



University of Kragujevac  
Faculty of Education in Jagodina

**UZDANICA**

Journal of language, literature and  
education

## THE REVIEW PROCESS

- Each paper is evaluated by at least two reviewers
- The identity of the author is unknown to reviewers and vice versa
- Reviewers sign the consent, and the editorial board thus provides a database of quality reviewers from relevant scientific fields
- The editorial board has approved a review form that defines the parameters to be evaluated (title, relevance of the paper, methodology, used literature, etc.)

Author affiliations: full author affiliations are required, with a specified hierarchy of organizational units (e.g. university – faculty – department)

The structure of the papers is prescribed by the instructions for authors and includes the following mandatory elements: title, abstract, keywords, text, literature and summary in another language with keywords.

Representation of journals on reference lists: the journal has been on the list of scientific journals of the Ministry since 2009. The Journal is not represented in other lists.

The Journal equipment is complete and in accordance with the Act on Scientific Journal Editing. The title of the journal is retained in order to preserve the tradition, but since it does not describe the topics of published content, the journal has a subtitle (Journal of Language, Literature and Educational Sciences) which clearly defines the areas of science it covers, in accordance with the Act on Scientific Journals.

The journal has ISSN as a permanent and unambiguous label.

The UDK number of the journal is printed in a visible place, to the right of the title and subtitle, and below the ISSN number on the first page.

The number of volumes issued per year is 2, which is stated in each volume in the imprint. All volumes were published in a timely manner and are deposited in the Repository of the National Library of Serbia as soon as they are published. Immediately after its publication, the notebooks are available in full on the Journal's website (<http://pefja.kg.ac.rs/uzdanica/>). Since 2007, no double or multiple issues have been issued, and the publication is completely regular and consistent in accordance with the Act on the Editing of Scientific Journals.

All articles are published in regular volumes, which is recommended by the Act on the Editing of Scientific Journals. So far, four thematic volumes have been published (2015, 2017, 2018 and 2020). There were no extraordinary, supplementary and special issues which, according to



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the Act on the Editing of Scientific Journals, are not considered an integral part of the volume of the journal.

The numerical designations of the volume (year) of the journal grow continuously (they are marked with Roman numerals), and the volumes are marked in order according to the predicted dynamics of publication. The first volume of each new volume is assigned ordinal number 1 (designation in Arabic numerals, in accordance with the recommendation contained in the Act on the Editing of Scientific Journals).

The publisher is a higher education institution that is also accredited for scientific research. The number of members of the editorial board and the number of published works of authors outside the publisher's institution is at least half, in accordance with the recommendation.

The publisher of the journal is listed in each published volume in the imprint. The following indication is obligatory in the imprint from 2017: "The journal continues the tradition of Uzdanica, the student newsletter of the Teachers' School in Jagodina, which published the first issue in 1939."

The contents of each volume are given on the first pages, immediately after the imprint. The content (if necessary) has sections: Preface, Discussions and articles, Narrative review articles and Systematic reviews, Reviews and critiques, Bibliographies, Instructions for authors.

The content includes: name, middle letter and surname of the author (all authors of the article are included); full title of the article; the number of the first and the last page of articles.

Headings of sections are not a substitute for mandatory categorization of articles (categorization is stated with each article). As a rule, non-scientific contributions are not published, but, if there are any, they are separated into a section of the volume which is clearly marked with an appropriate title.

