

INSTRUCTIONS FOR THE AUTHORS

The periodical *Teaching Innovations* publishes the following kinds of scientific papers: progress reviews, original scientific (research) articles, preprints or special reports on original scientific papers, and scientific critiques, polemics and discussions on scientific and art areas relevant for the educational and pedagogical process at school. Apart from this, *Teaching Innovations* publishes topical professional papers, informative articles (lead articles, commentaries) and book reviews, computer programme reviews, case reviews, scientific event reports, as well as translated papers, thematic bibliographies, professional information and news.

Only original papers which have not been formerly published or submitted elsewhere, (which the author guarantees for by the very act of paper submission) are accepted for publication in this periodical.

All papers are anonymously approved by two reviewers upon which the decision is made by the editorial board on the publication of the paper, the author being informed thereof within three months. Manuscripts are to be sent by e-mail and are not returned.

The editorial board e-mail address is:

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A paper submitted for the periodical should conform to the style sheet of the *Teaching Innovations* in order to be accepted for the reviewing procedure; papers which fail to meet the periodical standards will be returned to the author for further editing.

STYLE SHEET

Font and the text volume. The paper should be written in Microsoft Word, font Times New Roman size 12, in Cyrillic, line spacing 1.5. The full volume of a progress review or original research article is up to 16 pages (36 000 characters); preprints, critiques, polemics and discussions or translated papers up to 6 pages (about 11 000 characters); and event reports and thematic bibliographies 2 - 3 pages (about 3800-5600 characters).

Title of the paper. The paper heading should contain the name(s) of the author(s) and their affiliation. The first author's name should be accompanied with a footnote stating the author's e-mail address. If the paper is based on a Doctoral or Master's thesis, the footnote should include its title, the place and faculty where the viva took place. The papers resulting

from research projects should include the project title and registry number, financier and the institution where it is being effected.

Summary. A summary of 150-300 words should be placed at the beginning of the paper and include the aim of the paper, methods applied, the main results and conclusions.

Key words. Key words are quoted below the summary. There should be up to five key words, written in *Italic* standard letters, separated by a coma.

The body of the text. Papers should be written concisely, in a comprehensible style and logical order. As a rule, it includes the introduction with a clearly stated aim or the main problem of the paper, methodology description, results review, discussion of the results, conclusions with suggestions for further research or praxis.

References in the text. Literature used is referred to in brackets and included in the body of the text, not in a footnote. Surnames of foreign authors used in the text body are quoted in the original form or are phonetically transcribed in Serbian, accompanied by the original in brackets with the year of publishing included. For example: Пијаже (Piaget, 1960). If the paper was written by two authors, surnames of both are stated; in the case of more than two authors, the surname of the first author is stated, followed by "et al."

Citations. Each citation, no matter how long, should be followed by the reference to the page number. Any citation longer than 350 characters requires the possession and submission of the written approval issued by the copyright owner.

Tables, graphs, schemas, pictures. Tables and graphs should be in Word or a similar compatible programme. Each table, graph, schema or picture must be comprehensible even without reading the text, i.e. it must be marked with an ordinal number, title and caption (not longer than one line) and the legend (explanation of marks, codes and abbreviations).

Pictures should be prepared in the electronic form in the 300dpi resolution and jpg format. Tables, graphs, schemas and pictures should be inserted in proper places in the text. Showing the same data in table and graph formats is unacceptable. Illustrations taken from other sources (books, journals) must be quoted with the source. Apart from that, a written consent from the copyright owner should be obtained and submitted to the editorial office.

Statistical data. Results of statistical tests should be given in the following way: $F=25.35, df=1,9, p < .001$ or $F(1,9)=25,35, p < .001$ and similar for other tests. For the most common statistical markers, no formulas or references need be quoted.

Footnotes and abbreviations. Footnotes should be avoided, and references should be listed alphabetically at the end of the paper. Abbreviations are also to be avoided, except for the most common ones.

List of references. The end of the text should be followed by a list of references quoted in the text. Bibliographical units for books should include the full surname and name initials of the author(s), year of issue, title of the book (*italics*), place of issue, and the publisher. For example: Rot, Nikola (1983). *Osnovi socijalne psihologije*, Belgrade, Zavod za udzbenike i nastavna sredstva.

Chapter in a book is quoted in the following way: Havelka, N. (2001). Udzbenik i razlicite koncepcije obrazovanja i nastave in B. Trebjesanin, D. Lazarevic (editors), *Savremeni osnovnoskolski udzbenik* (31- 58). Beograd: Zavod za udzbenike i nastavna sredstva.

Article in a periodical is quoted in the following way: author, the year of issue (in brackets), title of the article, title of the periodical (*italics*), volume in *italics*, number in brackets and pages. For example: Radovanovic, I. (1994): Stavovi ucenika prema osobinama nastavnika fizickog vaspitanja. *Fizicka kultura* 48 (3), 223-229.

Web document: author's name, year, title of the document (*italics*), date of visiting the website, Internet address. For example: Degelman, D. (2000). *APA Style Essentialis*. Retrieved May 18, 2000. from [www:http://www.vanguard.edu/psychology/apa.pdf](http://www.vanguard.edu/psychology/apa.pdf)

When the same author is quoted several times, the order of the years of publication should be followed. If there are several papers by the same author, published in the same year, they should be marked with letters behind the year of issue, for example: 1999a, 1999b...

Preferably, unpublished papers should not be quoted, or if it is necessary, the reference data should be as detailed as possible.