

## **TECHNICAL INSTRUCTIONS FOR PREPARING MANUSCRIPTS FOR THE THEMATIC PROCEEDINGS “PEDAGOGY – YESTERDAY, TODAY, TOMORROW”**

### **1. General Information**

Original scientific and review papers prepared in accordance with these instructions, and not previously published or submitted to another publication, may be submitted for inclusion in the Proceedings. The corresponding author guarantees that all co-authors have seen and approved the final version of the paper and agreed to its submission for publication. All submitted papers undergo plagiarism screening. Manuscripts must include two self-citations to be included in the review process. Improperly prepared manuscripts will not be considered.

Papers are submitted via the official conference email ([pedagogija.konferencija@ff.uns.ac.rs](mailto:pedagogija.konferencija@ff.uns.ac.rs)). When submitting the manuscript, the following should be provided:

- 1) A title page containing the title of the paper and author details. If the paper derives from a research project, basic project information should be provided in a footnote following the title. Below the title, list the author's or authors' names. If there are two authors, use “&” between their names; if there are more than two authors, separate names with commas. In the following line, list the authors' affiliations and the country (for international authors). If authors have different affiliations, superscript numbers should be used to link each author to the corresponding affiliation. A footnote must be provided for the corresponding author, including email address and affiliation. Authors are encouraged to provide their ORCID numbers.
- 2) The manuscript without author information, containing: the title, abstract, main text with tables and illustrations, and references. All papers must include an introduction and conclusion. Manuscripts presenting empirical research must include the following sections in addition to the introduction and conclusion: theoretical background (conceptual framework), method, research results, and discussion (with implications). The structure of review papers and theoretical analyses should correspond to the thematic focus of the manuscript.

#### ***1.1. Language of the Paper***

Papers may be submitted and published in Serbian or English. Authors are responsible for the language editing of their manuscripts regardless of the chosen language. It is recommended that authors use Word proofing tools for Serbian Latin or English, depending on the manuscript language.

## **1.2. Paper Length**

The manuscript should be between 29,000–35,000 characters long, including spaces. The abstract and reference list are not included in the character count. Review papers may also range between 29,000 and 35,000 characters with spaces. The editors reserve the right to enable the publication of longer manuscripts if it is deemed justified.

## **1.3. Peer-Review Process**

The editors initially assess the suitability of the manuscript for the thematic proceedings. All suitable manuscripts are reviewed anonymously by at least two competent and independent reviewers. If the two reviews contradict each other, in most cases, the expert opinion of a third reviewer will be required. A double-blind peer review process is used, which means that the identity of both the author and reviewer is kept hidden. The anonymity of the manuscript is ensured by:

- A. Separately submitting the title page and the manuscript without information about the authors.
- B. Referring to one's own references in the third person. For example, "Marković & Petrović (2017) indicated that" instead of "In our previous work (Marković & Petrović, 2017) we indicated that".
- C. Carefully naming the file so as not to see its creator (e.g., File > Check for Issues > Inspect Document > Document Properties and Personal Information > Inspect > Remove All > Close).

After the reviewing process, the editorial board makes a final decision on the manuscript, which can be one of the following: acceptance for publishing, acceptance with corrections or rejection of the manuscript. All authors receive information about the decision of the editors, whereby authors whose manuscripts are rejected and authors whose manuscripts are returned for revision get to see the reviews. If the author resubmits the corrected manuscript, he is obliged to describe in a separate document all the changes he has made in the text, as well as to clearly mark the corrections made in the text of the manuscript in accordance with the remarks and recommendations of the reviewers.

## **2. Formatting Requirements**

Papers must be prepared in Microsoft Word, A4 format, using Times New Roman font (size 12), Latin script, 1.5 spacing, with 2.54 cm margins. All pages must be numbered, with page numbers placed in the upper right corner.

### **2.1. Titles**

The title must be concise yet precise. It should be centered and written in bold. Second-level headings (subheadings) should be left-aligned, written in bold italics. All headings and subheadings should follow sentence-case capitalization (i.e., only the first word capitalized).

## 2.2. Abstract and Keywords

The abstract should be written in Times New Roman (12 pt), with 1.5 spacing, and be between 150 and 200 words. At the end of the abstract, provide 3–5 keywords in the language of the manuscript.

For empirical research papers, the abstract should include: the significance of the problem, the research problem or questions, method, key results, conclusions, and pedagogical implications. For review papers, the abstract should include: the research problem, paper structure, key explanations, and conclusions. The main text follows, organized according to the instructions.

The abstract in Serbian should be placed at the end of the paper, after the reference list and appendices, using the heading *Sažetak*:. If the main text is in Serbian, an English abstract should be provided instead.

## 2.3. Tables and Figures

Tables should be created in Microsoft Word. Figures and illustrations may be in JPEG or PNG format. The same results should not be presented both in tables and figures. Images must have a minimum resolution of 300 dpi.

Each table must have a number and title. Text inside the table may be single-spaced or 1.5-spaced depending on its content. The table number should be written in regular font, and the title on the next line. Both should be placed above the table, left-aligned. Figure numbers and titles are placed below each figure, also left-aligned.

