts and specific data if necessary. It must contain review of underlined data, ideas and conclusions from text, as well as recommendation for a group of readers that might be interested in the subject matter. Summary has no quoted references.)
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3. [Manuscript](#), which should be prepared as a camera ready, but without any data that can make a connection between author and the submitted article, such as: author(s) name(s) and affiliation(s). Author(s) should avoid self-identifying citations and references. Manuscripts should be submitted in MS Word, in accordance with the template MEST_Template.docx, which can be downloaded from [MEST_Template.docx \(105 kB\)](#). Manuscripts are not limited in length, but precise and concise writing should result with the article length of 8 to 14 pages, prepared according the proposed FBIM JOURNALtemplate.

Authors have to:

- use a normal, plain 10-point Arial font for text;
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- use the automatic page numbering function to number the pages;
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- use the equation editor or MathType for equations;
- save their manuscript in .docx format (Word 2007 or higher);
- use the decimal system of headings with no more than three levels;
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- avoid the use of "the above table" or "the figure below";
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4. **Acknowledgments** (All acknowledgments, if exist, should be placed in a separate page after the **Works Cited** list. The names of funding organizations or people should be written in full, unambiguously.)
5. **Tables** (All tables should be sent as the separate files in .docx or .xlsx format.)
 - All table files must be named with "Table" and the table number, e.g., Table 1.
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