

MANUSCRIPT PREPARATION

Paper submitted for publication must be written in English. The manuscript should be written in MS Word for Windows format (formats .docx or .doc). Template for preparing the manuscript are attached to e-mail. Papers should not exceed 37 000 characters. Parts of the manuscript are: Title page, Abstract, Key words, Text of manuscript; Acknowledgements (to the authors' desire), References, Appendixes. On the title page, the manuscript should contain manuscript title, full name(s) of author(s) and affiliations (when the paper has more than one author, their names and affiliations should be marked using superscript Arabic numerals). Official and e-mail addresses and phone number of the corresponding author should be provided in the footnote of the first page. Abstract and keywords should be placed before the main text of manuscript. Acknowledgments shall be provided at the end of the article before the references. Tables and Figures should be placed at logical points in the text (i.e. not all at the end).

Manuscript title (maximum 20 words) – should be informative, relevant, and concise.

Abstract – should be between 200 and 300 words long, and include the following elements: (1) research problem or research questions, (2) methods, (3) main results, (4) conclusions, and (5) implications. Do not include citations in the Abstract.

Keywords – should be relevant to the topic and the content of the paper. An accurate list of keywords will ensure correct indexing of the paper in referential databases.

The manuscript title, abstract and keywords should be written in English and Serbian (translation will be organized by the Organizing Committee for non-Serbian speaking authors).

Units of Measure/Abbreviations – The metric system is preferred for expressing units of measure. Abbreviations may be used for terms. The full term for each abbreviation should appear at its first use in the text, unless the abbreviation is a standard unit of measure.

Equations should be typewritten using MathType add-on (<http://www.mathtype.com>). For equations in your paper (Insert | Object | Create New | or MathType Equation), and, with the number, placed in parentheses at the right margin. Reference to equations should use the form "Eq. (2)" or simply (2). Each formula should occupy one line.

Example:

$$h_{ci} = \frac{q}{S(T_{wi} - T_b)} \quad (1)$$

Tables – should be numbered consecutively using Arabic numerals and must be cited in the main text in numerical order. Each table should have an appropriate title at its head. Tables should be in Word format and placed in the main text where the table is first cited. Regarding the formatting, all tables must contain horizontal borders separating the header, body and conclusion, and must be open laterally. Do not use shading in tables. Tables in Excel should be copied and pasted into the manuscript Word file. Abbreviations used in a table must be explained below the table. Maximal table width is 12,75 cm.

Example:

Table 1 Title of table (Style Table title)

System	Symbol
Without delay	+
Delay $h = 1$	-
Delay $h = N = 34$ *	

Figures – All figures (Photos, drawings, graphs and other illustrations) should be numbered with consecutive Arabic numbers, should have descriptive captions, be mentioned in the text, and placed in the main text where the figure is first cited. Figures should be planned in advance, so as to allow reduction to 12,75 cm in column width and should be of good quality, minimum resolution 300 dpi. The acceptable image formats are TIFF and JPEG. Graphs generated in MS Excel or similar programs must be converted in an acceptable image format. Line drawings should be prepared in electronic form, but the use of text boxes and shapes as elements from MS Office, not converted in an acceptable image format, are not allowed.

Example: Illustrations: figures, photographs, line drawings, (Styles Figure, Figure Title)

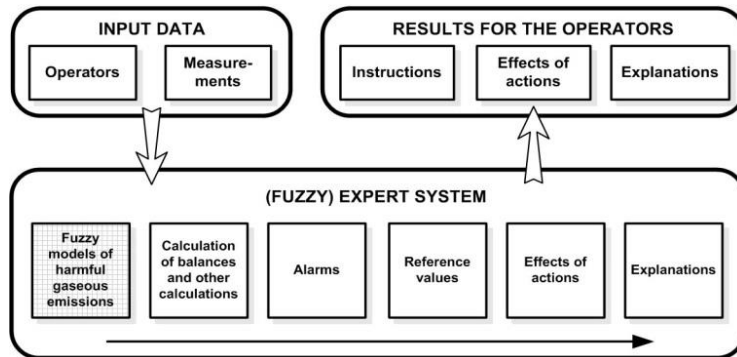


Fig. 2 Title of figure

Acknowledgements – should be included in a separate section at the end of the main text of manuscript - before the references.

References – Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted. Use APA7 (see: Publication Manual of the American Psychological Association, 7th Edition, 2020; see also: <http://www.apastyle.org>) referencing style (see example below).

In-Text Citations

References must be numbered alphabetically including the author(s) surname(s) and the year of publication. Whenever referring to a source (monograph, article, statistical source), the author should cite the source in the text, using the author-date system (Surname, year of publication, pages referred to, all in brackets).

The original spelling of the author's name should be provided in brackets when the author is mentioned for the first time, especially in texts using the Cyrillic alphabet: e.g. „Пијаже (Piaget)...“.

When referring to several works by the same author, provide all the years of publication chronologically after the author's name. If there are several works by the same author published the same year, provide further specification using letters (a, b,...) after the year of publication: "...confirming this hypothesis (Wuthnow, 1987a, p. 32)...". When referring to several works by different authors, provide the authors' names in brackets following the alphabetical order, separating authors by semi-colon: "... Recent studies were central to this question (O'Meara, 2011; Janka, 2008; Stoeckelmayr, Tesar, and Hofmann, 2011)."

If there is no author, use the title (or a short form of the title, if it is lengthy) and the year.

If the work has more than 3 authors, use this form: Andrews et al. (1999, p. 63).

When an original quotation is used, always state the author, the year and the page where the quotation can be found in the given text, and in the reference summary state a full quotation by the source. For example, Andrews (1999, p. 63), Davis & Cox (2002, p. 25), Kocsis, Kiss, & Knoll (1999, p. 12). Direct quotations can be included in the text if not longer than 20 words. Longer quotations should be given as separate paragraphs, spaced-out from the previous and following text.

Manuscripts which are still in the press (forthcoming) should be marked as "in press".

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Reference list

A *reference list* consists of all sources cited in the text of a paper, listed alphabetically by author's last name. Only papers published or in press should be included in the reference list. Personal communications or unpublished data must be cited in parentheses in the text with the name(s) of the source(s) and the year. Authors should request permission from the source to cite unpublished data. Publication titles in other language than English are cited in the original.

In the reference list, the references should be arranged first alphabetically and then further sorted chronologically, if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. **Where possible, for every reference DOI should be provided.**

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