

## INSTRUCTIONS FOR AUTHORS

The editorial board of the journal *Napredak* will only consider articles which are in accordance with these Instructions. The journal publishes only new and original articles. The editors will accept papers *in extenso* which have previously partially been published at a scientific gathering, under the condition that this is duly indicated by the author. Any attempt at plagiarism or self-plagiarism will be sanctioned (banning the author from publishing his/her work in this journal for a length of time which corresponds to the severity of the plagiarism; the institution with which the author is affiliated, and the appropriate professional organizations will also be informed of the wrongdoing).

Papers are published in the Serbian language (only Cyrillic alphabet) and English. The editorial board encourages authors to submit papers in both languages.

The editorial board maintains the right to proof-read and edit all the papers, in accordance with best practices and Serbian/English language standards. After presenting their papers, authors are required to submit a statement signed by all the authors and co-authors asserting that the paper has not been published either partially or wholly in another publication. The statement on the particular contribution of each author must be signed by every author, scanned and sent with the manuscript, as additional documentation. This is to ensure that all authors are made responsible for the fulfilling of all the conditions. After this, the paper goes through the editorial process.

Accepted papers are published in the order the Editorial Board establishes, on the suggestion of the Chief Editor and Executive Editor. In the case of Thematic Issues, the Chief Editor and Executive Editor will take into consideration the suggestions of the guest editor of the Thematic Issue, before sending the paper to the Editorial Board. The journal *Napredak* publishes papers in the field of social sciences and related multidisciplinary papers that shed light on society.

The papers are categorized in accordance with the 2009 *Act on the editing process of scientific journals* adopted by the Minister of Science and Technological Development of the Republic of Serbia.

Papers can be:

Scientific articles:

- 1. Original scientific papers.** These papers expose previously unpublished results of the author's personal research, conducted according to scientific standards. The length of the body of these papers must not exceed 28,800 characters with spaces. This number does not include the name, middle initial, surname and affiliation of the author, the title of the article, the summary (up to 800 characters with spaces), key words (up to 5 words or phrases), the list of references, footnotes;
- 2. Review.** Contains an original, detailed critique of a scientific problem or area, in which the author has established his/her credentials, confirmed also by the presence of self-citations. The body text of a review must not exceed 28,800 characters with spaces. The total number of characters does not include the elements stated above (cf. Original scientific papers);

- 3. Brief or previous statement.** This is an original full format scientific paper up to 18,000 characters with spaces in length, or a preliminary paper. The total number of characters does not include the elements stated above (cf. Original scientific papers);
- 4. Scientific critique, or polemic.** (discussion on a given scientific subject, exclusively on the basis of scientific arguments) and reviews. The length of these papers is up to 10,000 characters with spaces. This type of paper must include the name, middle initial, surname and affiliation of the author, as well as a summary up to 400 characters with spaces in length, key words (up to 5 words or phrases), a list of references. These elements are not included in the total number of characters allowed.

Expert papers:

- 1. Expert paper** is an article which presents information that contributes to the study of social phenomena but not necessarily based on the scientific method. These papers must not exceed 18,000 characters with spaces. The total number of characters does not include the elements stated above (cf. Original scientific papers);
- 2. Informative contribution** (editorial, commentary, information on the work of the Foundation which is the publisher of *Napredak*, etc.). These texts are shorter, with a length of up to 12,000 characters with spaces. The total number of characters does not include the elements stated above (cf. Original scientific papers);
- 3. Review** (book, research, scientific event, etc.). The length is up to 7000 characters with spaces. The use of photographs is encouraged (images of book covers, photographs of events, etc.). Images count as 500 characters with spaces. A review does not contain a summary or key words but must include references.

The journal *Napredak* will not publish papers that contain less than 5 references. The Editorial Board encourages authors to use journal references of a more recent date, if possible.

All types of papers can contain photographs, graphs, tables, and other illustrations. Every illustration counts as 500 characters with spaces. The Editorial Board encourages the use of illustrations, especially graphs and tables, to present data which do not have to be repeated in the body, but just referred to. Every table must have a number (1 – n) and title, while every image (graph, photograph...) must have a number (1 – n) and caption.

The authors and co-authors suggest the category of the manuscript. This is also done by the reviewers, but the final decision on the categorization is made by the Chief Editor and Executive Editor of the journal.

The manuscripts must contain standardized abbreviations, but not in the title or abstract. The full name with its abbreviation in parenthesis is given when first mentioned. Abbreviations are permitted further on in the text, both in the abstract and in the paper itself. Abbreviations must not be used in the conclusion of the paper (not abstract).

In the case of a paper written in the Serbian language, foreign names are transcribed, and the original name given in parentheses the first time they are mentioned in the text. In the case of papers written in the English language, names are given in the original format or transcribed (eg. Chinese or Arab

names). Foreign phrases are written in the original format, in italics, and if necessary, their translation and meaning are given in a footnote.

Manuscripts must be submitted as a Word Document, line spacing 1.5, A4 paper size single sided, margins 2.5 cm, justified alignment, font size 12pt, Times New Roman. Bold and italics should be avoided and can be used in subheadings. The Summary, Key words, and footnotes are single spaced, 1.0.

