

## GENERAL INFORMATION FOR AUTHORS

### *Author guidelines – Style sheet*

**Font.** The paper should be written in Microsoft Word, font Times New Roman size 12. Paragraphs: font – Normal, spacing – 1.5, the first line automatically indented. (Col 1)

**Volume.** The full volume of systematic reviews and original research papers is up to 16 pages (36 000 characters); short scientific papers, critiques, polemics and discussions, as well as review papers or translated papers up to 8 pages (about 15 000 characters); and event reports and short reviews up to 2 - 3 pages (about 3800-5600 characters). The editor has the right to accept longer papers if the research requirements are such.

**General information about authors.** Name, middle name (initial only) and surname are given in the heading, affiliation in the line below. The third line should include home address or Institution address and the birth year (the birth year is not published, but it is used for paper classification at the National library of Serbia). Position: left. The author's name should be accompanied with a footnote stating the author's e-mail address. If there are several authors, only one (preferably the first author's) address should be provided. If the paper is based on a doctoral thesis, the footnote should include the title of the thesis, place and faculty where the viva took place. Papers resulting from research projects should include the project title and registry number, the funding organisation and institution of its application.

**Title of the paper.** Three lines below the name. Font: Times New Roman, 12, bold; position: centre.

**Abstract.** It can be up to 1400 characters (with spaces) long, and should be given at the beginning of the paper, one line below the title. It should state the aim of the paper, applied research methods, the most significant results and conclusions.

**The Editorial Board provides translation of abstracts into English or translation of summaries from other languages into Serbian (if the paper is written in a foreign language).** The Editorial Board does not provide translations of full papers into foreign languages.

**Summary** can be between 3600-5400 characters (with spaces) long. It should contain the aim of the research, significance and (theoretical) context of the problem, precise description of methodological approach, the most significant results and conclusions, pedagogical implications.

The summary should be submitted in English. The Editorial Board can provide English translation, if agreed with the author. The summary in English is published as an integral part of the electronic edition of the Journal, for the purpose of obtaining more citations of the papers in journals which are not in Serbian.

**Keywords.** They are stated below the abstract.

There should be up to five words in italics, in standard letters, separated by a comma (with a full stop behind the last one). It is advisable to choose terms which are frequently used in indexes and paper search.

**The main body of the text.** Papers should be written concisely, in a comprehensible style and in a logical order. As a rule, the body of the paper includes the introductory part with a clearly stated aim or the main problem of the paper, description of methodology, presentation and discussion of the results, and a conclusion with suggestions for further research or praxis. It should also include the description of the methodology process, review of the results and their interpretation. The headings should be written hierarchically, in levels. There should be no more than five levels. The first two levels are followed by pertaining paragraphs. The next three heading levels (Headings 3, 4 and 5) are indented, used at the beginning of the paragraph, with a period at the end of the sentence. The body text begins immediately after the period.

The first three headings are bolded, the fourth is both bolded and in italics, while the fifth heading is in italics only.

The first heading level is centered, the second one is left-aligned, while the third, fourth, and fifth levels are indented.

Use the style with spacing between the heading and the body text that follows.

All information about the elements of APA style formatting is provided in APA 6th Edition Manual.

**References in the text.** All the references in Serbian in the Reference List should be in Latin Alphabet, no matter which alphabet was used in the text, and alphabet in which the used sources were printed in, referring to books and periodicals.

Literature used is referred to in brackets and included in the body of the text, not in a footnote. Surnames of foreign authors used in the text body are quoted in the original form or are phonetically transcribed in Serbian, accompanied by the original in brackets with the year of publishing included. For example: Mejer (Meyer, 1987). If the paper was written by two authors, surnames of both are stated; in the case of more than two authors, the surname of the first author is stated, followed by “et al“

**Citations.** No matter how long, the citation should be followed by a reference to the page number. Example: (Mayer, 1987:38)

**Tables, graphs, schemas, pictures.** Tables and graphs should be in Word or a similar compatible programme. Each table, graph or schema must be comprehensible without reading the text, i.e., it must be marked with an ordinal number, title and caption (precise, not longer than one line and written in italic) and the legend (explanation of marks, codes, and abbreviations). Pictures should be prepared in the electronic form in the 300 dpi resolution and JPG format.

