

Technical Guidelines for Manuscript Preparation for Publication in the Conference Proceedings

For publication in the proceedings, original papers that have not been previously published or submitted to another publication are accepted. The language of the paper can be Serbian (either Ekavian or Ijekavian variant, Cyrillic or Latin script), Montenegrin, Croatian, Bosnian, or English. Authors are responsible for the orthographic and grammatical accuracy, as well as the stylistic consistency of their work. Texts must be prepared according to these technical guidelines. **Manuscripts that do not meet the technical requirements will not be considered.**

Technical Specifications

The manuscript should be prepared in Microsoft Word, **A4** format, with all margins set to **2.54** cm, line spacing **1.5** (spacing before/after paragraphs should be 0, with single spacing between sections/subsections), and text justified. The font for the entire manuscript is **Times New Roman** (any other fonts used in the text should be submitted as a separate file). Font sizes: main text **12 pt**, paper title **14 pt**, abstract, keywords, footnotes, sources, references, and summary **10 pt**. Footnotes should have single spacing, without indentation. The **length** of the manuscript should be up to one author's sheet with spaces (between 20,000 and 30,000 characters), including abstract, summary, sources, and references.

The title of the paper should be centred and bold. Section and subsection headings (subheadings), as well as abstract, summary, keywords, the words 'Sources', 'Literature', 'References', and the first line of each paragraph, should be indented 1.5 cm from the main text (references themselves should use hanging indentation of 1.27 cm). All headings should be in **bold**.

Section headings are bolded and numbered (**1.**, **2.**, **3.**, etc.), while subsection headings are only numbered (1.1., 1.2., 1.3., etc.). Sub-subheadings are written in *italics* with the same indentation as the parent heading. All headings and subheadings should start with an initial capital letter.

Quotes longer than three lines should be placed in a separate paragraph, with the same margins and font as the main text, and in quotation marks.

Mandatory Elements of the Manuscript

In the top-left corner, indicate the **author's full name**, followed by their **affiliation** – repeated for each co-author.

After a blank line, include the **title of the paper** (centred, bold, in capital letters).

In a footnote next to the author's name, provide their email address (indicated by a superscript number). If needed, include the project name and number or the name of the programme under which the article was prepared, as well as the name of the institution that funded the project or programme, in a footnote next to the title.

Before the main text, under the paper title, include an **abstract** (without the word 'Abstract') in the language of the manuscript, up to 150 words, clearly describing the objectives, methods, and results of the research. On the next line, include up to 10 keywords (indicated as *Keywords*).

The main text should adhere to the technical specifications outlined above. Footnotes in the text should be marked with Arabic numerals and follow the stated technical specifications, serving as the author's comments on the main text.

Abbreviations must be explained in parentheses upon first use, except for widely known abbreviations. Legends for abbreviations in tables and figures should be provided below the table or figure.

The list of sources and references at the end of the paper should follow the technical specifications. Sources from which the material was excerpted should be listed before the literature, while the literature should include only those references cited in the text.

A **summary in Serbian** should be included after the literature and appendices, following the same technical specifications, using the term *Ključne reči*: for keywords.

Citation procedure in the main text of the paper

Titles of longer publications mentioned in the paper should be italicised (novels, monographs), while shorter publications (articles, chapters, poems, short stories) should be placed in quotation marks. Quotations are enclosed in single quotation marks ('...'), and quotations within quotations in double quotation marks. It is preferable to cite the original text and retain the original orthography. Shorter quotations (up to three lines) are given within the text; longer quotations (more than three lines) should be set off in a separate paragraph, with the source given at the end of the paragraph.

