

# Style sheet for papers

## 1. Conditions for Publishing

In order to be published in the Book of Proceedings of the Third International Interdisciplinary Conference for Young Scholars in Social Sciences and Humanities *Contexts*, the submitted papers should be original and not yet published or submitted for publishing in other publications. **It is necessary that the submitted paper is proofread and acceptable in terms of spelling, grammar, and style.**

## 2. Reviews

Papers which have not been properly prepared for publishing will not be taken into consideration. On the basis of the submitted reviews of papers, the editorial staff will make a decision on the next step (if the paper is accepted for publishing as it is or rejected, or it needs to be further corrected in order to be published) and inform the participant by e-mail. If the accepted paper is from the field of psychology, the author could be asked, if needed, to submit the file with raw or transformed data which were used in the statistical analysis.

## 3. Paper Submission

A paper should be submitted by downloading it in .doc or .docx format to the website of the Conference: <http://konteksti.ff.uns.ac.rs/index.php/en/prijava/submission-of-papers> **no later than 1<sup>st</sup> February 2016.**

## 4. Technical Preparation of the Paper

a) **volume:** the length of one author's sheet (up to 30 000 characters or 20 pages without references and appendices)

b) **font:** Times New Roman, other fonts used in the text should be sent as a separate file;

c) **format:** A4; all the margins: 2.54 cm; the first line of each paragraph should be indented by 1.5 cm from the rest of the text;

d) **font size:** the name of the author(s), the title of the paper, the body of the text, chapter titles and subtitles – 12 pt, the institutional affiliation, the abstract, keywords, footnotes, sources, appendices, references – 10 pt; examples – 11 pt;

e) **spacing:** 1.5;

f) **language:** Serbian or one of the languages which are studied at the Faculty of Philosophy in Novi Sad (English, French, Croatian, Italian, Hungarian, Macedonian, German, Romanian, Ruthenian, Russian, Slovak, Slovenian, Spanish);

g) **orthography:** papers in Serbian could be submitted in either Cyrillic or Latin script.

## 5. Obligatory Elements of the Paper

a) in the upper left corner, **the name and surname of the author(s)**, and in the next line, the **institutional affiliation**, which should indicate the location where the author(s) is(are) studying;

b) **the title of the paper**, below the name of the author(s), in capital letters, centred

Example:

Ivana Antonić\*

(Filozofski fakultet, Novi Sad)

SINTAKSA I SEMANTIKA NOMINATIVA\*\*

c) **the e-mail address of the** (first) **author** which should be given in a footnote marked with a star next to the name of the (first) author;

d) **the name and the academic title of a mentor, the name and the number of the project or the name of the programme** (if needed) within which the research was done, as well as **the name of the institution** which has financed the project or the programme; these should be given in a footnote marked with two stars next to the title of the paper.

Examples:

\*\*The paper was written within the Doctoral Studies Curriculum of Language and Literature at the Faculty of Philosophy, Novi Sad, as a part of the course called Historical Syntax of Serbian Language, mentored by Doc. Dr. Slobodan Pavlović.

\*\*The paper was written as a part of the project called Dialectological Research of Serbian Language Area (178020), which is funded by the Ministry of Education and Science of the Republic of Serbia.

e) before the main body of the text and below the title, there should be the **abstract** in English, without the title “Abstract” (between 100 and 250 words, left margin indented by 1.5 cm in relation to the main text, i.e. it should be equally indented as the first paragraph of the main text) and **keywords** in English, marked as *Keywords*: (up to 10 words; left margin indented by 1.5 cm in relation to the main text); the abstract should contain a concisely presented problem, aim, methodology and results of the academic research;

Example:

This paper examines Mihailo Petrović’s metaphor theory in the light of contemporary cognitive theories, consequently concluding that he not only anticipated a new linguistic research pathway, but also offered answers to some crucial questions on the nature of conceptual metaphor.

