GUIDELINES FOR THE AUTHORS

> *Studies in Teaching and Education* is a journal publishing original scientific research or theoretical and review papers in the field of pedagogy.

Procedure for submitting, evaluating and publishing works

Submission of papers

Papers are submitted through an online journal editing system developed by the Center for Evaluation in Education and Science (CEON). Access and registration for this service is done via the Assistant page. Registration and uploading of manuscripts in this system is done in a few simple steps. Exceptionally, if the authors have difficulties in uploading the paper through the Assistant system, it is also possible to submit the manuscript directly by e-mail to the address: casopis@pedagog.rs

Papers should be submitted in accordance with the technical standards given in the Contributors' notes. Authors should submit original manuscripts which have not previously been published or simultaneously submitted to another journal. In accordance with these rules, authors are obliged to submit:

1. Authorship and License Statement which can be downloaded from the journal's webpage.

2. Document with information about the author/authors. It is important that personal data and other information that threatens the author's anonymity are removed from the document containing the manuscript (data about the project, or participation in previous research). Personal data and information about the author (or authors if there are more than one) must be submitted in a separate document containing: first name and last name, ORCID, year of birth and full affiliation.

3. Document with additional information about the paper, tables and graphs. This document should contain the title of the paper, information about the project, as well as tables and graphs in a format that allows for their additional editing.

Registration and submission of manuscripts

Registration

Registration is done on the home page of the Teaching and Education journal in Assistant. Clicking on the Registration button located in the upper right corner, opens a screen form that contains sections *My Profile* and *Login* where all the required data should be entered, which will automatically register you as an author and reader for this journal. In addition, there are three options to choose from, the first of which is mandatory (to agree to the privacy statement). The remaining two options are optional. By choosing the third option, you will also be registered as a reviewer. After entering the required data and selecting the desired options, click on the Registration button located in the lower left corner of the page.

Submission of manuscripts

Log in to the Assistant system with the username and password you created during registration. In the menu on the left side of the screen form, there is the Submissions item, within which there are *My Queue* and *Archives* tabs. In the *My Queue* tab, click the New Submission button (on the right). Detailed information about the submission of manuscripts can be found in User Notes on the Assistant page.

Submitting a new manuscript takes place in 5 steps

1. *Start*. Choose the language of the manuscript, select the appropriate section for the manuscript, read and acknowledge all submission requirements, if necessary, enter comments for the editor, read and acknowledge the privacy statement and click on the Save and continue button.

2. *Upload submission*. In this step, you upload your submission files. A manuscript can have one component (manuscript text), or several (in addition to the manuscript text, you can add an image, a set of data, etc.). Each file needs to be assigned as a particular component. In the Upload File section, first select the manuscript component you are importing. You can add a file by dragging it to the appropriate field or by clicking on Upload file. After that, by clicking on Continue, you go to the Review Details part where you can change the name of the file if necessary and continue again. In the Confirmation section, you can finish uploading the file (by clicking Finish) or continue adding the following files if you have them and repeat the entire process of uploading the file.

3. *Enter metadata*. In this step, it is necessary to enter the title, subtitle, abstract and keywords in Serbian and English, as well as authors/contributors and a list of references. Each keyword must be entered individually, that is, keywords must be separated by pressing the Enter key or a comma. If there is more than one author, use the Add Contributor button in the right corner, to add authors/contributors. When entering references, each reference must be in a new line, without enumeration. Save the entered data and continue to the next step (Save and continue).

4. *Confirmation*. Before you finish submitting your manuscript, you can go back to the previous steps and double-check them. In case you notice that you entered a file by mistake and you have to change it, in the drop-down menu, mark the file that you want to change and upload the new one (otherwise, leave the option: This is not a modified version of the existing file). Once you are satisfied that everything is in order, click Finish Submission.

5. *Next steps.* Within this step, you will receive a notification about the successfully submitted manuscript and the possible next steps: 1. Do a review for the submitted manuscript (if you are also registered as a reviewer in our system and have received a manuscript for review), 2. Report a new manuscript (if you wish) and 3. Return to the user page. When you select the option Return to the user page, you will get an overview of the manuscripts that you have submitted and the status in which they are currently.