Citation of references is integrated into the text as follows, in accordance with APA citation style (if it is clear from the context which author is cited, it is not necessary to put their surname in parentheses):

- a) reference to a study: (Polovina 1996);
- b) reference to a specific page of a study: (Smith 2003: 102);
- c) reference to a specific edition of the same study: (Radovanović 2003³);
- d) reference to studies by the same author from the same year: (Bugarski 1986a; 1986b);
- e) studies by the same author should be listed in chronological order: (Halle 1959; 1962);
- f) reference to a study by two authors: (Jovanović & Petrović 2011);
- g) reference to a study with 3 to 5 authors: on first citation list all names, and in subsequent citations use the surname of the first author followed by 'et al.'; e.g., in English the first citation would be (Roberts, Bogg, Walton, Chernyshenko & Stark 2004) and the following (Roberts et al. 2004);

If two studies from the same year have the same first author but different co-authors, list as many names as required to clearly distinguish the references in the text. For example, the references (Black, White, Brown & Green 1991) and (Black, Brown, White & Green 1991) have the same first author and year. In this case, they would be cited in text as (Black, White et al. 1991) and (Black, Brown et al. 1991).

When authors are listed in text, the conjunction ‘and’ is used before the last author's name (e.g., ‘Black, Brown and Red (1994) consider ...’).

- h) reference to a study with six or more authors: in the text cite only the first name followed by ‘et al.’;
- i) if citing multiple studies by different authors, separate each citation with a semicolon, e.g. (From 2003; Nastović 2008); studies should also be listed in chronological order;
- j) manuscripts should be cited by foliation (marking the pages where the text appears) (e.g., f. 2a–3b), and not by page number, except when the manuscript is paginated; in parentheses give the surname (or, if the author has no surname, the given name), the time of origin of the manuscript and foliation, e.g. (Peja, 16th c., f. 142/9).
If the author is unknown, cite the first one or two words of the manuscript title in italics. If the manuscript has no title, the author of the paper should provide one.

List of References

The list should be titled **Sources, Literature** and/or **References**, in bold, 12-point font, indented 1.5 cm from the left margin. All lines in each entry except the first should be indented by 1.27 cm using the so-called ‘hanging’ paragraph format. The font size for the entries is 10 pt, with 1.5 line spacing.

The list of literature should include only the references that the author has cited in the paper. In texts written in Cyrillic, works published in Cyrillic are listed first (in alphabetical order by authors’ surnames according to the Cyrillic alphabet), followed by works published in Latin script (alphabetically by authors’ surnames according to the Latin alphabet). In texts written in Latin script, the order is reversed.

If the paper contains several references by the same first author, list first the works in which that author is the sole author, arranged in ascending order by year of publication, followed by works in co-authorship, arranged alphabetically (or by the first letter of the second author’s surname, where applicable).

In papers written in Serbian, references retain their original orthography, while in papers written in other languages, references originally in Cyrillic may be transliterated into Latin script. The literature should be cited as follows:

a) a book:

Example:

Lakoff, G., & Johnson, M. (1980). *Metaphors we live by*. Chicago, London: The University Press of Chicago Press.

Titles of books in English are written in the ‘sentence’ format and are italicised as well. If a book has a subtitle, it can begin with a capital letter.

b) a book of proceedings:

Diener, E., Oishi, S., & Tay, L. (Eds.). (2018). *Handbook of well-being*. Salt Lake City, UT: DEF Publishers.

c) a chapter in a book or a book of proceedings:

Day, R. L. (1988). Measuring preferences. In R. Ferber (Ed.), *Handbook of marketing research* (pp. 112-189). New York: McGraw-Hill.

Titles of foreign books and books of proceedings should be provided with the capitalized initial letter followed by lower-case letters. If a paper has a subtitle, it is separated from the title by a colon, and its initial letter is capitalized. If there is only one editor of a book of proceedings, Ed. is used instead of Eds.

d) an article in a journal:

Dweck, C. S., & John, A. T. (1986). Motivational processes affecting learning. *American Psychologist*, 41, 1040–1048.

