



FACULTY OF EDUCATION IN UŽICE  
UNIVERSITY OF KRAGUJEVAC

## INSTRUCTIONS FOR WRITING FULL PAPERS

Full papers should be maximum 20,000 characters in length (including spaces). Exceptions to this are review articles, which may be maximum 35,000 characters in length. Papers are published in Serbian or English. Each paper should have an abstract written both in Serbian and English.

Papers should be submitted in MS Word format. Formatting is as follows: Times New Roman, 12, Line spacing 1,5, Margins – Office 2003 Default (see Page Layout). Tables, charts, images and photos should be submitted as JPG or PNG files. All pages must be numbered (bottom left corner). If the paper is written in the Serbian language, use Serbian, Cyrillic. Papers may also be written in English. If authors want their papers to be published in a foreign language, they must translate the papers in the language of their choice. The editorial board reserves the right to proofread the submitted papers, as well as to make changes related to the technical preparation of texts.

**Abstract.** – Abstract should be maximum 1,400 characters in length (with spaces). Formatting is as follows: Times New Roman, 10. It may be written in one of the following two languages – Serbian or English, and is submitted as follows: (1) at the beginning of the paper in the language of the paper and (2) as a separate file, translated into English. If the paper is written in English, the abstract should be submitted in Serbian. The title of the paper as well as the author's first name and last name should also be provided. The abstract should contain the following six elements: the significance and context of the research problem, aims, research sample, methods, research results, conclusions and pedagogical implications. Abstracts of theoretical papers and reviews should include basic research hypotheses, methodological framework and research results. Key words (up to five) should be given in the language of the paper, and, preferably, in English, using Times New Roman typeset, character size 10.

**Papers which are not prepared according to the Instructions for Authors will not be considered.**

Papers must have an introductory, central (main) and final part, in which concluding remarks are provided (following the IMRAD structure, in case of research papers). Research problems and aims, research methods, results, discussion, conclusion and the list of references must be clearly stated.

*Graphic attachments.* – Submit graphic attachments in black and white variants. The number and the title of the tables, legend or explanations accompanying the graphic attachments should be listed above, and the number and headings of the charts and pictures below the attachment. The resolution of digital images must be at least 300 dpi. The results of the statistical data processing given in the text, should be indicated in brackets: ( $F = 27,35$ ,  $df = 12$ ,  $p < 0,01$ )

*Tables.* – The data in the tables should be typed in 1.5 line spacing, and the name written in italics and marked with the appropriate serial number. The table title should be clear, short and precise. It is necessary that the tables be positioned in the text itself and composed in Word or in a format that is compatible with Word. Tables from the statistical packages should be “switched” to Word. The tables need to be graphically arranged so that the columns are not separated by vertical lines or rows by horizontal lines, except the header of the table that should be separated by the horizontal line from the data. For example:

*Table 1. Gender of pupils and anxiety in teaching physical education*

PESAS	Gender	N	M	SD
Anxiety	Male	346	1.75	0.73
	Female	368	2.31	1.03
Somatic anxiety	Male	346	1.41	0.57
	Female	368	1.67	0.71
Cognitive processes	Male	346	1.53	0.53
	Female	368	1.76	0.63

*Table 2. Representation of active and passive leisure time comments*

Comment Category		Passive leisure time		Active leisure time	
		Positive comments	Negative comments	Positive comments	Negative comments
Goals and significance	f %	12 2.1	15 2.7	7 10.9	/ /
Mental complexity	f %	6 1.1	1 0.2	12 18.7	/ /
Motivation value	f %	321 57.4	52 9.3	28 43.8	3 4.7

*References.* – The list of references should be typed using single-space. The names of the Serbian authors in the text are given in Cyrillic, while in the parenthesis and in the list of references they are given in the way in which the sources used were printed – that is, books and magazines. The names of foreign authors in the text are written in original or in Serbian transcription – the phonetic writing of their surnames is given. If they are transcribed, the original names should be indicated in brackets, for example: Tomas (Thomas, 2000). The names of several authors should be alphabetically arranged in brackets, not chronologically. In case of two authors, both are mentioned in brackets (Jovanović and Đuric, 2015). The names of all authors listed in the list of references and in brackets within the paper are always written in the same way. In case when there are two authors, both are mentioned in the brackets (Pavlović and Šefer, 1995) or if they are foreign authors (Kupersmidt & Coie, 1990). A reference containing more than three

and fewer than six authors is cited in its full extent when first used in the text. Every next time, in brackets, the surname of the first author is given and the abbreviation – i sar. (for the authors from the Serbian speaking region) or et al. (for authors from abroad) is added. For example, instead of (Vujačić, Pavlović, Stanković, Džinović, Đerić, 2011), (Vujačić i sar., 2011) should be written, and instead of (Mori, Ming, Mobd Nor, Suppiah, Imm, 2011), (Mori et al., 2011).