Submission of revised paper for new review round

When you receive a notification about the editor's decision, you need to log in to the system. Below the title of the manuscript, there is a notice regarding the decision. In case the reviewers request changes, the notice is: The manuscript must be re-uploaded and submitted for a second round of review. Clicking on the manuscript opens a new window, where under Notifications, the author can see an email sent by the editor that includes the reviewers' suggestions. The modified version should be submitted in the Revisions panel, via the Upload File option.

When you receive a notification about the editor's final positive decision (Publish without changes), you will see a status update and the manuscript will move to the proofreading stage.

More detailed instructions for submitting a manuscript, uploading a revised version, and communicating with a proofreader can be found on the Assistant page under the *User Notes* and *Help* tabs located in the upper right corner of the main menu.

Ethical norms

Submitted papers must be written in accordance with the ethical standards applicable to scientific research papers, respecting the principles of well-being and dignity of research participants, as well as the protection of their privacy (for additional information, consult the latest version of *APA Publication Manual*).

Use of Artificial Intelligence (AI)

In the preparation of manuscripts for publication in Studies in Teaching and Education, AI tools may be used exclusively for the creation of AI-assisted, but not AI-generated content.

AI tools must not be used as a substitute for human critical thinking, scholarly judgment, or professional expertise. Artificial intelligence technologies must always be applied under direct human supervision and control. All intellectual content — including ideas, analyses, interpretations, and conclusions — must be exclusively the work of the authors.

Under no circumstances may an AI tool be listed as an author or co-author, nor may it be cited as the author of a referenced work.

The use of AI tools is permitted only for limited linguistic and technical purposes, including:

- grammar and spelling corrections;
- stylistic refinement of text previously written by the authors;
- assistance with formatting (tables, figures, charts, etc.), provided that such use is disclosed at the end of the manuscript;
- technical assistance, such as code debugging.

Failure to disclose the use of AI tools in a manuscript constitutes a breach of publication ethics and, if confirmed, may result in rejection of the manuscript and the application of measures in accordance with the guidelines of relevant ethical bodies (e.g., COPE).

It is not permitted to use AI tools for:

- generating substantial portions of the manuscript, particularly ideas, data, results, images, tables, or similar content;
- modifying scientific arguments or interpretations;
- altering data or generating references;
- submitting a manuscript that is not the result of the authors' own scholarly work.

In all cases, authors bear full responsibility for the originality, accuracy, and integrity of their work.

The use of AI tools in the research process underlying the manuscript is not prohibited, provided that such use is scientifically justified and described in detail in the Methods section. A detailed description must include the name of the AI tool, the provider, the date of access, the prompt(s) used, and the purpose of use.

Members of the editorial board and reviewers are likewise required to adhere to ethical principles concerning the use of AI tools. AI may be used only as support for work based on their own expertise. Editorial recommendations and decisions must not be delegated to AI systems. Submitted manuscripts may be entered only into internal, secure, contractually protected AI systems.

Evaluation of papers

After the receipt of the papers the current editor-in-chief will review them and decide which will enter the reviewing process. If a paper does not fit the concept of the journal, does not meet Ethical norms, or the text does not follow the instructions given in the Contributors' notes and other requirements, the authors will be informed of the rejection of the paper.

Papers which enter the reviewing process are submitted to a software check for plagiarism (iThenticate). If the results of the check show that the work contains plagiarized text, the paper will not be included in the further review process.

Papers which enter the review process will be sent for appraisal by two competent reviewers. The reviewers will not know the author's identity, and the authors will not receive information about the identity of the reviewers.

After review, the Editorial Board will decide on the publication, possible revision or rejection of a paper. All authors receive information about the Board's decisions.

> When submitting a paper with corrections, authors should report (in writing) all changes made to the original text (page numbers and marked points where the changes were made), and also mark changes made in the text, in accordance with the remarks and suggestions of the reviewers.

Publication of papers

The editors forward the text prepared for printing to the authors by e-mail in order to ensure the final verification before publication. This step does not allow adding new text or making significant changes to the paper.

Publishing costs

There is no fee for the publication of a paper in the journal Studies in Teaching and Education. The journal publisher bears the costs of proofreading, technical preparation and printing of works.

Use of the license

The journal *Studies in Teaching and Education* is an open-access journal. Since 2025, it has published its articles under the Creative Commons Attribution 4.0 International License (CC BY 4.0). The entire content of the journal is freely available. It is permitted to copy and distribute the work in any medium or format, as well as to adapt, remix, transform, and build upon the material for any purpose, including commercial purposes, provided that appropriate credit is given to the original authors, a link to the license is provided, and any changes made are indicated.

