

INSTRUCTIONS FOR AUTHORS

Papers submitted for the Scientific conference *The Significance of Srpsko Sarajevo in the Republic of Srpska Creation* should be written in accordance with these instructions.

Format:

Articles should be sent to the e-mail address naucniskup30@ues.rs.ba Articles should be prepared in Microsoft Office Word: Times New Roman, font 12, line spacing 1.5, margins 2.54 (Top, Left, Bottom, Right), justified, paragraph, First Line 1 cm. Page format: A4 (210*297).

Structure of the article:

The recommended length of the article is from 25,000 to 40,000 characters with spaces, not including reference list and summary.

Language:

Articles should be written in Serbian (Latin or Cyrillic), Russian and English.

Structure:

The first page of the paper, in the upper left corner, enter the name, middle letter and surname of the author (and co-author). After the author's surname, it is necessary to mark with a * the footnote with author's email address (in the case of co-author's work, both authors submit e-mail addresses).

Below the author's name is the full affiliation. For institutions with a complex organization, organizational levels are listed, from the highest to the lowest (e.g. University of East Sarajevo / Faculty of Philosophy, Pale); for institutions that do not have a complex organization, the name of the institution and the seat (Institute for Pedagogical Research, Belgrade); doctoral students state the name of the university and faculty under the name (Marko J. Marković / University of East Sarajevo / Faculty of Philosophy / Doctoral student), independent researchers state their status and country (Marko J. Marković / Independent researcher / Republika Srpska) .

The title of the paper is written on the first page below the name and surname, centered, in capital letters, font 14, bold. The title of the paper (in the language of the paper) should be short, clear and informative, preferably without abbreviations. It is necessary that the title reflects the content of the paper as faithfully as possible. If the paper is the result of research within a project, part of a master's or doctoral thesis, or if the authors want to express gratitude for the support for an institution or individual, this should be noted in a footnote marked with *1* at the end of the title.

An abstract is written below the title and it should consist of 100 to 250 words (without the indication "Abstract"). The abstract should refer directly to the content of the paper, and it is necessary to include the scientific results of research/work. The abstract is written in single spacing (Line spacing 1), font 11, indented 1 cm on the left. The first line of each paragraph is indented an additional 1 cm. Below the abstract, keywords (there may be syntagms) are provided (optimal number is from four to eight), with the indication "Keywords".

It is desirable that the text of the paper, especially if it is based on empirical research, be organized according to the IMRAD format (Introduction, Methods, Results and Discussion). Also, the text is organized by sections (up to the third level).

Example:

INTRODUCTION (font size 12, capital letters)

Theoretical views on globalization (font size 12, lowercase)

Zigmunt Bauman - globalization as a spatial war (font size 12, lowercase, italics).

Tables, graphs and figures should be included within the text and marked with the appropriate number (in order), and should be accompanied by a title that describes them. The title of the table should be placed above the table, and the titles of figures and graphs below them. Images should be at a resolution of 300 dpi.

Citing and referencing in the text:

Citation and references are made exclusively within the text (not in footnotes).

The bibliographic parentheses state the author's last name, the year of publication and, if necessary, the page from which something is quoted, for example: "Changes in the field of communication and technology have imposed a number of changes in the teaching process"

(Jovanović, 2012: 36)¹. If several adjacent pages of the same paper are cited, the pagination of the first and last page cited are mentioned (Jovanović, 2012: 35–37). If several non-adjacent pages of the same paper are cited, the page numbers are separated by commas (Jovanović, 2012: 43, 58). Do not use *Ibidem* in bibliographic parentheses.

If an author whose surname was transliterated for the purpose of writing the paper is cited, for the first citation square brackets should be used, in which the original writing of the name is provided: “Veber [Weber]“. In the continuation of the paper, we use the transliterated form within the text, and the original in the parentheses. When a source is referenced in its original language, it is recommended to provide the original writing in square brackets for the first mention.

When referring to several authors within the same bibliographic bracket, their works are listed in alphabetical order and separated by semicolons². In case of citing several works by one author published in the same year, it is necessary to put a mark on the letter of reference after the year of publication (Petrović, 2012a; Petrović, 2012b)³.

In case the reference was obtained via the Internet, the authors are obliged to state the Internet address of the reference and the date of download. If such sources do not have a year of publication or a page, but the authors or institutions that published them are well known, it should be clearly emphasized in the parenthesis that it is a source from the Internet, e.g. (Kraizer, The Internet).

Footnotes should only be used for the purpose of providing notes or giving information that the author believes is important, but would burden the text of the paper itself.