*Keywords*: Mihailo Petrović Alas, conceptual metaphor, cognitive linguistics, linguistic historiography.

f) the technically edited **body of the text** which contains chapter titles (in the “sentence case“, i.e. initial capital letters, bolded and centred) and subtitles (in the sentence case, italicised; the first subtitles should be bolded but not indented, i.e. they should be aligned with the margins, and their subsidiary titles should be indented in the text by 1.5 cm);

Example:

#### **Metod**

***Uzorak ispitanika i procedura***

***Uzorak varijabli***

***Instrumenti***

#### **Rezultati**

***Aktivizam u traženju novog zaposlenja***

***Model faktora aktivizma u ponovnom zapošljavanju***

*Testiranje mernih modela.* Pre testiranja punog strukturnog modela bilo je neophodno izvršiti evaluaciju mernih modela po primenjenim instrumentima.

*Testiranje punog strukturnog modela.* Puni strukturni model sadrži relacije kognitivne procene šansi za ponovno zaposlenje, generalno psiho-fizičko zdravlje nezaposlene osobe, centralnost rada, procenu težine finansijskih teškoća, fleksibilnost u ponovnom zapošljavanju, nivo obrazovanja i nivo aktivizma u traženju novog posla.

g) **references** (the title should be centred and written in capital letters); only the publications which are referred to in the paper should be listed and it should be done as it is described in the section 12 of this style sheet.

## 6. Sources

The sources (the title should be centred and written in capital letters) from which the material has been excerpt should be listed before the references in the same way as the references.

## 7. Tables and Charts

Tables and charts should be made in the MS Word or in a Word-compatible format. Tables and charts from statistical packages should be transferred into the MS Word. The same data cannot be presented both as tables and charts. The data which are presented in a table or a chart should not be repeated in the text, but they can only be referred to.

Each table should be numbered and adequately titled. The number of each table should be written in normal font and its title in italics in the next row. The number and the title of the table should be given above the table. Tables should not contain vertical lines. Table rows should not be separated by lines, but the header row should be separated by a line from the data. Horizontal lines are allowed even in the header row if that contributes to the clarity of the table.

A correct table format:

Tabela 1

*Obuhvat varijanse u prostoru upitnika EPQ*

Komponenta	Inicijalno rešenje		
	Karakteristični koren	Procenat varijanse	Kumulativni procenat
1	3.76	37.65	37.65
2	1.45	14.50	52.16
3	.93	9.35	61.52

The values in the table should be given in the middle of the cell, with decimal points positioned by the left tab.

A wrong table format:

**Tabela 1.**

Obuhvat varijanse

Komponenta	Inicijalno rešenje		
	Karakteristični koren	Procenat varijanse	Kumulativni procenat
1	3,76	37,65	37,65
2	1,45	14,50	52,16
3	,93	9,35	61,52

## 8. Images

Images should be sent electronically in a resolution not less than 300 dpi. If the illustration used comes from a printed source, it is necessary to attain a written permission of the copyright owner. The name of the image should be placed below the image in the following format:

*Image 1. Schwartz's model of universal human values*

## 9. The Results of Statistical Tests

The results of statistical tests should be given in the following form:  $F(1, 9) = 25.35, p < .001$  and similarly for the other tests (e.g.  $\chi^2(5, N = 454) = 5.311, p > .10$  and  $t(452) = 2.06, p < .05$ ). A smaller number of conventional levels of  $p$  (.05, .01 or .001) should be specified. If the number is theoretically smaller than 0 (e.g.  $\alpha, r$ , load factor analysis,  $p$  level etc), zero should not be written in front of the point. As a rule, names and designations of the statistical tests should be written in italics, except in case of Greek symbols which should not be written in italics.

In accordance with the Serbian spelling, decimal numbers mentioned in the text should be written with a comma. Taking into account the statistical conventions, decimal numbers that are an integral part of the statistical tests (e.g., F test, t test,  $\chi^2$  etc...), as well as in tables, should be written with a point. If the paper is in English, only points should be used.

## 10. Cited Forms

- a) Titles of separate publications referred to in the paper are italicized.
- b) Place double quotation marks around citations (in a paper in Serbian „ ... ” and in papers in other languages according to corresponding spelling rules); place single quotation

marks around citations within citations ('...'); citing according to the source (original) text is recommended while the original script is retained.

c) Short quotations (2-3 lines) are integrated into the body of a text, while longer quotations are separated from the body of the text as an indented free-standing block of typewritten lines with the source cited at the end.

d) For every quotation longer than 350 characters, a written permission of the copyright owner has to be submitted.