Submitted manuscripts are sent (without author's name) to at least two reviewers/editors. Comments and suggestions of the editors and reviewers (not giving the reviewer's name) are sent back to the author.

After undergoing a peer and editorial review, the paper is sent back to the author. All changes must be made within the space of three days. During this phase it is not possible to make significant changes but only correct minor typing and similar mistakes. If the corrected text is not returned to the Editorial Board within three days, the Editorial Board will assume that the author has no further comments. The manuscripts of papers approved for publication are not returned to the author.

## **Preparing a manuscript**

Manuscripts are prepared in accordance to APA citation format. Parts of the paper are: title page, abstract and key words, body, acknowledgements (optional), references, appendices (tables, images). Pages must be numbered (upper or lower right corner), starting with the first page.

### **1. Title page**

- a) The title of the paper should be brief, clear and informative, in the Serbian or English language, without abbreviations and it should correspond to the contents of the paper. Headings and subheadings should be avoided. If the paper is the result of research conducted during a project or if the authors feel the need to express their gratitude to a supporting institution or individual, this can be done in a footnote at the end of the title.
- b) Above the title, in the upper left corner, in large letters, the author suggests the category. Below this is the name, middle initial and surname of the author and co-authors. Scientific papers can have up to two co-authors. The Editorial Board encourages authors to publish papers written by one author. Papers with more than two authors/co-authors will not be considered. After the surname of the author/co-author it is necessary to place a numbered footnote (starting from 1), which gives the professional title of the author/co-author and his/her electronic address (email). The author/co-author responsible for corresponding with the Editorial Board is required to provide telephone numbers (mobile, landline) and postal address (with the words "for correspondence purposes"), besides his/her electronic address. The footnote(s) for each of the author(s)/co-author(s) states the year of birth of the author(s) (e.g. born in 1968.)
- c) Below the name of each author/co-author it is necessary to give their affiliation. In the case of institutions with complex organizations, all levels of organization must be stated, from the

highest to the lowest (e.g. name of university, name of faculty, name of department), the location of the institution and the country in parentheses.

## **2. Summary and key words**

On the second page of the paper, it is necessary to provide a structured summary in Serbian and English, written concisely and including the Introduction/Aim, Basic Premise, Methods (research methods, basic procedures, sampling), Results (most important), and Conclusion. It is necessary to underline new and important aspects of the research. A structured summary must not exceed 800 characters with spaces. In the case of scientific critiques, polemics and reviews, a summary must not exceed 400 characters with spaces.

The summary must be followed by Key words, not exceeding 5 concepts or phrases.

Papers categorized as reviews do not require an abstract but it is necessary to provide the following information on the book (event) being reviewed, in the following order: Name and Surname of author (in the case of an Event, the name of the event organizer); title of the book in italics (or title of the Event in italics); place of publication; publisher; year of publication (place of event, time of event), total number of pages (not applicable to Events). A photograph of the book/event reviewed must be submitted in JPEG or TIFF format as an attached file, minimum resolution 300x300 pixels.

Example of review:

Stjuart Prajs: Izučavanje medija. Klio, Beograd, 2011, 749 p.

Example of event:

European Sociological Associatio: 13th ESA Conference(Un)Making Europe: Capitalism, Solidarities, Subjectivities. Athens (Greece), 29.08 - 01.09.2017

## **3. Body of text**

The body of the paper starts at the third page. It is suggested but not required that original scientific papers and reviews, especially if they are based on empirical research, be structured thus: Introduction/Aims of research; overview of methodology; results; discussion; conclusion. For scientific papers categorized as "Brief Statements" and "Scientific critique, polemics, reviews", structuring is not required.

Tables, graphs and images are incorporated into the body, except in the case of a book or event review where the photographs are submitted as a separate file.

Illustrations, maps, photographs, graphs and other images are submitted in JPG or TIFF format, minimum resolution of 300x300 pixels.

Every illustration (table, graph, drawing...) must be numbered and captioned (center alignment) in the following way:

- The title of the table is given above.

Example:

Table 1: Average values of ethnic distance

- Graphs, photographs and other illustrations are captioned below.

Example:

Graph 1: Average values of ethnic distance scores

Tables should be simple, in black and white, no shading. Indentations and alignment in tables must be produced via automatic formatting, not by manually adding spaces.

All types of graphs must be black and white, and with the use of different types of lines.

### **3.1 Citing and referencing other authors in the body**

In accordance with the APA Citation standard, citations are given EXCLUSIVELY in the body, in bibliographical parentheses.

The use of footnotes is allowed only for the purposes of comments, in order to avoid loading the text. It is on the author's discretion to decide to provide in a footnote additional information (e.g. email of author, acknowledgements, etc.), brief explanations regarding certain terms and concepts (e.g. the meaning of a lesser-known Latin proverb), biographical data of importance for the understanding of the text (e.g. providing biographical information on a theorist in order to better understand the context). Footnotes can be used to comment or critique the position of other authors (e.g. regarding their inconsistent views on a subject), to provide an illustrative example or interesting comment regarding another author or for the purpose of directing the reader towards another author's work.

