

INSTRUCTIONS FOR AUTHORS

Formatting & Style

Paper length:

Research papers should not exceed 6000 words including abstracts, references, acknowledgements and footnotes.

Title page:

A separate title page should be attached. This will be detached during the refereeing stage to maintain the anonymity of the author. The title page should include: The name(s) of the author(s); a concise and informative title; the affiliation(s) and address (es) of the author(s); the e-mail address of the author (s); the author(s) academic biography, up to 150 words, in the third persons. If the first author is not the corresponding author, this should be clearly indicated.

Abstract:

Please, provide an abstract of 100 to 250 words in English. The abstract should not contain any undefined abbreviations or unspecified references. Please, provide 5 to 10 keywords which can be used for indexing purposes.

Formatting:

The manuscript text file should be submitted in Word or other similar format. Use a normal, plain font (12-point Times New Roman) for text, line spacing 1 (single), justified. The title of the paper should be written in capital letters, bold, font size 14. Page setup margins should be 2.5 cm (top, bottom, left, right), paper size A4. Use italics for emphasis. Use the automatic page numbering function to number the pages. Abbreviations should be defined at first mention and used consistently thereafter.

Paper body:

An article may be divided into three levels of sub-divisions. Level one section should be introduced by a heading printed in capital letters, bold, centered. Level two sections should be introduced by a heading printed with the initial capital letter, centered. Level three sections should be introduced by a heading printed in Italic with the initial capital letter, centered. Paragraphs should be indented.

Quotations:

Any quotation needs to be followed by reference including page number. Use single quotation marks, except where 'a quotation is "within" a quotation'.

Permissions:

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Footnotes:

Use a normal, plain font (10-point Times New Roman). Footnotes can be used to give additional information. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Acknowledgments:

Acknowledgments of people, grants, funds, etc. should be placed in footnote on the first page. The names of funding organizations should be written in full.

Title, abstract and key words in Serbian:

Title, abstract and key words in Serbian language should be included at the bottom of the text, after the reference list.

References

Citations in text

Follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text. For legal documents citations should be put in footnotes and cited according to the reference list instructions (see below).

Example:

(Dimitrijević, 2003, p. 33).

When referring to the several works by the same author, provide all the years of publication chronologically after the author's name.

Example:

(Dimitrijević, 2003, 2007).

If there are several works by the same author published in the same year, provide further specification using letters (a, b, c, ...) after the year of publication.

Example:

(Radakovic, 2001a, p. 101)

When referring to the several works by different authors, provide the authors' names in brackets following the alphabetical order, separating authors by semi/colon.

Example:

(Miljus, 2009; Novičić, 2006; Vučić, 2011, Young, 1999).

List of references

The list of references should only include works that are cited in the text and that have been published or accepted for publication. The references should be listed in accordance with the APA Style. (See: <http://www.apastyle.org/>). Reference list entries should be alphabetized by the last names of the first author of each work. The works by the same author should be listed chronologically from the most to the least recent ones. All references should be in original language. If the reference is not in English translate title of the reference - in square brackets.

Book citation

Citing a book in print:

Author, A.A..(Year of Publication).*Title of work*. Publisher City, State: Publisher.

RIA format example:

Finney, J. (1970). *Time and again*. New York, NY: Simon and Schuster.

Citing an e-book from an e-reader:

E-book is short for “electronic book.” It is a digital version of a book that can be read on a computer, e-reader (Kindle, Nook, etc.), or other electronic device.

RIA format structure:

Author, A.A..(Year of Publication).*Title of work* [E-Reader Version]. Retrieved from <http://xxxx> or doi:xxxx

RIA format example:

Eggers, D. (2008).*The circle* [Kindle Version]. Retrieved from <http://www.amazon.com/>

Citing a book found in a database:

RIA format structure:

Author, A.A.(Year of Publication).*Title of work*. Retrieved from <http://xxxx> or doi:xxxx

RIA format example:

Sayre, Rebecca K., Devercelli, A.E., Neuman, M.J., & Wodon, Q. (2015). *Investment in early childhood development: Review of the world bank's recent experience*. doi: 10.1596/978-1-4648-0403-8

Book chapters, Articles in Thematic collections of papers, Published Conference proceedings citations

Citing a chapter in print:

RIA format structure:

Last, F. M. (Year Published). Title of chapter In F. M.Last Editor (Ed.), *Title of book/anthology* (pp. Pages). Publisher City, State: Publisher.

RIA format example:

Serviss, G. P. (1911). A trip of terror.*In A Columbus of space* (pp. 17-32). New York, NY: Appleton.

Hemingway, E. (1999). The killers. In J. Updike & K. Kenison (Eds.), *The best American short stories of the century* (pp.78-80). Boston, MA: Houghton Mifflin.

How to Cite an Introduction, Preface, Foreword, or Afterword in APA Format:

RIA format structure:

Last, F. M. (Year Published). Section title [Section Type]. In F. M. Last & F. M. Last (Eds.),*Book/anthology* (pp. Pages). City, State: Publisher.