If the author wishes to cite a source published in a foreign language, translation is given in the text of the paper and the quote in the original language is given in the footnote (including information that this is the author's translation when such case is handled initially, given in brackets).

¹ The language that the author uses in his/her paper is also used in quotations, while in parentheses the surname of the author is stated in the language of the reference cited.

² If both Cyrillic and Latin sources are cited, those written in the same language as the language of paper should be listed first.

³ The language of the paper indicates the order: Latin or Cyrillic alphabet.

Quoting within the text is done as part of the sentence if the quote is shorter than twenty words. However, if the quotation is longer than twenty words, then it is necessary to separate it into a new paragraph (Format, Paragraph, Indents and Spacing, Left 1cm, Right 1 cm, Single, font 11) and provide the text without quotation marks.

Here are some examples of quoting the most frequently used references in the text:

single author paper	(Jovanović, 2013: 24) (Petrović, 2012a: 35–36) (Petrović, 2012b: 144) (Petrović, 2012b)
paper with two authors	(Parsons & Bales, 1955: 45) (Gavrilović i Stjepanović-Zaharijevski, 2012)
paper with three authors	(Tomanović, Stanojević i Ljubičić, 2016)
paper with more than three authors	first citation: (Duncan, Carter, Phillips, Roseneil, & Stoilova, 2013) subsequent citations: (Duncan et al., 2013)
document issued by institution	(Directorate for Structural and Cohesion Policies of European Parliament, 2014)
laws	(Family law of the Republic of Srpska, 2014, Article 4)
secondary source referencing	(Harris, 2008: 34, as cited in Lewis, 2019: 45)

Illustrative examples:

Illustrative examples are given extracted from the basic text; they are indented by 1 cm in relation to the main text and separated from it by 6 pts; font size 11pts. The author is obliged to number the illustrative examples in order to clearly refer to them in the text of the paper.

References:

It is crucial that the citations and references to the literature in the text and the reference list at the end of the paper are fully coordinated. References are given in the original script, without translation. First, a list of references is given in the alphabet of the working language (Cyrillic or Latin), following a one-line break (using the symbols ***), and then a list of references published in a different alphabet is given (if such references have been used). It is desirable to add DOI numbers for recent references.

In case the reference was obtained via the Internet, the authors are obliged to state the Internet address of the reference and the date of download. For sources used in the paper, the authors can provide a separate section with the title "SOURCES" if they deem necessary.

References section: font 12, line spacing 1, margins 2,54 (Top, Left, Bottom, Right), Justified, Paragraph, Hanging, 1,27 cm.

Examples:

- **Monographs:**

Parsons, T., & Bales, R. (1955). *Family, Interaction and Socialization Process*. New York: Free press.

Ellis, R. (2008). *The Study of Second Language Acquisition* (2nd ed.). Oxford: Oxford University Press.

Segalen, M. (2010). *À qui appartiennent les enfants?* Paris: Tallandier.

- **Journal articles:**

Heinz, W. & Kruger, H. (2001). Life-course: Innovations and Challenges for Social Research. *Current Sociology*, 49 (2), 29–45. doi: 10.1177/0011392101049002004.

Domínguez-Folgueras, M. (2012). Is Cohabitation More Egalitarian? The Division of Household Labor in Five European Countries. *Journal of Family Issues*, 34 (12), 1623–1646. doi: 10.1177/0192513X12464948.

- **Online journal articles:**

Duncan, S., Carter, J., Phillips, M., Roseneil, S., & Stoilova, M. (2013). Why do people live apart together? *Families, Relationships, Societies*, 2. doi:10.1332/204674313X673419.

- **Chapters in thematic proceedings, special volumes, monographs, or conference proceedings:**

Beechy, V. (1985). Familial Ideology and Social relation. In V. Beechy, & J. Donald (Eds.), *Familial Ideology* (98–120). London: Open University Press.

Corijn, M. (2001). Transition to Adulthood: Sociodemographic Factors. In M. Corijn, & E. Klijzing (Eds.), *Transition to Adulthood in Europe* (1–25). Dordrecht: Kluwer Academic Publications.

- **Doctoral dissertations and master theses:**

Berlin, M. (2020). *Out-of-Home Care and Educational Outcomes: Prevalence, Patterns and Consequences*. (Doctoral dissertation). Faculty of Social Sciences, Stockholm University. <http://su.diva-portal.org/smash/record.jsf?pid=diva2%3A1421617&dswid=324>. Accessed: 21 May 2019.