Bolded lines and shading should be avoided. Tables should contain only horizontal lines, in the beginning and at the end (without the whole grid). The text in tables, graphs, schemas and pictures is normal, spacing 1 or 1.5. Use the style of tables, graphs, schemas or pictures with spacing between a table, graph, schema or picture and the title. All information about the elements of APA style formatting is provided in APA 6th Edition Manual.

Presenting the same data in table and graph formats is unacceptable. Illustrations taken from other sources (books, journals) must be quoted with the source. Apart from that, a written consent from the copyright owner should be obtained and submitted to the editorial office.

Tables, graphs, schemas, and pictures should be inserted in proper places in the text. Tables and graphs are submitted also in separate files.

**Statistical analysis results.** Results of statistical interpretations should be presented in the following way:  $F=25.35, df=1.9, p<.001$  or  $F(1,9)=25.35, p<.001$  (as common in the statistics of pedagogical and psychological research).

**Footnotes and abbreviations.** Not allowed, except in special cases, when they contain additional text (commentary).

**List of references.** The end of the text should be followed by a list of references quoted in the text, in alphabetical order and in the following way:

**Book** (surname(s) and initial(s), authors' names, publishing year, name of the book (in cursive), place, publisher: Sahlberg, P. (2011). *Finnish Lessons. What can the world learn from educational change in Finland?* New York: Teacher College Press, Teachers College, Columbia University.

**Chapter in a book or review in a book of Conference proceedings:** (surname(s) and initial(s) of authors, publishing years, name of the chapter, surname and name initial of the editor-in-chief, title of the book (cursive) and the first and the last page of the chapter, publishing place and publisher): Teddlie, C. and Tashakkori, A. (2009). Overview of contemporary issues in mixed methods research. In:

Tashakkori, A. and Teddlie, C. (Eds.). *SAGE Handbook of mix methods in social and bihevioral research* (1–41). Los Angeles: SAGE Publications.

**Paper in a periodical** surname(s) an initial(s) of authors, publishing year, name the article, name of the periodical (cursive), volume, number, pages and DOI number if available: Arcidiacono, F. and Padiglia, S. (2015). A narrative format design to improve language acquisition thorough social interaction. *Teaching Innovations*. 28 (3), 83–98. <https://doi.org/10.5937/inovacije1503083P>

Milanović, A. (2015). Značenje pojma *fonema* i njen značaj za učiteljski poziv. *Inovacije u nastavi*. 28 (4), 13–17. <https://doi.org/10.5937/inovacije1504013M>

**Conference proceedings paper**, published as a whole article (surname(s) and initial(s), names of authors, year, title of the paper, surname(s) and initials of the editor-in-chef, title of the conference (cursive), time of the conference, place of issue, publisher):

Radišić, J. and Baucal, A. (2012): The language teacher - detailed analysis of practice. In: Baucal A. and Radišić, J. (Eds.): *Patchwork: Learning Diversities; Conference Proceedings* (149–163), August 30th – Sptember 1st 2012, Belgrade: Institute of Psychology.

**Unpublished doctoral and MA theses** (surname and initial of the author, year, name of the dissertation or thesis (cursive), mark: doctoral dissertations or MA thesis (in brackets), name, institution.

Večanski Nikolić, V. (2015): *Development potential and usage modalities of handmade toys at preschool age* (doctorial dissertation). Belgrade: University of Blegrade, Teacher Education Faculty.

Ristanović, D. (2015): *The role of project model of work in science teaching* (doctorial dissertation). Belgrade: University of Blegrade, Teacher Education Faculty.

**Official documents – laws, regulations, etc.** (name of the document (cursive), year, name of the issue, number):

*Theses on Renewal of Teachers' Education in Slovenia* (2004). University of Ljubljana, Faculty of Education.

**Encyclopaedia, lexicon and dictionary entries** (surname and initial of the author of the entry (if he/she is mentioned), year, name of the entry, name of the encyclopaedia, lexicon or dictionary, pages in brackets, place, publisher) or (surname(s) and initial(s) of the authors names or editor-in-chief (with the mentioned Ed. in brackets), year, name of encyclopaedia, lexicon or dictionary (cursive), place, publisher):

Webb, D. C. (2014). Bloom's Taxonomy in Mathematics Education. In: *Encyclopedia of Mathematics Education* (63–68). Dordrecht: Springer Reference.