## 11. Reference to a Source

A reference to a source is integrated into the body of a text in the following way:

a) when referring to a study: (Polovina 1996);

b) when referring to a particular page of a study:

- in a paper in Serbian: (Polovina 1996: 25);

- in a paper in English: (Smith 2003: 102);

c) when referring to a particular edition of the same study: (Radovanović 2003<sup>3</sup>);

d) when referring to the studies of the same author written in the same year: (Bugarski 1986a; 1986b);

e) studies written by the same author are listed in the chronological order: (Halle 1959; 1962);

f) If the reference to a particular author is clear from the context, it is not necessary to give his/her surname in parenthesis.

Example:

Milorad Radovanović (2003<sup>3</sup>) izdvaja tri opšta oblika funkcionalnog raslojavanja jezika: disciplinarno, situaciono i profesionalno.

g) when referring to a study by **two authors**: (Jovanović i Petrović 2011);

\*If a source is in English, "&" is used instead of "and", e.g. (Costa & McCrae 1992); in references to sources in other languages, corresponding equivalents are used.

h) referring to a study by **3-5 authors**: the first time a source is cited, the names of all authors are listed; in subsequent citations, use only the first author's last name followed by „et al.”; e.g. in English, the first citation of a source would have the following form (Roberts, Bogg, Walton, Chernyshenko, & Stark 2004), while the next one would be (Roberts et al. 2004); in

Serbian, the first citation of a source would be (Novović, Biro i Nedimović 2011), and the next one (Novović et al. 2011).

\*If two studies written in the same year have the same first author, while the other authors are different, there should be listed as many authors' names as it is needed to clearly distinguish among references in the text. For instance, the references (Black, White, Brown, & Green 1991) and (Black, Brown, White, & Green 1991) have the same first author and the same year of publication. In this case, refer to these sources in the text in the following way: (Black, White, et al. 1991) and (Black, Brown, et al. 1991).

When authors are listed in the text, the name of the last author is preceded by "and" (e.g. "Black, Brown and Red (1994) consider that..."). When referring to a source in English, the sign "&" is used in front the last author's name in parenthesis (e.g. Black, Brown, & Red 1994).

i) when referring to a study by **six or more authors** – only the name of the first author followed by „et al.” is given in the text;

j) when referring to **several studies by different authors**, the information on each subsequent one should be separated by a semicolon, e.g. (From 2003; Nastović 2008); studies are also listed according to the chronological order;

k) **manuscripts** are cited according to foliation [numbering of the leaves of a particular text] (e.g. f. 2a–3b), and not according to pagination except when a manual is paginated; indicate the author's last name or (if the author does not have one) name, the date when the manuscript was written, and the foliation, e.g. (Peja, XVI v. f. 142/9).

\*If the author is unknown, the first word or the first two words in the title of a manuscript are listed and italicized. If there is no title in the manuscript, the author provides one.

l) in papers written in the Serbian language, **the names of foreign authors** should be given in parenthesis in the original script, while outside the parenthesis, the names should be transcribed, e.g. Svicer (Sweetser 1990), but (Sweetser 1990); in papers written in other languages the original script is used in both cases.

## 12. Reference List

The reference list includes only the sources cited in the body of the paper. In texts written in Cyrillic script, papers published in Cyrillic script are listed first (authors' last names are ordered according to the Cyrillic alphabet) followed by papers published in Latin script (authors' last names are ordered according to the Latin alphabet); in texts written in Latin script the order is reversed.

If a paper includes several references that have the same first author, one-author references are listed first according to an ascending order of publication years. The other references are arranged alphabetically by the last name of the second author (if there are co-authors). Apart from the first line of each reference, all the lines are indented by 1.5 cm in the form of a hanging paragraph.

In papers written in Serbian, references are provided in the original script, while in papers written in other languages, references in Cyrillic script can be transliterated into Latin script.

References are listed in the following way:

**a) a book:**

Example:

Pantić, D. (1990). *Promene vrednosnih orijentacija mladih u Srbiji*. Beograd: Institut društvenih nauka.

