

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 | |