- **Documents issued by institutions:**

Directorate for Structural and Cohesion Policies of European Parliament (2014). *Family Farming in Europe: Challenges and Prospects*. Strasbourg.

- **Lexicon, dictionary or encyclopedia entries**

Lindgren, H. C. (2002). Stereotyping. In W. E. Craighead & C. B Nemeroff (Eds.). *The Corsini encyclopedia of psychology and behavioral science* (Vol. 4, 1617–1618). New York: Wiley.

Kellerhals, J. & Widmer, E. (2016). Family Conflict. In G. Ritzer (Ed.). *The Blackwell Encyclopedia of Sociology* (358–359). John Wiley & Sons, Ltd.

- **Laws:**

Family law of the Republic of Srpska (2014), *Official Gazette of the Republika Srpska*. No. 63.

- **Unpublished historical sources:⁴**

DA MSP: Diplomatski arhiv Ministarstva spoljnih poslova Republike Srbije. Politička arhiva (PA). Indija, 1955. Fasc. 24. Dosije 36. Sign. 41989.

- **Document collections:**

Radić, R. i Mitrović, M. (Prir.). (2012): *Zapisnici sa sednica Komisije za verska pitanja NR/SR Srbije 1945–1978. godine*. Beograd: Institut za noviju istoriju Srbije.

- **Excerpts from daily or periodical newspapers:**

Philpott, L. M (2021, July 7). Kazuo Ishiguro: “Artistic endeavour is about trying to experience life and reflect life”. *Independent*, p. 15.

Lewis, I. (2021, June 29). Stolen Picasso painting found nine years after elaborate Athens art heist. *Independent*. <https://www.independent.co.uk/arts-entertainment/art/news/picasso-womans-head-athens-stolen-found-b1874516.html>. Accessed: 30 June 2021.

⁴ Here it is recommended to use abbreviations.

- **Other internet sources:**

- E-books**

- Lappin, S. & Fox, C. (2015). *The Handbook of Contemporary Semantic Theory*. [Wiley Online Library]. doi: 10.1002/9781118882139.

- Websites:**

- Kraizer, S. (2005). *Safe child*. <http://www.safechild.org>. Accessed: 25 May 2020.

- Films:**

- Bradley, P. (producer) & Ivory, J. (director). (1993). *The Remains of the Day*. [Movie]. United Kingdom & USA: Merchant Ivory Productions.

- Episode from a television series:**

- Benioff, D. & Weiss, D. B. (writers) & Patten, V. T. (director). (2001). *Winter is Coming*. [TV series]. In D. Benioff, & D. B. Weiss. (executive producer), *Game of Thrones*. USA: Home Box Office.

- Television programs:**

- Barron, P. (author). (2019). *End of Empire: Attila the Hun, the Barbarian Invader*. [Television programs]. Western Australia: FOXTEL.

- Video clip:**

- Giddens, A. (2012, October 16). *A sociologist's Perspective*. [Video clip]. <https://www.youtube.com/watch?v=xl6FoLrv4JQ>. Accessed: 10 May 2016.

- Summary:**

Before the summary, and after the list of references, in the upper left corner is written the name, middle letter and surname, and below the affiliation in one of the foreign languages. Then the title of the paper (font 14, bold) is written in the middle in the same language. Summary (or Zusammenfassung / Резюме, etc.) should be centered under the title. The optimal length of the abstract is about 500 words (or up to 1/10 of the article). It is written in Times New Roman font, size 11, line spacing Single. If the paper is in a foreign language, the resume is written in Serbian.

Please note that the summary at the end of the paper is not a translation of the abstract, since it must be at least twice as long as the abstract.

For all additional questions and clarifications regarding the instructions for the preparation of the paper, authors can contact naucniskup30@ues.rs.ba.

Notes:

Authors are kindly requested to adhere to the technical instructions for the preparation of the article. If the paper does not comply with the instructions, the Scientific Committee will ask the author to review the paper again. The process of technical revision of the article cannot be repeated more than once.

The Scientific Committee reserves the right to make the final decision on the publication of the paper.

The author is responsible for the accuracy of the data presented in the paper, both those that represent the literature (citations, paraphrases, citations in the citation) and those that are presented as research results.

By submitting the article, the author guarantees that the article under the same or similar title has not been published elsewhere (in the same or a different language), i.e., that it is not and will not be the subject of another review at the same time.

When referring to several authors within one referencing parenthesis, their works are listed in alphabetical order (in accordance with the language of the paper) and separated by semicolons, chronologically, from older to newer.