## **Imprint**

The imprint is given in each issue of the magazine, in the same place (on the second page) and contains:

- 1) title and subtitle of the journal
- 2) volume and number of the issue, month and year of publication
- 3) data on the frequency of publication
- 4) an indication of the continuation of the Uzdanica tradition (initiated in 1939)
- 5) name, address of the publisher
- 6) name, surname and affiliation of the authorized person of the publisher



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- 7) name, surname and affiliation of the Editor-in-chief
- 8) name, surname and affiliation of the guest editor (if the volume has one)
- 9) names, functions and affiliations of members of the editorial board
- 10) name, surname and affiliation of the editorial assistant

The second part of the data is given in each issue of the journal, in the same place (penultimate page) and contains:

- 11) names and affiliations of members of the publishing council
- 12) names of reviewers
- 13) name and affiliation of the art editor
- 14) name of the technical editor
- 15) names of persons in charge of language editing (proof-readers and translators)
- 16) contact details of the editorial office: address, e-mail address and telephone number
- 17) printing house, place of printing and number of copies published
- 18) names of institutions / projects that financially contribute to the publishing of the volume (if they exist for a particular notebook)

The Catalogue record (CIP) was made in the National Library of Serbia and renewed when Editor-in-chief was changed in 2017. The CIP is printed in each published volume, in a separate frame on the last page.

The journal is published in paper form and does not have an electronic form. Archives of full texts (in PDF format) are available on the journal's website, but, according to the act on the arrangement of scientific journals, are not considered as replacements for the electronic form of the journal.

The instructions for authors contain all the requirements in accordance with the act on editing scientific journals, it is published in each volume and is available on the journal's website.

Articles are prepared in a standard way. Each article has a title that clearly describes its contents or, if this is not the case, the editorial board insists on the more precise subtitle. It is also obligatory to translate the title to one of the world languages or in Serbian (if work is written in a foreign language) before the summary.

Each manuscript also has a title in the header of each page of the article. The title contains the surname and the initial of the author's first name (if there is more than one author, it is indicated with "et al." or in Serbian "i dr."), the title of the article (the whole title or in short), the title of the journal and collection (year, volume, serial number, the number of the first and the last page).



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The full last name and the first name is stated, as well as the initial of the author's first name and it is done for all authors of the manuscript. The full (official) name and the seat of the institution in which the author is employed (or in which it is on master or doctoral studies if the author is unemployed) is also given. In more complex organizations, the full hierarchy is given as well. Affiliation is printed immediately after the author's name. The title and vocation of the author is not specified. Data of the institution in which the author conducted a research is given in the introductory part of the article or in the footnote.

The address or e-mail address of the author is given in the footnote at the bottom of the first page of the article. If there is more than one author, only the address of the first author is given. The category of the article is proposed by the reviewers (a proposal is a part of the review form). The final decision on categorization, if the reviewers have different proposals, brings the Editor-in-chief.

The articles are classified into categories according to the act on editing scientific journals.

Scientific articles:

1. Original scientific article
2. Review article
3. A short review
4. Scientific criticism and argumentation

Systematic review articles:

1. Systematic review article
2. Information review (Preface)
3. Reviews and critiques

Selective bibliographies of important scientists and writers are also published in the Journal (mainly in thematic issues).

The language of a manuscript can be Serbian or English.

All original scientific articles, review and systematic review articles and short reviews have an abstract. The abstract has from 100 to 250 words and is positioned between the title (title, author's name, etc.) and keywords (no more than 10), followed by the text of the article.

An abstract in an extended form (summary) in Serbian (for papers in a foreign language) or one of the world languages (mainly in English for papers in Serbian) with key words is given after the text of the paper and the list of references. For abstracts in foreign languages, the editorial board provides qualified proofreading.



Precise instructions for the preparation of abstracts, i.e. summaries are given in the *Instructions for authors* on how to prepare the article.

The date when the editorial board received the article and the date when the editorial board finally accepted the article for publication are listed in chronological order, in the same place, on the first page of the article, to the right of the author's name and affiliation, and below the UDK number.

The name and number of the project, i.e. the name of the program within which the article was created, as well as the name of the institution that financed the project or program are stated in a special footnote at the bottom of the first page of the article.

If the article in the previous version was presented at the conference in the form of an oral presentation (under the same or similar title), the information about that is stated in a special footnote at the bottom of the first page of the article. Papers previously published in another journal or conference proceedings are not accepted.

