

## **PUBLICATION GUIDELINES**

### **CVE PROJECT**

#### **FORMAT:**

The publication shall be submitted in .doc or .docx format.

#### **FONT:**

The publication shall be written in Times New Roman, size 11, with the *normal* setting margins (1") and *single* line spacing.

#### **LENGTH/WORD LIMIT:**

The publication shall not be longer than 1500 words. Authors shall submit an abstract of 250 words together with the entire article for publication.

#### **LANGUAGE:**

The publication can be written in English, Macedonian, Albanian B/C/S (Bosnian/Croatian/Serbian) or Turkish language. Unfortunately, currently we cannot facilitate the appropriate editing for publications written in other languages.

#### **REFERENCES AND CITATIONS:**

All information referenced in the publication shall be properly cited. The following citation formats can be used: APA, Chicago, OSCOLA. The citation format shall be uniform throughout the article.

In the e-mail to which the publication is attached, please indicate the citation format utilized.

In the e-mail with the publication, please indicate the citation format you are utilizing throughout your piece of work.

#### **INTERVIEW GUIDELINES:**

In case the Author would be conducting an interview which then would be published on our website, it is the Author's sole responsibility to ensure the adherence to appropriate ethical standards and guidelines towards the interviewee. We as ZIP Institute do not bear any responsibility about the behavior of the Author towards the interviewee.

#### **DEADLINES:**

After the initial acceptance of your publication, we will run an edit with our editorial team. Authors expected to incorporate any editorial remarks as to the content and format of the publication, in agreement with the editor. The deadlines with regards to the temporal limits of the publication will be communicated with Authors depending on the volume of publications we are receiving, but would not be shorter than a week or longer than two weeks.

**CONTACT DETAILS:**

Authors would be expected to be willing to share a short paragraph about themselves (short bio/author information) together with the article submitted for publication. Authors should also include their contact details (e-mail, Twitter, other means of contact).

**COPYRIGHT AND OWNERSHIP:**

The Author remains the sole owner of the publication; however ZIP Institute may distribute and utilize the publication in promotional activities about the Project. Authors will be appropriately informed about the distribution of the publication and any relating materials.

**CONFLICT OF INTEREST:**

In the case of conflict of interest, Authors will be provided with an appropriate mechanism of conflict solution.

**REMUNERATION:**

In case an Author is compensated financially for their publication, they will receive an additional set of guidelines and information as to the processes of remuneration.

If you have any questions in relation to the publication guidelines, please do not hesitate to contact Jovana Perovska at [jovana@zipinstitute.mk](mailto:jovana@zipinstitute.mk) or send your general enquiries at [info@zipinstitute.mk](mailto:info@zipinstitute.mk).