In the period from 2016 to 2024, articles were published under the CC BY-SA license.

Contributors' notes

Language

Your paper must be a Microsoft Word text processor document, page A4 format, font *Times New Roman*, font size 12, line spacing of 1.5 lines.

In accordance with the Regulation on the Categorization and Ranking of Journals, journal Studies in Teaching and Education publishes all papers bilingually — in Serbian (Cyrillic script – Serbian, Cyrillic) and English. Authors may submit their paper in one of the two languages as part of the submission process, and if the paper passes the review procedure, they may subsequently submit the version of the paper in the other language. If authors cannot translate the paper themselves, publication will be arranged in agreement with the Editorial Board.

The length

Papers should not normally exceed 30000 characters with spaces in length. However, review papers and papers that present theoretical analysis can be up to 50000 characters long. The Abstract and Reference List, which should be at the end of the paper, are not included in the length. The editors-in-chief reserve the right to publish

papers which exceed the maximum number of characters should the subject matter and/or focus of the research require it, and in the case of scientific papers of particularly high quality.

Elements and structure of a manuscript

The title. The title should be concise, precisely formulated in the form of a sentence, bolded, centred, and in font size 14.

Abstract. The abstract should contain from 150 to 250 words. If a paper is about performed research the abstract should contain the following elements: the importance of the researched problem, the aims of the research, the research methodology, key results, conclusions and pedagogic implications. In the case of review papers and papers dealing with theoretical analyses, the abstract should contain: the problem that is discussed in the paper, a description of the structure of the paper, the key propositions that are given in the paper and conclusions. The abstract should be written in one paragraph, without referring to references, in font size 11, justified.

Keywords. The author(s) should provide up to five keywords in the language of the paper which follow the abstract. The keyword should be relevant to the subject of the paper and searchable. We recommend using for example ERIC: https://eric.ed.gov/?ti=all

The structure of a paper. The paper should be structured in a logical and proscribed way. Papers describing performed research should contain: an introduction, an initial research hypothesis, the research methodology, results, discussion (including the pedagogical implications of the conducted research) and conclusions. Review papers and works that represent theoretical analysis, in addition to having an introduction and conclusions, should be structured in accordance with the basic topic of the work.

The headings and sub-headings. The heading of the sections should be formulated precisely and according to the instructions given in Table 1. The headings and sub-headings should not be numerically denoted.

Table 1

Format for five levels of heading

Levels	Format
1	**Centred, bold, font 12**
2	**Flush left, bold, font 12**
3	***Flush left, bold italic, font 12***
4	**Sentence case, indented, bold, font 12, ending with a period.**
5	***Sentence case, indented, bold italic, font 12, ending with a period.***

Note. Format examples are provided for section headings and sub-headings only and do not refer to the title of the paper.

Tables and graphs. Each table and/or graph should be numerically denoted. The precisely formulated title of the table or graph should be given in a new line, in italics. The name of a table should be positioned above the table (see Table 1 of this note) and the name of a graph should be positioned below the graph. All abbreviations in the tables and graphs must be explained. The explanations (legend) should be given under the table or graph. Tables should not contain vertical lines, while horizontal lines should only be used between the table heading and data (see Table 1 of this note) and at the bottom of the table. If horizontal lines contribute to the clarity of the table, they can be used in the heading of the table.

Tables and charts should be given in Microsoft Word format (which implies that the graphs are illustrated in Word), created and delivered in a program that allows for their additional editing. The information on the graphs should not be highlighted by colours but by pattern fill. If the text contains tables and charts downloaded from the Internet, they should be provided in no less than the resolution of 300 dpi, grayscale colour mode. These parameters apply to any photos that are attached as part of the text.

Statistical tests and measures. All symbols of statistical tests and measures should be written in italics throughout the text, including tables (*M, SD, F, t, p*).

Footnotes and abbreviations. Abbreviations and footnotes should be avoided. If used, footnotes should contain only additional information or comment, not data about the sources used.

References within the text. The references/bibliography should be constructed according to the *APA Citation Style - American Psychological Association 7th Edition* (https://apastyle.apa.org/instructional-aids/reference-examples.pdf).

