



## GENERAL INFORMATION

*Teaching Innovations* is a scientific periodical issued by the Teacher Training Faculty, University of Belgrade. It includes theoretical and systematic review papers and original research papers related to sciences and scientific disciplines dealing with the teaching process at all levels of pedagogical and educational work with the aim of its improvement and modernisation. *Teaching Innovations* is intended to provide support to researchers, and inspiration to practitioners to find optimal solutions and efficient strategies for introducing innovations in pre-school, primary, secondary and tertiary education, including life-long learning.

The periodical is issued quarterly.

## PAPER SUBMISSION GUIDELINES

The following categories of scientific papers are published in the *Teaching Innovations* periodical:

1. Original scientific paper (reporting previously unpublished results of the author's original research based on the IMRAD (Introduction, Methods, Results and Discussion) scientific method scheme);
2. Systematic review (presenting original, detailed and critical review of the issue under study including the author's personal contribution, proved by self-citation);
3. Short scientific paper (original scientific paper which summarises the results of one's original research work or work that is still in progress);
4. Review paper (the known findings and results of original research are presented with the aim of spreading information and knowledge as well as their application in praxis).

Apart from scientific and review papers, the *Teaching Innovations* periodical publishes translations of papers, informative reviews and general reviews (of books, computer programmes, educational software, scientific events, etc.), as well as profession-related information.

Manuscripts should be sent by e-mail and are not returned. The electronic address of the editorial board is: [inovacije@uf.bg.ac.rs](mailto:inovacije@uf.bg.ac.rs). Papers can be submitted in Serbian, English, Russian or French. Papers positively assessed by the reviewers will be published in the Periodical in the language in which they were written. The authors who want their paper to be published in a foreign language (English, Russian or French), must have it translated into the language of their choice.

All papers are anonymously reviewed by two component reviewers. **The author is obliged to inform the editorial board in writing about any changes made in the text (number of the page which includes the changes with all the changes highlighted) according to the reviewers' comments and recommendations.** Upon that, the decision regarding publication is made, which the author is informed of within three months.

The paper submitted for publication should conform with the *Teaching Innovations* style sheet in order to be taken into consideration for reviewing. **Papers which do not comply with the outlined style sheet will be returned to the author (authors) for revision.**

## STYLE SHEET

**1. Font.** The paper should be written in Microsoft Word, font Times New Roman size 12. Paragraphs: font – Normal, spacing – 1.5, the first line automatically indented. (Col 1)

**2. Volume.** The full volume of systematic reviews and original research articles is up to 16 pages (36 000 characters); short scientific papers, critiques, polemics and discussions, as well as review papers or translated papers up to 8 pages (about 15 000 characters); and event reports and short reviews up to 2 - 3 pages (about 3800-5600 characters). The editor has the right to accept longer papers if the research requirements are such.

**3. General information about the authors.** Name, middle name (initial only) and surname are given in the heading, affiliation in the line below. The third line should include home address or Institution address and the birth year (the birth year is not published, but it is used for paper classification at the National library of Serbia). The author's name should be accompanied with a footnote stating the author's e-mail address. If there are several authors, only one (preferably the first author's) address should be provided. If the paper is based on a doctoral thesis, the footnote should include the title of the thesis, place and faculty where the viva took place. Papers resulting from research projects should include the project title and registry number, the funding organisation and institution of its application. Position: left.

**4. Title of the paper.** Three lines below the name. Font: Times New Roman, 12, bold; position: centre.

**5. Summary.** It can be 150–300 words long, and should be given at the beginning of the paper, one line below the title. It should state the aim of the paper, applied research methods, the most significant results and conclusions. **The editorial board provides translation of the summaries into English or translation of extended summaries from other languages into Serbian.** The editorial board does not provide translations of full papers into foreign languages.

**6. Key words.** They are stated below the summary. There should be up to five words in *italics*, in standard letters, separated by a comma (with a full stop behind the last one).

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

**8. 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: Mejer (Meyer, 1987). 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.”

**9. Citations.** No matter how long, the citation should be followed by a reference to the page number.

**10. Tables, graphs, schemas, pictures.** Tables and graphs should be in Word or a similar compatible programme. Each table, graph or schema must be comprehensible 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.

**11. Statistical analysis results.** Results of statistical interpretations should be presented in the following way:  $F=25.35$ ,  $df=1,9$ ,  $p< .001$  or  $F(1,9)=25,35$ ,  $p< .001$  (as common in the statistics of pedagogical and psychological research).

**12. Footnotes and abbreviations.** Not allowed, except in special cases.

**13. List of references.** The end of the text should be followed by a list of references quoted in the text, in alphabetical order and in the following way:

#### **BOOK**

Sahlberg, P. (2011). *Finnish Lessons. What can the world learn from educational change in Finland?* New York: Teacher College Press, Teachers College, Columbia University.

#### **PAPER IN A PERIODICAL**

Haslam, A. A., Jetten, J., Postmes, T. and Haslam, C. (2009). Social Identity, Health and Well-Being: An Emerging Agenda for Applied Psychology. *Applied Psychology*, 58 (1), 1-23.

#### **CHAPTER IN A BOOK or REVIEW IN A BOOK OF PROCEEDINGS**

Zgaga, P., Devjak, T., Vogrinc, J. and Repac I. (2001). National report - Slovenia. In: Zgaga, P. (ed.). *The Prospect of Teacher Education in South-east Europe* (527–570). Ljubljana: University of Ljubljana, Faculty of Education.

#### **WEB DOCUMENTS**

Kallestad, J. and Olweus, D. (2003). Predicting Teachers and Schools Implementation of the Olweus Bullying Prevention Program: A Multilevel Study. *Prevention and Treatment*, Vol. 6, No. 2. Retrieved May 18, 2000. from www: <http://www.vanguard.edu/psychology/apa.pdf>.

**The reference list should only include references cited in the text body or those analysed in a review paper.**

When the same author is cited several times, this should be done following the sequence of years in which the papers were published. If several cited papers were written by the same author and published in the same year, references should be marked by letters next to the year of issuance, for example 1999a, 1999b... Citing unpublished works should be avoided.