\*Titles of books in English are written in the “sentence” case and are italicized as well. If a book has a subtitle, it can begin with a capital letter.

**b) a book of proceedings:**

Biro, M., Smederevac, S. i Novović, Z. (Ur.) (2010). *Procena psiholoških i psihopatoloških fenomena*. Beograd: Centar za primenjenu psihologiju.

**c) a chapter in a book or a book of proceedings:**

Day, R. L. (1988). Measuring preferences. In R. Ferber (Ed.), *Handbook of marketing research* (pp. 112-189). New York: McGraw-Hill.

\*Titles of foreign books and books of proceedings should be provided in the “sentence case” with the capitalized initial letter followed by lower-case letters. If a paper has a subtitle, it is separated from the title by a colon and its initial letter is capitalized. If there is only one editor of a book of proceedings, Ed. is used instead of Eds. In Serbian references of this type, the foreign abbreviation Ed. or Eds. should be replaced by “Ur. “, and “In“ by “U“.

**d) an article in a journal:**

Tenjović, L. i Smederevac, S. (2011). Mala reforma u statističkoj analizi podataka. *Primenjena psihologija*, 4, 317–333.

Dweck, C. S., & John, A. T. (1986). Motivational processes affecting learning. *American Psychologist*, 41, 1040–1048.

\*Titles of articles are written in the sentence case which means that only the first word in the title is capitalized. In titles of journals in English, initial letters of all words, apart from conjunctions, are capitalized. A comma is used after authors' last names as well as initials (if there are several initials, a comma is placed only after the last one, and not after each of them). In Serbian references, the symbol “&“ should be replaced by the conjunction “i“. When papers in Serbian are paginated, the numbers are mutually separated by a dash without spaces



(–), and not by a hyphen (-), e.g. 220–250. If all volumes of a journal's issue are successively paginated, the volume number **should not** be provided. If every volume of a journal's issue is separately paginated, the reference should include the volume number as well, so that the format is the following:

Dweck, C. S., & John, A. T. (1986). Motivational processes affecting learning. *American Psychologist*, 41(2), 26-37.

\*The reference to a paper published in a journal released exclusively in the electronic form has the same elements as the reference to a paper in a printed journal except that page numbers are followed by "Retrieved from" (for Serbian references „Preuzeto sa") and the web address:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

**e) a web document** (the following data is listed: the author's name, the year, the document name (italicized), the date when the web site was visited and the internet address of the website):

Degelman, D. (2000). *APA Style Essentials*. Retrieved May 18, 2000 from: <http://www.vanguard.edu/psychology/apa.pdf>

**f) unpublished papers** (e.g. summaries from a conference, unpublished doctoral theses and similar papers, manuscripts) – if it is necessary, as extensive data as possible should be provided:

Smederevac, S. (2000). *Istraživanje faktorske strukture ličnosti na osnovu leksičkih opisa ličnosti u srpskom jeziku* (Unpublished doctoral thesis). Filozofski fakultet, Univerzitet u Novom Sadu, Novi Sad.

\*Manuscripts are referred to according to the author of a manuscript, and if the author is unknown, they are referred to according to the title. A manuscript is titled by the author who writes about it if it has not already been titled. The next element is the date when the manuscript was written as well as the place and the name of the institution where the manuscript is, the signature and foliation:

Pesmarica Jovana Nikolića (1780–1783). Beograd: Arhiv SANU, sign. 8552/264/5, l. 3a–4b.

### **13. Appendix**

An appendix (the centred title, capital letters) should contain only the descriptions of materials that contribute to readers' understanding, evaluating and repeating of the given research.

### **14. Footnotes**

Footnotes marked by Arabic numerals and indented by 1.5 cm contain only the author's comments (footnotes and not endnotes, with arguments). Footnotes should not be frequently

used. The marking and content of the first two footnotes are different from all the subsequent ones.

### **15. Abbreviations**

Abbreviations should also be avoided except for the usual ones. Abbreviations given in tables and pictures should be explained. The explanation (legend) is provided below the table or picture.

**Best of luck with your paper!**

The Organising Committee of The Third International Interdisciplinary Conference for  
Young Scholars in Social Sciences and Humanities “*Contexts*”