Tables and graphical representations, as well as appendices (questionnaires, assessment scales, etc.) are given in a uniform manner, which is described in detail in the Instructions for authors. The method of referring to sources within the article is uniform in all papers, and described in detail in the Instructions for authors. The editorial board has chosen a citation system that is prevalent in leading Serbian journals in the field of language and literature.

Footnotes are given at the bottom of the page where the commented part of the text is located and cannot be of bibliographic character.

The cited literature includes bibliographic sources (articles, monographs, etc.) and is given in a separate section of the article, in the form of a list of references. References are cited in a consistent manner, in alphabetical order of the author's surname, in the language in which they were published. If non-scientific material is used in the paper as a source or corpus for research, the list of material is stated in a special list (Sources).

The format of printing references is described in detail in the Instructions for Authors for each category of publications (book, article, web document).

## **Editorial documentation**

The Editorial Board maintains the Register of Received Papers, the Archive of Author's Statements, the Guidelines for Reviewers, the List of Reviewers and the Register of Reviews



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as documents of relatively lasting importance. The editorial board keeps all these registers in electronic form.

The journal has its own email address and archive within the received and sent messages for each paper, which ensures the reliability and verifiability of each step in the process of receiving the paper, application, review and acceptance or non-acceptance of the paper for publication.

The Register of Papers contains basic data on submitted papers and authors. The dates of receiving the manuscript, corrections of the manuscript and approval of the papers for publication are stated. The register is kept both in paper and electronic form, thus a cross file is ensured as well.

The editorial board does not use the system of electronic submission and editing of papers.

Before publishing the first volume in 2019, the editorial board innovated the review form and developed and adopted detailed instructions. The review form gives a list of elements to be evaluated, the manner of expressing the evaluation according to separate quality parameters and the proposal for categorization.

Each scientific paper and systematic review article is evaluated by two reviewers (a third reviewer is included if needed, mainly in case of strong disagreement of reviews). The identity of the author is not revealed to the reviewers and vice versa, except when both parties express a willingness to communicate directly. As a rule, the identity of another reviewer is not revealed to the reviewer. In order to effectively resolve the dilemmas that two independent reviewers notice, the editor involves both reviewers into direct communication.

The list of reviewers contains the names, affiliations and titles of all reviewers. Attached to the list are the letters of consent of the reviewers for accepting the reviewer's obligations. Each issue of the Journal publishes a list of reviewers who have reviewed papers submitted for that issue, regardless of whether the papers have been accepted for publication or not.

### **Review rules and guidelines**

The process of submitting a paper, reviewing and publishing the paper is free of charge. *Instructions for authors* are available in each volume and on the journal's website. Papers/articles not written in accordance with the Guidelines for Authors are not taken into consideration for publishing.

The Editor-in-Chief reserves the discrete right to evaluate the received manuscripts and not to publish them, if he/she finds that they do not meet the prescribed criteria.



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Received works are subject to review. The selection of reviewers is the discretion right of the editor (and the guest editor if the volume has one). The editorial board of the Journal, in order to raise its quality, is also involved in proposing and appointing reviewers. The aim of the review is to help the editor make a decision on whether the paper should be accepted or rejected and to improve the quality of the manuscript through the process of communication with the authors.

A reviewer who considers himself incompetent for the topic or area which is discussed in the manuscript, is obliged to inform the editor.

Reviewers sign a form expressing their consent to be included in the work of the Journal as reviewers. The editorial assistant maintains a list of reviewers and a consent archive. The editor has the obligation to publish in each issue of the Journal a list of reviewers who have reviewed the papers received for that issue, regardless of whether the papers have been accepted for publication or not.

The review is double anonymous: the identity of the reviewers is not known to the authors nor is the identity of the author known to the reviewers. Before submitting the manuscript for review, the editorial assistant removes the personal data of the author (primarily, name and affiliation) and takes all reasonable measures so that the identity of the author remains unknown to the reviewers until the end of the review process. The editorial assistant also removes all data about the reviewer when sending the author a review and comments on the paper.