If an author is cited in the text, the author (s) name(s), year of publication and page number from which the citation was taken is given in the brackets: (Nikolić i Đurović, 2012: 565).

The list of references is given at the end of the paper, i.e. only the list of literature that was actually used, that is, only references to which the author referred in the paper, rather than the bibliographic list. The list of references at the end of the work is given in accordance with the APA style (American Psychological Association). The references are given in the Cyrillic alphabet order by the surnames of the authors for papers in the Serbian language, or in the alphabet order if the work is in the English language. It's not necessary to put ordinal numbers in front of references.

a) References in the book should include the surname and initial letter of the author's name, year of publication, title of the book (in italics), place of publication and publisher:

Maksić, S. (1998). *A Gifted Child at School*. Belgrade: Institute for Pedagogical Research.

Fletcher, J., Lyon, F. & Marcia, B. (2006). *Learning Disabilities: From Identification to Intervention*. New York: Guilford.

b) The chapter in the book is listed as follows: Author, A. A. (year). Title of the chapter. A. Editor. and B. Editor and (ed.): *Book title* (pgs. xxx-xxx). Location: Publisher.

Marušić, M. (2010). *The Course of Changes in the System of Professional Teacher Training and Development*. In H. Half and J. Pavlović (ed.): *The Theory and Practice of Professional Teacher Development* (41–62). Belgrade: Institute for Pedagogical Research.

c) The article in the journal should contain the surnames and initial letters of the names of all authors, year of publication in brackets, article title, full name of the journal (in italics), volume and page number:

Nikolić, V. and Đurović, Lj. (2012). Goals and Tasks of Ecological Education through the Prism of Blum's Operationalization. *Themes*, 36(2), 561–579.

Cobb, P., Zhao, Q. & Visnovska, J. (2008). Learning from and Adapting the Theory of Realistic Mathematics Education. *Education et didactique*, 2(1), 105–124.

If available, the DOI number should be given at the end, after the number of pages.

d) Scientific meetings. A reference relating to papers printed in full length is given in the following way: Author, A. A., Author, B. B., Author, C. C. and Author, D. D. (year). Title of the attachment. In A. Editor, B. Editor and C. Editor (ed.), Name of the scientific meeting, paper printed as a whole, time of the conference, city (page xxx-xxx). City: Name of the institution that organizes the meeting.

Maksimović, J. (2013). The Role of Teachers in Improving Educational Practice through Action Research. In N. Hrvatić, A. Lukenda, S. Pavlović, V. Spajić-Vrkas and M. Vasilj (eds.), *Pedagogy*,

*Education, Teaching*. The paper printed as a whole, 21–23. March 2013, Mostar (76–82). Mostar: Faculty of Natural Sciences and Education, University of Mostar.

e) **Web document**. – The reference should contain the name of the author, year, document name (in italic), the date when the site was visited, the website's internet address.

Seikkula-Leino, J., Ruskovaara, E., Ikavalko, Markku, M. & Rytkola, T. (2010). *Teachers` Reflections on Entrepreneurship Education*. Retrieved May 12, 2017 from the World Wide Web [http://www.utbildningsstyrelsen.fi/download/116383\\_EARLI2009\\_Hollanti.pdf](http://www.utbildningsstyrelsen.fi/download/116383_EARLI2009_Hollanti.pdf).

f) **Official documents**. – The reference should include the title of the document (in italic), the year of publication, the name of the newsletter and the number.

*The Rulebook on Standards of Quality of the Institution's Work* (2018). Educational Gazette, Official Gazette of the Republic of Serbia, no. 14/2018.

g) **Doctoral dissertations and master theses**. – The reference should include the name of the author, year, the name of the thesis (in italic), note: the doctoral dissertation or the master thesis (if it is not published state it in the brackets: (unpublished doctoral dissertation). place: institution:

Durović, Lj. (2015). *Didactic-Methodical Determinants of Textbooks of Nature and Society*. (Unpublished doctoral dissertation). Užice: Faculty of Teacher-training.

If one author is listed several times, the list is made in the order (year) of publication of the reference. If several works of the same author are cited in one year, they should be marked with the letters a, b, s (2000a, 2000b).

**Attachment**. – Only those descriptions of materials that would be useful to readers for understanding, evaluating or repeating of the research should be attached.

**Footnotes and abbreviations**. – Footnotes and abbreviations should be avoided. Footnotes only contain additional text (comment), not bibliographic references. All abbreviations listed in the tables and graphic attachments should be explained in detail. Explanations (legends) should be given below the table or image.

**Citation license**. – Authors are obliged to obtain written permission to publish long citations (over 350 characters), illustrations, etc. for which they do not have copyright.