RIA format example:

Sanders, S. R. (2007).[Introduction]. In L. Williford& M. Martone (Eds.), *Touchstone anthology of contemporary creative nonfiction: Work from 1970 to present* (pp. 148-151). New York, NY: Simon & Schuster.

Masur, L. P. (2011). Preface. In *The Civil War: A concise history* (pp. Iv-Xii). Oxford, U.K.: Oxford University Press.

Journal article citation

Citing a journal article in print:

RIA format structure:

Author, A.A..(Publication Year).Article title.*Periodical Title*, Volume(Issue), pp.-pp.

RIA format example:

Nevin, A. (1990). The changing of teacher education special education. *Teacher Education and Special Education: The Journal of the Teacher Education Division of the Council for Exceptional Children*, 13(3-4), 147-148.

Citing a journal article found online:

RIA format structure:

Author, A.A..(Publication Year).Article title.*Periodical Title*, Volume(Issue), pp.-pp.
doi:XX.XXXXX or Retrieved from journal URL

RIA format example:

Jameson, J. (2013). E-Leadership in higher education: The fifth “age” of educational technology research. *British Journal of Educational Technology*, 44(6), 889-915. doi: 10.1111/bjet.12103

Magazine citation

Author, A.A..(Year, month of Publication).Article title.*Magazine Title*,Volume(Issue), pp.-pp.

RIA format example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15), 3-40.

Citing a magazine article found online

RIA format structure:

Author, A.A.. (Year, Month of Publication). Article title.*Magazine Title*,Volume(Issue),
Retrieved from <http://xxxx>

RIA format example:

Tumulty, K. (2006, April). Should they stay or should they go? *Time*, 167(15) Retrieved from <http://content.time.com/time/magazine/article/0,9171,1179361,00.html>

Newspaper citation

Citing a newspaper article in print:

RIA format structure:

Author, A.A.. (Year, Month Date of Publication). Article title.*Magazine Title*, pp. xx-xx.

RIA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.*The New York Times*, p. D5.

Citing a newspaper article found online:

RIA format structure:

Author, A.A.. (Year, Month Date of Publication). Article title.*Newspaper Title*, Retrieved from newspaper homepage URL

RIA format example:

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon.*The New York Times*, Retrieved from <http://www.nytimes.com>

Website citation

Citing a general website article with an author:

RIA format structure:

Author, A.A.. (Year, Month Date of Publication). Article title. Retrieved from URL

RIA format example:

Simmons, B. (2015, January 9). The tale of two Flaccos. Retrieved from <http://grantland.com/the-triangle/the-tale-of-two-flaccos/>

Citing a general website article without an author:

RIA format structure:

Article title. (Year, Month Date of Publication). Retrieved from URL

RIA format example:

Teen posed as doctor at West Palm Beach hospital: police. (2015, January 16). Retrieved from <http://www.nbcmiami.com/news/local/Teen-Posed-as-Doctor-at-West-Palm-Beach-Hospital-Police-288810831.html>

Lecture citation

Citing online lecture notes or presentation slides:

RIA format structure:

Author, A.A..(Publication Year).Name or title of lecture [file format]. Retrieved from URL

RIA format example:

Saito, T. (2012). Technology and me: A personal timeline of educational technology [Powerpoint slides]. Retrieved from <http://www.slideshare.net/Bclari25/educational-technology-ppt>

Encyclopedia citation

Citing an encyclopedia entry in print:

RIA format structure:

Author, A.A..(Publication Year).Entry title. In *Encyclopedia title*, (Vol. XX, pp. XX).City, State of publication: Publisher.

RIA format example:

Kammen, C., & Wilson, A.H. (2012).Monuments.In*Encyclopedia of local history*. (pp. 363-364) Lanham, MD: AltaMira Press.

Institutions as authors and legal documents

Citing an institution document:

RIA format examples:

World Bank.(2010). World development report—Development and climate change.The World Bank, Washington, D.C., USA.

United Nations. (2006, November 9). Delivering as one. Report of the Secretary-General’s HighLevel Panel on UN System-wide Coherence in the Areas of Development, Humanitarian Assistance and the Environment, New York.

EC. (2002). Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (Directive on privacy and electronic communications), Official Journal of the European Communities L201 37–47, 31 July (European Commission, Brussels).

Citing a court decision:

Court decisions should be referenced as fully as possible (type and number of the decision, date of adoption, publication in which it was published).

RIA format example:

Military and Paramilitary Activities in and Against Nicaragua (Nicar. v. U.S.), 1986 I.C.J.14, 181 (June27)(separate opinion of Judge Ago).

Citing a law:

RIA format structure:

Name of the law, Official Publication where the law was published. Number (Year).

RIA format example:

Zakon o spoljnim poslovima, Službeni glasnik RS.Br. 116 (2007).