

ELOPE Manuscript Submission Checklist

The checklist is meant as a guide for submission to ELOPE. Authors are advised to use it for final check before submitting their paper. The checklist is for reference only. Detailed instructions on style and formatting are provided in the Notes for Contributors and presented in a sample paper, both available on the [ELOPE website](#). Please note that only manuscripts fully adhering to the Notes for Contributors will be considered for publication.

1. Manuscript

Page one

	Article title in the language of the article	
	Name(s) of Author(s)	
	Affiliation(s) of Author(s)	
	Postal address	
	Phone number	
	E-mail address	

Page two

	Article title in English	
	Abstracts in English (and Slovene) (150 to 180 words each) with keywords	

2. Body text

	Introduction	
	Body of the text (possibly with subdivisions)	
	Conclusion	

3. Formatting

	12 pt font, Times New Roman	
	1.5-point spaced text	
	2.5 cm page margins on all sides	
	Left text alignment	

4. References and Footnotes

	<i>The Chicago Manual of Style</i> (16 th Edition) author-date system used consistently	
	In-text parenthetical references: complete and in compliance with CMS	
	No missing references, formatting in compliance with CMS	
	For journals in electronic form, doi link is provided if available	
	Footnotes do not exceed 300 words per page	

5. Manuscript Submission Package

	3 anonymous printed copies in accordance with the Notes for Contributors sent by regular mail	
	Electronic copy (Word format) of the paper submitted	