Each scientific paper and systematic review article is evaluated by two reviewers (a third reviewer is included if needed, mainly in case of strong disagreement of reviews). The identity of the author is not revealed to the reviewers and vice versa, except when both parties express a willingness to communicate directly. As a rule, the identity of another reviewer is not revealed to the reviewer. In order to effectively resolve the dilemmas that two independent reviewers notice, the editor involves both reviewers into direct communication.

During the review process, the reviewer may request that the editor provides additional information from the author (including primary databases), if necessary to make a judgment about the scientific contribution of the manuscript. The editor and reviewers must keep such information confidential and may not use it for personal gain.

### **Instructions for the review process**

The review is made on a form established by the editors of the Journal. The form is an integral part of the Instructions.



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The reviewer may submit a review paper with comments (clearly indicate what the reviewer's comment is and to which part of the paper it refers). Working with comments is considered an integral part of the review.

Reviewers are obliged to professionally, arguably, impartially and within the given deadlines submit to the editor an assessment of the scientific value of the manuscript.

Reviewers evaluate the papers in relation to the compatibility of the topic with the profile of the journal, the relevance of the research area and applied methodology, the originality and scientific relevance of the data presented in the manuscript, as well as the style of scientific presentation.

Indicators of quality of works are evaluated with marks "A" if a certain element of work fully satisfies, "B" if it generally meets the criteria (or correction is possible that does not require extensive changes) and "C" if the evaluated element/aspect does not meet the criteria of the scientific article. These marks are entered in the indicated fields of the Form. It is possible to enter comments, suggestions for changes and suggestions for improving the quality of a certain element/aspect of work in each field, but this is not a mandatory requirement.

If the reviewer requests more extensive changes and repeated review, the corrected paper is sent to the same reviewer for re-check.

The reviewer can evaluate certain elements with grades A or B, even if the paper does not correspond to the described indicators in exceptional cases (e.g. a small number of references if it is an analysis of previously not researched literary work), but it is necessary to explain his/her evaluation.

The reviewer may, in addition to the set indicators, enter additional comments, proposals and suggestions in the provided field of the Form.

A reviewer who has reasonable suspicions or knowledge of a violation of ethical standards by the author is obliged to inform the editor. The reviewer should recognize published papers of importance that the authors have not cited. He/she should also warn the editor of important similarities between the manuscript under consideration for publishing of this Journal and any other published work and manuscript that is in the process of being reviewed in another journal, if he/she has knowledge about it.

The reviewer must not have a conflict of interest with the authors or funder of the research. If there is a conflict of interest and the reviewer has information about it, the reviewer is obliged to inform the editor immediately.





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The review must be objective. Comments concerning the author's personality are considered inappropriate. The judgment of the reviewers must be clear and supported by arguments.

Manuscripts sent to the reviewer are considered confidential documents. Reviewers may not use unpublished material from submitted manuscripts for their research without the express written permission of the author, and the information and ideas presented in the submitted manuscripts must be kept confidential and may not be used for personal gain.

Reviewers propose the categorization of articles (it can also be proposed by members of the editorial board), but the responsibility for categorization, according to the Act on editing scientific journals of the Ministry of Education, Science and Technological Development of the Republic of Serbia, rests solely with the Editor-in-chief (with a guest Editor if a volume has one).

### **Decision on publishing the paper**

The Editor-in-chief of the journal Uzdanica makes the final decision on which manuscripts will be published. When making a decision, the Editor-in-chief is guided by the editorial policy, taking into account the legal regulations related to slander, copyright infringement and plagiarism.

The Editor-in-chief, reviewers and members of the Editorial Board are obliged to make a judgment about the manuscript on the basis of its content, without racial, gender, religious, ethnic or political prejudices.

