

## **Studies in Teaching and Education**

### ***Guidelines for the authors***

Studies in Teaching and Education is a journal publishing original scientific research articles, reviews and action research reports in the field of pedagogy.

#### **Submission of papers**

Papers should be submitted by e-mail only to [casopis@pedagog.rs](mailto:casopis@pedagog.rs)

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

Papers should be submitted in accordance with the technical standards given in the Contributors' notes. Papers not prepared in accordance with the technical standards given in the Contributors' notes will not be considered for publication.

Authors should submit original manuscripts of papers which have not previously been published or simultaneously submitted to another journal. In accordance with these rules, authors are obliged to submit an Authorship statement which can be downloaded from the journal's webpage.

#### **Language**

Papers should be submitted in the Serbian language (Cyrillic alphabet), English or Russian.

#### **The length**

Papers should not normally exceed 30000 characters with spaces in length. However, review papers and papers that present theoretical analyzes 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.

#### **Evaluation of papers**

After the receipt of the papers for a particular issue 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, 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 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 publication, possible revision or rejection of a paper. All authors receive information about the Board's decisions, and those authors whose papers are rejected or require revision will receive reviews, as well.

If an author submits their paper again they should report (in writing) all changes made to the original text (page numbers and marked points where the changes were made) in accordance with the remarks and suggestions of the reviewers.

## Writing a paper

*Title page.* The title page should contain the following information: the title, the name of the author/s (co-authors), the name of the institution (for example: department, faculty, university), the town and the state (if the author is from abroad) and the address of the leading author.

If a paper is reporting about work on a scientific-research project, the essential information about the project should be given in a footnote following the title. All pages should be numbered (in the lower left corner).

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

*Abstract.* The abstract should contain from 150 to 250 words. The abstract should be written in the language of the paper. It will be published in three languages (Serbian, English and Russian), and the Editorial Board will provide translations in the other two languages. 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 content of the abstract should reflect the nature of the paper and the content of the text.

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

*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 analyzes, in addition to having an introduction and conclusions, should be structured in accordance with the basic topic of work.

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	<b>Centered, boldface, font 12</b>
2	<b>Flush left, boldface, font 12</b>
3	<b>Sentence case, indented, bold, font 12</b>
4	<b><i>Sentence case, indented, bold and italic, font 12</i></b>
5	<b><i>Sentence case, indented, italic, font 12</i></b>

*References.* The references/bibliography should be constructed according to the *APA Citation Style - American Psychological Association 6<sup>th</sup> Edition*.

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, and less than six authors, all the authors surnames should be written out when the reference is mentioned for the first time, and each subsequent time the surname of the first author is given with the abbreviation "et al.". When there are more than six authors, the surname of the first author is given and the abbreviation "et al."

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 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 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), the place and name of the publisher.

Apple, M. W. (2012). *Ideologija i kurikulum*. Beograd: 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, 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](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). Užice: 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). Dordrecht: 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). Sofia: 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). Retrieved from NaRDUS (123456789/3226)

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

OECD (2014). *TALIS 2013 Results: An International Perspective on Teaching and Learning*. TALIS, OECD Publishing. Retrieved from [http://www.keepeek.com/Digital-Asset-Management/oecd/education/talis-2013-results\\_9789264196261-en](http://www.keepeek.com/Digital-Asset-Management/oecd/education/talis-2013-results_9789264196261-en)

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

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

*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). In the event that the text contains tables and charts downloaded from the Internet, they should be provided exclusively in the resolution of 300 dpi, grayscale color 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 the additional information or comment, not data about the sources used.

Note: The paper should be accompanied by the following information about the author(s) to the Editorial Board: the name/s, middle name/s and surname/s of the author/s, their year of birth, their academic qualifications, position and e-mail address.