

## INSTRUCTIONS FOR AUTHORS ON PAPER PREPARATION

**Formatting.** Papers should be sent as *Microsoft Office Word* files (version 2000, 2003, 2007), font *Times New Roman*, font size 12. Page setup margins should be 2.5 cm (top, bottom) and 2.5 cm (left, right), paper size A4 (210 mm x 297 mm). Paragraphs should be formatted with line spacing 1.5, and justified (Format, Paragraph, Indents and Spacing, Alignment, Justified). Do not break words at the end of the line.

**Paper length.** Research papers should not exceed 37.000 characters (spaces included), and reviews should not be longer than 8.000 characters (spaces included).

**Language, alphabet.** The languages of publication in the TEME is English (font *Times New Roman*). Contributions be rejected if the language is not at the appropriate level of correctness and style. If the authors wish to increase the visibility of their papers, they are supposed to submit Serbian version of the article as well (as Supplementary file - Word format, using the Cyrillic alphabet).

## PAPER

The author should remove from the text of the paper all the details that could identify him/her as the author. Authors must enter all the necessary data during the electronic submission of the paper.

## PAPER STRUCTURE

- **Paper title in English**
- **Abstract in English** 100 to 250 words, followed by 5 key words.
- The title and the abstract of the paper should be directly linked to the paper content, with no information that would identify the author(s) of the paper.
- **Paper title in Serbian**
- **Abstract in Serbian**, followed by 5 key words.
- The paper should follow the **IMRAD** structure (Introduction, Methods, Results and Discussion), when it presents an empirical study
- **Paper body** should not contain more than three levels of sub-division into *sections* and *sub-sections*. Level one sections should be introduced by headings printed in *Italic* and in *CAPITAL LETTERS*, formatted as centred. Level two sections should be introduced by headings in *Italic*, with the initial capital letter, formatted as centred. Level-one and level-two headings should be separated from the previous text by one line. Level three sections should be introduced by a heading printed in *Italic*, but placed as a regular paragraph, separated by a full-stop from the text that follows.

Each paragraph should have the first line indented (1 cm).

*In-text citations:* Whenever referring to a source (monograph, article, statistical source), the author should cite the source in the text, using the

author-date system (Surname, year of publication, pages referred to, all in brackets) – Please, refer to the table at the end of these *Instructions*.

- When referring to several works by the same author, provide all the years of publication chronologically after the author's name. If there are several works by the same author published the same year, provide further specification using letters (a, b,...) after the year of publication: "...confirming this hypothesis (Wuthnow, 1987a, p. 32)...".

- When referring to several works by different authors, provide the authors' names in brackets following the alphabetical order, separating authors by semi-colon: "... several studies were central to this question (Jakšić, 1993; Iannaccone, 1994; Stark and Finke, 2000)."

Direct quotations can be included in the text if not longer than 20 words. Longer quotations should be given as separate paragraphs, spaced-out from the previous and following text, and with the following formatting: Format, Paragraph, Indents and Spacing, Left 1 cm, Right 1 cm, Line spacing – Single; for instance:

To explain how “culture through language affects the way we think and communicate with others of different background” (Gumperz, 2001, p. 35), Gumperz states:

“Conversational inference is partly a matter of a priori extra-textual knowledge, stereotypes and attitudes, but it is also to a large extent constructed through talk” (Gumperz, 2001, p.37).”

**It is crucial that the in-text citations and references should match the literature listed at the end of the paper. All in-text citations and references must be listed in the References, and the References must not contain sources not referred to or cited in the text.** The bibliography listed at the end of the paper should contain author names and source titles in original languages and alphabets, without translation.

*Tables, graphs, and figures.* Tables, graphs and figures should be numbered (sequentially), with captions explaining their content. Captions should precede tables, but follow graphs and figures. Graphs and figures must be clearly visible in the text, so they should be provided in 300dpi resolution. Graphs and figures must be single objects (no Drawing elements added). Where necessary, mathematical formulas should be added to the text using Microsoft Equation Editor.

*Appendices.* should be marked by *letters* (sequentially), e.g. Appendix A, Appendix B etc., and should contain a title describing the content of the appendix. When there is only one appendix, no letters are necessary in its title (only "Appendix").

- **Literature (References).** A complete list of references should be provided as a separate section at the end of the paper. The references should be listed in accordance with the **APA Style**. The references should be listed alphabetically, by the authors' last (family) names. For publication titles in Serbian, the English translation should also be

provided in brackets. The works by the same author should be listed chronologically (from the most to the least recent ones). Wherever possible, provide the DOI number, too, in addition to other reference data.

➤ **Summary in Serbian.** Please provide a summary at the end of the paper, after the References section. The summary should not be longer than 1/10 of the paper (i.e. 2,000 to 3,700 characters). The summary should be formatted as *Italic*, with single line spacing.