Tables should not contain vertical lines. Horizontal lines should separate only the header from the rest of the table. Values in the table should be centered. All abbreviations must be explained in a note below the table or figure. Correct table format example:

Table 1  
Correlations between examined variables

	1	2	3
1. Variable	–		
2. Variable	.28***	–	
3. Variable	.36***	– .33***	–

*Note:* \*\*\*  $p < .001$

## 3. Citation and Referencing

### 3.1. In-text Citations

References must follow the [7th edition of the APA Manual](#). All Serbian references in the text and reference list must be written in Latin script regardless of the script used in the original source. Foreign authors' surnames may be written either in the original form or transcribed phonetically into Serbian; if transcribed, the original surname must be provided in

parentheses, e.g., Djui (Dewey, 1997). When a translated work is cited, only the translated bibliographic information is included, e.g., Žiru (Žiru, 2013).

In-text citations must include the author's surname, year of publication, and page number for direct quotations. Multiple citations in the same parentheses should be listed alphabetically, not chronologically (e.g., Bodroški, 2011; Jones, 2009; Pantić & Wubbels, 2010).

If a reference has two authors, both must be listed (e.g., Hattie & Timperley, 2007). For Serbian sources, use “i” instead of “&”. For references with three or more authors, cite only the first author's surname followed by *et al.* (for foreign references) or *i sar.* (for Serbian references).

If two papers published in the same year have the same first author but different co-authors, provide as many surnames as needed to distinguish them (e.g., Leithwood, Patten, et al., 2010; Leithwood, Harris, et al., 2010). When different works have the same authors and publication year, distinguish them using lowercase letters (e.g., Jones & Robertson, 2018a; 2018b).

### **3.2. Reference List**

The reference list may be titled Sources, Literature, or References. It should include only the works cited in the text. Numbering is not required. Examples of reference formatting follow APA 7 style:

#### *Journal article*

Vanblaere, B., & Devos, G. (2016). Relating school leadership to perceived professional learning community characteristics: A multilevel analysis. *Teaching and Teacher Education*, 57(5), 26–38. <https://doi.org/10.1016/j.tate.2016.03.003>

If the journal doesn't contain issue number, then the reference is listed in this way:

Nikou, S. A., & Economides, A. A. (2017). Mobile-based assessment: Investigating the factors that influence behavioral intention to use. *Computers & Education*, 109, 56-73. <https://doi.org/10.1016/j.compedu.2017.02.005>

#### *References from a book*

Milutinović, J. (2008). *Ciljevi obrazovanja i učenja u svetu dominantnih teorija vaspitanja 20. veka*. Savez pedagoških društava Vojvodine.

#### *Book chapter (Conferences - full conference papers)*

Schwandt, T. A. (2000). Three epistemological stances for qualitative inquiry. In N. Denzin & Y. S. Lincoln (Eds.), *Handbook of qualitative research* (2nd ed., pp. 189-213). Sage.

In domestic references of this type (i.e. in Serbian language), abbreviation “Eds.” should be replaced with “Ur.” and instead of “In” should be “U”.

#### *A website with an individual author*

Sekulić, M. (2010, 2. april). *Uticaj stilova učenja na oblikovanje i efikasnost E - učenja*. <http://miroslavsekulic.pbworks.com>.

#### *Unpublished work (doctoral dissertations and master's theses)*

Ninković, S. (2017). *Školsko liderstvo kao determinanta socijalnog ponašanja učenika* [Neobjavljena doktorska disertacija]. Univerzitet u Novom Sadu.

For foreign thesis/dissertations in the brackets should be written [Unpublished doctoral dissertation], followed by the university where it was defended at.

#### *Official documents*

Pravilnik o opštim standardima postignuća - obrazovnim standardima za kraj obaveznog obrazovanja (2010). *Službeni glasnik Republike Srbije*, Br. 5/2012.

#### *Data processing software*

Rosseel, Y. (2012). lavaan: An R package for structural equation modeling. *Journal of Statistical Software*, 48, 1-36.

## **4. Other Elements of the Paper**

### **4.1. Statistical Reporting**

Statistical results should be reported as follows:  $\beta = .59$ ,  $p < .001$  or  $\chi^2(12) = 25.00$ ,  $p = .013$ . Report exact p-values to two or three decimals (e.g.,  $p = .036$ ), except when  $p < .001$ . For coefficients that cannot exceed 1 (e.g., correlations), do not place a leading zero before the decimal point. Statistical symbols ( $M$ ,  $SD$ ,  $t$ ,  $F$ ) should be italicized; Greek letters ( $\alpha$ ,  $\beta$ ) should not.

### **4.2. Footnotes and Abbreviations**

Footnotes and abbreviations should be used sparingly. Footnotes may contain only comments, not bibliographic information.

### **4.3. Appendices**

Appendices follow the reference list. Provide only materials useful for understanding, evaluating, or replicating the study.

## **5. Checklist**

- The paper is in Word format (.docx);
- A title page with author information is included;
- An anonymized manuscript is submitted separately;
- The title is properly formatted (bold, centered);
- The abstract is 150–200 words;
- 3–5 keywords are provided;
- The paper length is 29,000–35,000 characters with spaces;
- The paper includes at least two self-citations;
- All tables and figures meet formatting requirements;
- Citations and references follow APA 7;

- All in-text citations appear in the reference list;
- Images/figures have a minimum resolution of 300 dpi;
- Footnotes do not contain bibliographic information;
- Language proofreading has been completed.