References within the text should contain: the author's surname, the year of publication of the source and the number of the page if a citation is made. If a number of authors are to be cited in brackets within the text, they must be cited in alphabetical order, not chronologically. If there are only two authors, both should be written in brackets. When there are more than two authors, the surname of the first author is given and the abbreviation "et al.".

The Reference List at the end of the paper. The Reference List at the end of the paper should include only the sources that the author(s) have used. References are given in alphabetic order by surname of the author. If several publications by the same author are cited, the publications should be listed in chronological order (from the oldest to the latest work). If there is more than one author, the reference should be cited by the first author`s surname and contain the surnames and initials of the other authors. If there are more works by the same author with the same year of publication, the works should be indicated with letters a, b, c, etc., with the year of publication in brackets (e.g. 2012a, 2012b).

The Reference List at the end of the paper should not be numerically denoted.

Examples for citing the references to literature used at the end of the paper:

Book: The reference should contain the surname and initials of all authors, the year of publication in brackets, the title (in italics), and the place and name of the publisher.

> Apple, M. W. (2012). *Ideologija i kurikulum*. Fabrika knjiga.

Journal article: The reference should contain the surnames and initials of all authors, the year of publication in brackets, the title of the article, the full name of the journal (italics), volume (italics), number, pages and, if it is available, the DOI number (in https:// form).

> Colić, V. (2012). Roditelji i vaspitači o pripremi dece za polazak u školu. *Pedagogija*, *67*(2), 252-260.

> Emmer, E. T., & Stough, L. M. (2001). Classroom management: A critical part of educational psychology, with implications for teacher education. *Educational Psychology, 36*(2), 103-112. https://doi.org/10.1207/S15326985EP3602_5

Book chapters (thematic Proceedings): The reference should contain the surnames and initials of all the authors, the year of publication in brackets, the title of the chapter,

initials and surnames of all editors, book title (italics), the first and the last page of the chapter in brackets, place and publisher.

> Maksić, S. i Pavlović, J. (2013). Nastava koja podržava kreativnost. U R. Nikolić (ur.), *Nastava i učenje, Kvalitet vaspitno-obrazovnog procesa* (str. 53-64). Učiteljski fakultet u Užicu Univerziteta u Kragujevcu.

> Cruse, D. A. (2002). Hyponymy and its varieties. In R. Green, C. A. Bean, & S. H. Myaeng (Eds.), *The semantics of relationships*: *An interdisciplinary perspective* (pp. 3-22). Kluwer Academic Publishers.

Scientific meetings and conferences – the papers published in full: The reference should contain the surnames and initials of all the authors, the year of publication, the title of the article, initials and surnames of all editors, the title of the publication (italic), the first and the last page of the article, the place of publication and the name of the institution – the organizer of the meeting/conference.

> Spasenović, V., Vujisić Zivković, N., & Skubic Ermenc, K. (2012). The role of comparative pedagogy in the training of pedagogues in Serbia and Slovenia. In N. Popov, C. Wolhuter, B. Leutwyler, G. Hilton, J. Ogunleye, & P. Almeida (Eds.), *International perspectives on education*, *BCES Conference* (pp. 36-42). Bulgarian Comparative Education Society.

Doctoral and master theses: The reference should contain the name of the author, year of publication, the title of the document (italics) and the note: doctoral, master thesis, the database in which it is published, the number of the dissertation in the database if it is taken from a database.

> Stamatović, J. (2013). *Samovrednovanje nastavnika u funkciji unapređivanja vaspitno-obrazovnog rada* (doktorska disertacija). NaRDUS (123456789/3226)

Web documents: The reference should contain the name of the author, the year, the title of the document (italic) and the web address.

> Hodges, C., Moore, S., Lockee, B., Trust, T., & Bond, A. (2020, March 27). *The difference between emergency remote teaching and online learning*. EDUCASE Review. https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning

Legal documents: The reference should contain the title of the document (italics), the year of publication, the name of the media, and the number.

> Pravilnik o programu svih oblika rada stručnih saradnika (2012). Prosvetni glasnik, Službeni glasnik Republike Srbije, br. 5/2012.

Appendices and supplementary materials. Along with the main text, authors can also submit appendices, i.e. additional material that is important for a more complete understanding of the content of the paper.