

## INSTRUCTIONS FOR CONTRIBUTORS

*Uzdanica*, journal for the Serbian language, literature, art and pedagogical sciences, publishes original research and review articles. In the category of the original research articles it publishes original research papers, review articles, short or previously presented reports, scientific reviews, and commentaries on topics of concern to the academic community. In the category of the review articles the journal distributes review articles, informative contributions and reviews.

Original research articles should be an original work based on the original and methodologically established research results, and should not have been accepted for publication elsewhere. Review articles should contain original, detailed and critically established research problem. Short or previously presented reports should present original, full-length scientific paper, in smaller volume or polemical character. Scientific reviews on certain topics, based on the scientific arguments, are published in the category of scientific review, polemics and brief notices.

Review articles should give strategies and experience useful for the professional practice improvement, editorials, and annotations or the reviews of books. Especially, according to the requirements of the “Act on the regulation of scientific journals” issued by the Ministry of Education, Science and Technological Development of the Republic of Serbia, the journal publishes monographic papers as well as critical reviews based on the scientific structure, such as historical and archival, lexicographical and bibliographical critical reviews.

Contributions should be in (preferably) Serbian and English, and according to the scientific problem in some other relevant language.

The journal takes into consideration only previously not published papers elsewhere. As this journal has adopted a double blind reviewing policy, editorial board decides whether the article will be published or not and after that the author is informed within the three months. Manuscripts should be send electronically and the appendices (drawings, graphs and schemes) may be send via mail and will not be returned. The editorial board mail and e-mail address are given in the journal imprint page.

Papers for consideration should be prepared according to *Uzdanica* journal’s guidelines for authors in order to be reviewed. Papers that have not had all recommended guidelines features will be returned without review to the author.

### **Manuscript length and font**

Articles should be typed in Microsoft Word, 12 pt font, 1.5 spaced. Original scientific and review papers should be approximately 30000 words in length, reviews and informative contributions approximately 10000 characters and reports and short notices from 2800 to 3600 characters in length.

### **Author’s name**

Full name(s) of the author(s) should be given. It is advisable that middle names’ letters are provided as well. Surnames and names of the local authors should be given in the original form preserving the diacritic elements of the alphabet.

## **Affiliation**

The full (official) name of the affiliation in hierarchical order should be given (for example, University in Belgrade, Faculty of Philosophy – Sociology department, Belgrade) and eventually the name of the institution in which the author conducted the presented research.

The name of the affiliation should be placed under the authors' names. Authors' position and title should be excluded.

## **Contact**

The address and the email address should be placed in the footnote at the end of the first page of the article. If there are more authors, only the corresponding author's address should be given here.

## **Abstract**

A concise and factual abstract is required (maximum length from 100 to 250 words). The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract should be placed under the article's title, name(s) of the author(s) but before key words. After the key words, the body of the article should take place.

## **Summary**

If the paper is written in Serbian, the summary should be given in the foreign language. It is recommended that the summary is given in the structured form. The summary length may be 1/10 of the article length and should be placed at the end of the article right after the references.

## **Key words**

The number of key words must not exceed 10. In the article, the key words should be placed after the abstract or the summary.

## **References**

### 1. Book

In the body of the text: (surname year: page)

In the reference list: surname (year): name and surname, *title*, place: publisher.

Crystal (1999): David Crystal, *The encyclopedia of the modern linguistics*, Belgrade: NOLIT.

Chomsky (2008): Noam Chomsky, *Hegemony or Survivor*, Novi Sad: Rubikon.

Chomsky (1968): Noam Chomsky, *Langage and Mind*, Harcourt, Brace and World: New York.

### 2. Article

In the body of the text: (surname year: page)

In the reference list: surname (year): name and surname, title, *journal title*, issue, place: publisher, pages.

Jovanovic, Simic (2009): Jelena Jovanovic, Radoje Simic, Text as the linguistics and communicational structure, *Serbian language*, XIV/1–2, Belgrade: Scientific Society for the cultivation and study of the Serbian language, 325–345.

If several papers from the same author(s) are referenced, then the chronological order of the papers' publication should be followed. If several papers from the same author(s) and from the same year are cited, letters a, b, c etc. should be placed next to the year, for example: 1999a, 1999b...

References with more than one author should be given in the exact order as in the title page.

In the body of the text: (Frankovic, Rakic, Vilotijevic 1973)

In the reference list: Frankovic, Rakic, Vilotijevic (1973): Dragutin Frankovic, Branko Rakic, Mladen Vilotijevic, *Educational work in the boarding schools*, Belgrade: Delta press.

If there are more than three authors, in the text should be cited surname of the first author and "et al." but in the reference list the names of all the authors should be given in the exact order as in the title page.

Referencing the unpublished papers is not advisable, but if it is necessary, the complete data of the source should be given.

### **Web document**

Author's last name, year, document name (*italics*), date when the document was retrieved, internet address, for example: Mercer, S. (2008): Learner Self-beliefs. *ELT Journal* 2008 62(2): 182–183. Retrieved in January 2009 from <http://eltj.oxfordjournals.org/cgi/content/full/62/2/182>

### **Drawings, pictures and tables**

Pictures (drawings, graphs, schemes) and tables can be prepared by using the computer or the classical technology (wash drawing or pencil and paper). These should be given on the separate file or on the separate papers. The approximate position of tables and figures should be indicated in the manuscript. Tables, pictures and illustrations must be clear and understandable. These should not be paginated and must be numbered by Roman numerals, titles and legends (descriptions, signs, codes and abbreviations). Be sparing in the use of tables and ensure that the data presented in them do not duplicate results already described in graphs.

**Statistical data** should be given according to the rules of the relevant scientific methodologies.

**Editorial board**