**INSTRUCTIONS FOR AUTHORS**

**PAPER SUBMISSION**

A paper should be submitted electronically to: **konferencia2015@magister.uns.ac.rs**

Name a file in the following way: **Surname-konf-2015.doc**

**LANGUAGE**A paper should be submitted in Croatian, Serbian, Hungarian or English. It can be written in Latin or Cyrillic script.

If a paper is written in Croatian, Serbian or Hungarian, an abstract in English must be submitted as well.

**PAPER STRUCTURE**

* Title in Croatian, Serbian or Hungarian.
* Name and surname of (all) authors.
* Name and location of authors' institution.
* Author's e-mail.
* Mentor's name and address (only students).
* Abstract in Croatian, Serbian or Hungarian from 1000 to 3000 characters, with five key words.
* Body of a paper. The paper should have **at least 6 pages**. The upper limit is not defined.
* Biography.
* Title in English.
* Abstract in English from 1000 to 3000 characters, with five key words. Please, do not use online translation tools!

**TEXT**

* Dimensions of a document: A4 with 2,5 cm margins on each side (Normal).
* Line spacing: single 1.
* Main text: Times New Roman, 11 pt.
* Every new paragraph is indented („TAB“).
* In the main body justify text on both sides (Justify).
* Pages should not be numbered!
* It is possible to use letters in italics (*Italic*) to make a text more salient; bold letters (**Bold**) or Italic bold letters (***Italic bold***) may be used if necessary. The usage of underlined letters (Underlined) should be avoided. Please do not mark the whole sentences nor the whole paragraphs.
* Do not use word-spacing in the text!
* In front of a full stop, colon, comma, semicolon, a question mark as well as behind open brackets and quotation marks, that is before closed brackets and quotation marks do not put a space!
* For numbering, enumerating do not use order for numbering (Numbering) or enumeration (Bullets), but insert numbers by hand. Numbering format has indent of 0,7 cm.
* Footnotes should be avoided. Abbreviations should also be avoided, except particularly common ones.

**Title Levels**

Titles have three levels and the following method should be used (insert numbers by hand):

**1. 1st Title Level**

*1.1. 2nd Title Level*

1.1.1. 3rd Title Level

**Tables, graphs and figures**

* Tables, graphs and figures must have titles and be numbered with Arabic numerals. There should be an explanation under each graph and figure.
* The title of a table should be placed above the table.
* A reference should be made in the text to every table, graph or a figure.
* Tables, graphs and figures should be put on the center of the page not exceeding the text width.
* Tables, graphs and figures should be marked in a way that there is an empty row above and under them.
* Abbreviations listed in tables and figures should be explained.

**REFERENCES**

A list of references is put at the end, by alphabetical order of the first author's surname, and in case of several papers of the same author – in the chronological order.

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Please, check out that references from the text are not omitted from biography!

**References in the text**

**One author: *Rogers* (2000) quotes… or In the most recent studies of reaction time *Rogers* (1994)… or In the year of 1994 *Rogers* compared…**

**When the author is not mentioned in the sentence, his surname, publication year of the paper and page number should be put in brackets at the end of a sentence. A productive creative level is losing characteristics of art communication, while gaining traits of magic and sorcery (*Criss*, 1953).**

If a paper has two authors, both authors are mentioned in the text (*Kuzmanović* and *Petrović*, 2007).

If more authors are listed in brackets, they are listed in alphabetical, not chronological order (*Lazić*, 1994; *Pantić*, 1990).

If the paper has three authors, list all authors (*Rokai*, *Đere* and *Kasaš*, 2002).

If the paper has more than three authors, list the surname of the first author and the abbreviation „et al“. (*Joksimović* et al., 2007).

Two or more papers of the same authors should be listed in accordance to the year of publication, from older to the most recent (*Weinberger*, 1991, 1999).

Two or more papers of the same authors with the same year of publication (*Gogel*, 1984, 1990a, 1990b, 1990c).

### Books

Surname and name of (all) authors (publication year): *Book title*. Publisher, Place of publication.

Zvonarević, Mladen (1994): *Socijalna psihologija*. Školska knjiga, Zagreb.

### Books with an editor

Author's surname, name initials (publication year, ed.): *Book title*. Publisher, Place of publication.

Mandl, H., De Corte, E., Bennett, N. & Friedrich, H. F. (1990, ed.): *Learning and instruction.* European research in an international context. Volume 2.1. Social and cognitive aspects of learning and instruction. Pergamon Press, Oxford.

### Articles from a scientific journal

Surname and initials of (all) authors (publication year): Article title. *Full name of a journal*, **year**. volume, pages.

Larkin, J. H. & Simon, H. A. (1987): Why a diagram is (sometimes) worth ten thousand words. *Cognitive Science*, **9.** 11. 65-99.

### Texts from the Internet

Citations of Internet texts should contain: 1) name of the author of a cited text (if a paper has an author), 2) name of the cited text 3) Internet page, 4) date of downloading. General format:

Foa, R. (2007): *Socioeconomic development and parenting values*. Retrieved from: <http://www.roberto.foa.name/Parenting_Attitudes_Foa> [25. 01.2015.]

### MANUSCRIPTS OF PAPERS NOT PREPARED ACCORDING TO THIS INSTRUCTION WILL NOT BE ACCEPTED!