*Titles of articles are written in the sentence format, which means that only the first word in the title is capitalized. In titles of journals in English, initial letters of all words, apart from conjunctions, are capitalized. A comma is used after authors' last names as well as initials (if there are several initials, a comma is placed only after the last one, and not after each of them). If all volumes of a journal's issue are successively paginated, the volume number **should not** be provided. If every volume of a journal's issue is separately paginated, the reference should include the volume number as well, so that the format is the following:

Dweck, C. S., & John, A. T. (1986). Motivational processes affecting learning. *American Psychologist*, 41(2), 26-37.

The reference to a paper published in a journal released exclusively in electronic form has the same elements as the reference to a paper in a printed journal, except that page numbers are followed by 'Retrieved from' and the web address:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

e) a web document (the following data is listed: the author's name, the year, the document name (italicised), the date when the website was visited and the internet address of the website):

Degelman, D. (2000). *APA Style Essentials*. Retrieved May 18, 2000 from: <http://www.vanguard.edu/psychology/apa.pdf>

f) unpublished papers (e.g. summaries from a conference, unpublished doctoral theses and similar papers, manuscripts) – if it is necessary, as extensive data as possible should be provided:

Smederevac, S. (2000). *Istraživanje faktorske strukture ličnosti na osnovu leksičkih opisa ličnosti u srpskom jeziku* (Unpublished doctoral thesis). Filozofski fakultet, Univerzitet u Novom Sadu, Novi Sad.

Manuscripts are referred to according to the author of a manuscript, and if the author is unknown, they are referred to according to the title. A manuscript is titled by the author who writes about it if it has not already been titled. The next element is the date when the manuscript was written as well as the place and the name of the institution where the manuscript is, the signature and foliation:

Pesmarica Jovana Nikolića (1780–1783). Beograd: Arhiv SANU, sign. 8552/264/5, l. 3a–4b.

Other elements of the paper

Tables and Charts

They should be created in Word or a compatible format. Tables and charts from statistical packages should be transferred into Word. The same data cannot be presented both in tables and graphically. Data presented in a table or chart must not be repeated in the text, but may be referred to.

Each table should be labeled with a number and an appropriate title. The table number should be written in regular font, and the table title should be placed on the next line in italics. The table number and title appear above the table. Tables must not contain vertical lines. Table rows should not be separated by lines, but the header of the table must be separated from the data by a line. Horizontal lines are also allowed within the header if this improves readability. For example:

Table 1
Variance coverage in the EPQ questionnaire space

Component	Initial solution		
	Characteristic root	Percent of variance	Cumulative percent
1	3.76	37.65	37.65
2	1.45	14.50	52.16
3	.93	9.35	61.52

Values in tables should be centred within the column, with decimal places aligned using a left tab stop.

Figures and figure captions

Figures should be submitted electronically with a resolution of at least 300 dpi. If an illustration from a printed source is used, written permission from the copyright holder is required. The figure caption should be placed below the figure, centred, and in 10 pt font. The caption should be given in a form that can be illustrated by example, such as:

Figure 1. Schwartz's model of universal human values

Results of statistical tests

Statistical results should be reported in the following form: $F(1, 9) = 25.35, p < .001$, and similarly for other tests (e.g., $\chi^2(5, N = 454) = 5.311, p > .10$ or $t(452) = 2.06, p < .05$). Report conventional p-levels (.05, .01, or .001). If a coefficient is theoretically less than zero (e.g., α , r , factor loadings, p levels, etc.), do not place a leading zero before the decimal point. As a rule, the names and symbols of statistical tests and their notation should be in italics, except for Greek symbols which are not italicised.

According to Serbian orthography, decimal numbers mentioned in the main text should use a comma. In accordance with statistical conventions, decimal numbers that are part of statistical test notation (e.g., F , t , χ^2 tests) and numbers in tables should use a period. If the paper is in English, use only periods.

Appendices

Appendices should be placed after the list of references. In appendices (the title indented 1.5 cm from the left margin, 12 pt font, bold) provide only descriptions of materials that would help readers to understand, evaluate or replicate the research.