#### EXAMPLES OF SOURCE QUOTING AND REFERENCING:

##### Journal papers and articles – 1 author

###### **In-text citation:**

(Manouselis, 2008), i.e. (Manouselis, 2008, p. 55)

###### **In ‘References’:**

Manouselis, N. (2008). Deploying and evaluating multiattribute product recommendation in e-markets. *International Journal of Management & Decision Making*, 9, 43-61. doi:10.1504/IJMDM.2008.016041

##### Journal papers and articles – 2 to 6 authors

###### **In-text citation:**

First reference: (Uxó, Paúl, & Febrero, 2011)

Subsequent references: (Uxó et al., 2011)

###### **In ‘References’:**

Uxó, J., Paúl, J., & Febrero, E. (2011). Current account imbalances in the monetary union and the great recession: Causes and policies. *Panoeconomicus*, 58(5), 571-592.

##### Journal papers and articles – more than 6 authors

###### **In-text citation:**

(Cummings et al., 2010, p. 833)

###### **In ‘References’:**

Cummings, E., Schermerhorn, A., Merrilees, C., Goetze-Morey, M., Shirlow, P., & Cairns, E. (2010). Political violence and child adjustment in Northern Ireland: Testing pathways in a social-ecological model including single- and two-parent families. *Developmental Psychology*, 46, 827-841. doi: 10.1037/a0019668

##### Book – 1 author

###### **In-text citation:**

(Heschl, 2001, p. 33)

###### **In ‘References’:**

Heschl, A. (2001). *The intelligent genome: On the origin of the human mind by mutation and selection*. New York, NY: Springer-Verlag.

##### Book – edited volume

###### **In-text citation:**

(Lenzenweger & Hooley, 2002)

**In 'References':**

Lenzenweger, M. F., & Hooley, J. M. (Eds.). (2002). *Principles of experimental psychopathology: Essays in honor of Brendan A. Maher*. Washington, DC: American Psychological Association.

**Paper or chapter in an edited volume****In-text citation:**

(Cvitković, 2007)

**In 'References':**

Cvitkovic, I. (2007). Katolicizam [Catholicism]. U A. Mimica i M. Bogdanović (Prir.), *Sociološki rečnik [Dictionary of Sociology]* (str. 226-227). Beograd: Zavod za udžbenike.

**Encyclopaedia entry****In-text citation:**

(Lindgren, 2001)

**In 'References':**

Lindgren, H. C. (2001). Stereotyping. In *The Corsini encyclopedia of psychology and behavioral science* (Vol. 4, pp. 1617-1618). New York, NY: Wiley.

**Papers in Conference Proceedings****In-text citation:**

(Bubanj, 2010)

**In 'References':**

Bubanj, S., Milenković, S., Stanković, R., Bubanj, R., Atanasković, A., Živanović, P. et al. (2010). Correlation of explosive strength and frontal postural status. In: Stanković, R. (Ed.): *XIV International Scientific Congress FIS Communications 2010 in Sport, Physical Education and Recreation* (191-196). Niš: University of Niš, Faculty of Sport and Physical Education.

**PhD Dissertations, MA Theses****In-text citation:**

(Gibson, 2007)

**In 'References':**

Gibson, L. S. (2007). *Considering critical thinking and History 12: One teacher's story* (Master's thesis). Retrieved from <https://circle.ubc.ca/>

**Institutions as authors****In-text citation:**

(Републички завод за статистику, 2011)

**In 'References':**

Републички завод за статистику. *Месечни статистички билтен*. Бр. 11 (2011).

**Laws****In-text citation:**

(Закон о основама система васпитања и образовања, 2004, чл. 5, ст. 2, тач. 3.)

**In 'References':**

Закон о основама система васпитања и образовања, Службени гласник РС. Бр. 62 (2004)

<b>Legal and other documents</b>
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**In-text citation:**

(Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276, 1971)

**In 'References':**

Legal Consequences for States of the Continued Presence of South Africa in Namibia (South West Africa) notwithstanding Security Council Resolution 276, (1970), ICJ Reports (1971) 12, at 14

Please refer to:

**Publication Manual of the American Psychological Association, 6th Edition, 2009;**

<http://www.library.cornell.edu/resrch/citmanage/apa>

**NOTES**

- TEME publishes original research papers and scientific and review papers which have been approved by at least two reviewers in the blind peer review procedure.
- For papers with more than 2 authors (for theoretical papers) or 3 authors (empirical papers), please attach a written statement of each author's individual contribution to the paper.
- TEME will publish only one paper by the same author in one year (except for book reviews and commentaries).
- Submitted papers which do not comply with these Instructions will not be included in the blind peer review procedure.
- Papers which have received positive reviews with suggestions for changes/improvements will be sent to the authors together with the anonymous reviewers' comments.
- Positive or negative reviews are not sent to the authors, whether their paper has been rejected or accepted for publication.

**Electronic Submission**

Papers for consideration should be submitted to the Editor in electronic form via the Journal's home page:

<http://teme2.junis.ni.ac.rs/index.php/TEME/login>

*Author's statement.* Together with the submission, the authors should send a signed Author's statement form (signed and scanned, in the pdf format, as Supplementary file).