

**Guidelines for Writing Academic Papers
for International Themed Proceedings
jointly published by:**

**Institute of Pedagogy, University of Applied Sciences in Nowy Sącz, Poland
Faculty of Education, University of Belgrade, Serbia
Faculty of Philosophy, University of Split, Croatia**

1. **Types of papers.** The conceptual nature of the articles submitted for the Themed Proceedings should belong to one of the following categories:
 - Review paper (presenting original, detailed and critical review of the issue under study including the author's personal contribution, proved by self-citation);
 - Original scientific article (reporting previously unpublished results of the author's original research based on the IMRAD (Introduction, Methods, Results and Discussion) scientific method scheme);
 - Short scientific paper (original scientific paper which summarizes the results of one's original research work or work that is still in progress);

2. **Language.** The language of the Proceedings is English, with extended summaries in the native languages of the three partner Institutions. The papers are to be submitted to the publisher in charge in English, with an appropriate abstract in English at the beginning of the paper, and an extended summary in the author's mother tongue (PL or SR or HR) at the end of the paper, immediately followed by its translation into English. In cooperation with the partner institutions, the publisher in charge provides the translation of the extended summary into the other two languages.

3. **Translation and proofreading.** Prior to submission to the editor in charge of publishing the issue, all articles are to be written in or translated into high quality English and proofread by a professional proofreader, appointed by each institution for its own papers. Each institution guarantees for the quality of translation. Papers which do not comply with high language standards cannot be accepted for publication.

4. **Reviews.** Each paper is submitted to the editor in charge with two reviews signed by experienced members of the scientific/teaching staff of the institution sending the papers, or corresponding external reviewers, making sure the paper is in compliance with standards and the Style Sheet. With their signature the reviewers guarantee the quality of the scientific paper.

5. **Type of edition.** The Proceedings will be published in two formats: electronic and paperback. The electronic (pdf) edition will be made available on the web page of each institution upon official publication, and paperback copies (minimum 30) sent to each partner institution.

6. **General guidelines for authors, translators, proofreaders, reviewers, and editors.** These Guidelines and Style Sheet are to be made available on the website of each institution and equally followed by all authors, translators, proofreaders, reviewers, and editors.
 - **Authors.** The maximum number of authors per paper is two. Name and surname are provided in the heading, affiliation in the line below (university first, faculty/institute second). Most authors should be from the three partner institutions. Authors and/or co-authors from additional countries are welcome to contribute, too.

- **The variety of English.** The Proceedings accept both British and American varieties of standard English. In the case of direct quotations, the original variety of English from the source is preserved. Compliance with the language standards is to be observed by the author, translator and proofreader prior to paper submission to the editors. The editor in charge reserves the right to return papers which do not comply with high language standards or this Style Sheet.
- **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. Margins – 2,5 cm on all sides.
- **Title of the paper.** The title of the paper should be related to the book title. It is typed three lines below the author's name. Font: Times New Roman, 12, bold, only first title letter capitalised; position: centre. The title of the paper should not be too long.
- **Abstract.** The abstract is up to 1,400 characters (with spaces) long, given at the beginning of the paper in italics, one line below the title. It should state the aim of the paper, the significance and (theoretical) context of the problem, applied research methods, the most important results, conclusions and pedagogical implications.
- **Keywords.** Maximum five keywords/phrases, reflecting the essence of the paper, are stated one line below the abstract, italicised, full stop at the end.
- **Extended summary.** The extended summary, with the paper title and keywords included, is to be written in the author's mother tongue (Polish, Serbian or Croatian), as an extended version of the initial paper abstract, and immediately followed by its translation into English. Authors from countries other than Poland, Serbia or Croatia provide the extended summary in English only. The length of the extended summary is up to 2.800 characters with spaces, including the title and keywords, font: Times New Roman 12, line spacing: 1. It is positioned at the end of the paper, below the list of References. Each partner institution provides the translation of foreign authors' extended summary into its own mother tongue, not exceeding the said length in any language.
- **Volume.** The full volume of the paper is between 12 and 16 pages (28,800 – 32,000 characters with spaces) including the Abstract, References, and the Extended summary in the mother tongue. The editor has the right to accept longer papers (maximum 36,000 characters with spaces) if the research requirements are such.
- **The main body of the text.** Papers should be written concisely, in a comprehensible style and logical order. As a rule, the body of the paper includes the introductory part with the theoretical framework, a clearly stated aim and the main problem of research, description of methodology, presentation and discussion of the results and limitations, ethical principles, and a conclusion with suggestions for further research or praxis.
- **References in the text.** Compliance with APA 7. 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 body of the text are quoted in the original form with the year of publication and page number included. For example: (Meyer, 1987, p. 19), (Petrović, 2020, pp. 26-29), (Kowalska, 2017, pp. 33, 35). 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 paper must contain at least 2 self-citations by every author. No matter how long, the citation should be followed by a reference to the page number. Example: (Meyer, 1987, p. 38). Citations published in English may be directly taken over from the source, without translating them into the author's native language and then back into English. Citations longer than two lines are to be given in a separate paragraph indented by 1 cm.
- **Quotation marks.** The English language quotation marks ("...") are to be used in all quotations, with both the opening and closing quotation marks typed in the upper position.
- **Tables, graphs and pictures.** Compliance with APA 7. Tables, graphs and pictures should be inserted in proper places in the text. Tables and graphs should be prepared in the Word programme and comprehensible without reading the text. Presenting the same data in table and graph formats is unacceptable. Pictures (resolution: 300dpi) and graphs are also submitted in separate (JPG) files. For illustrations taken from other sources (books, journals) the source must be stated. The font size in tables is 11, with single spacing between the lines, the table number and title in italics above the table, and the legend (if necessary) or the stated source (preceded by *Note:*) below the table.
- **The list of references.** The list of references, titled **References**, is given in the alphabetical order at the end of the paper, before the extended summary. It should only include authors/titles referred to in the body of the text, and follow the APA 7 style of referencing. It should include both domestic and international authors, and refer readers to the previous papers from our jointly published books of proceedings. Reminder: at least two references of each paper author should be included as well.
- **Information about the authors.** When submitting their paper to the executive editor in their institution, each author should also provide the following data at the bottom of the document:

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These data will be extracted from the paper and sent to the publishing editor in the list of authors, together with the papers and the accompanying review forms.

7. **Paper submission.** Authors send their papers within the set time frame to the Executive Editor in their own (or inviting) institution to the email address provided internally.

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