Bibliographical references are always given in the Latin alphabet. In the Literature section, only one place of publication is given, even if the publication itself names several.

#### **AUTHOR(S) BIBLIOGRAPHICAL PARENTESES – FIRST MENTION IN TEXT**

Work by one author (Lukić, 1995a, p. 209) (Lukić, 1995a, p. 30)

Work of one author published in the same year as previously cited work (Lukić, 1995b, p. 30) (Lukić, 1995b, p. 20)

Work by two authors (Haralambos & Heald, 1989) (Haralambos & Heald, 1989)

Work by three to five authors FIRST MENTION: (Marković, Golenkova, Šuvaković, 2009);  
SECOND AND OTHER MENTION OF SAME WORK: (Marković et al, 2009)

Work by more than seven authors (Mihailović et al, 2012) (Mihailović et al, 2012)

GROUP (INSTITUTION, ORGANIZATION) WITH A RECOGNIZABLE ABBREVIATION  
(Republički zavod za statistiku [RZS], 2020) (RZS, 2020)

GROUP WITHOUT RECOGNIZABLE ABBREVIATION (Centar za profesionalni razvoj zaposlenih u obrazovanju, 2020) (Centar za profesionalni razvoj zaposlenih u obrazovanju, 2010)

Included within bibliographical parentheses should be the surname of the author, the year of publication and if necessary the number of the page. If there is more than one author with the same surname, especially if they are cited or referenced in the paper, the APA standard clarifies that the initial of each author be provided before the surname.

If a page number is provided in bibliographical parentheses (in the case of a direct quote), it is separated with a comma, preceded by the abbreviation “p.”. In some cases, it is not necessary to provide page numbers (if the entire work is referenced, or the idea contained within; that is, if there is no direct quote).

Example:

In his text Petrovic enters into a polemic with several methodologists and researchers of social phenomena, pointing out their schematism in the interpretation of statistical data, as well as their lack of knowledge of the concept of “civil society” (Petrovic, 2020).

For sources and literature in foreign languages it is possible to use “et al” instead of the Serbian “i dr.”. It is also possible to use “&” instead of “and” in Anglo-Saxon literature.

In the case of citing several authors at the same time, according to the APA standard, the author’s names are given within one set of parentheses, in alphabetical order.

Example:

Not an insignificant number of authors believe that globalization is a historical process that started centuries ago (Bžežinski, 2015, p. 14; Chumakov, 2010, p. 49; Mandelbaum, 2004, p. 257; Robertson, 1992, pp. 58-59; Hatibović, 2002; Šuvaković, 2004, str. 53)

Quotations are given within a sentence. However, if the quotation contains more than 40 words it is necessary to separate the quotation in a new paragraph (automatic), with speech marks. The bibliographical parentheses is given after the last punctuation mark. The rest of the text that follows is in a new paragraph.

Example:

“The basic elements of the gay movement correspond to the chief aspirations of (post)modern capitalism. The emphasis in personal or collective identity is transferred from its locus in the system of production on “lifestyle” (consumer behavior model). Hence, the popular (hypnocratic) culture contains so little information on class identity, while sexual identity is given the central position of social and personal attention. The more people’s needs for

freedom can be satisfied in the area of work or politics, the more “freedom” in consumer behavior and lifestyle is advocated in the public (cultural) sphere. This includes “sexual freedoms”. (Antonić, 2014, p. 210)

Continuing with our research, we reached the clear and unambiguous conclusion...

## 3.2 References in the Literature section – an overview of common cases

### 3.2.1 General remarks

The Literature section is the same for both versions of the paper. The titles of the references are always in the English language, even if the source was not originally written in the English language but, for example, in Serbian. In this case, it is necessary to give the original language in brackets (e.g. [In Serbian]). References are given in alphabetical order (Serbian Latin). If only foreign authors are cited, references are given in British alphabetical order. If works from different languages are referenced, they are arranged in Serbian Latin alphabetical order. Letters which do not exist in Serbian Latin (W, Q, Y, X) are given last.

Serbian surnames should be written in Latin and Serbian diacritic signs should be used.

If more than one work by an author is cited, then the works are listed by date of publication (from oldest to most recent).

If the author published one work individually, the second work as a co-author, the third with two other authors, it is necessary to first list the work written individually, then the work written with one other author, then the work written with two other co-authors. Alphabetical order should be followed when giving authors' surnames.

If works of one author published in the same year are referenced, they should be listed with letters added to the years (2019a) (2019b), etc.

### 3.2.2 Monographies

Surname, Initial. (year of publication). *Title of monography in italics*. Place of publication: Name of Publisher.

If there is more than one city with the same name (in the case of cities in different states of the USA), it is necessary to provide the state name after the city.

If the monography is available online it is encouraged to provide a link, with the comment “Available at”.

Example:

Antonić, S. (2014). *Power and sexuality: the sociology of the gay movement*. Istočno

Sarajevo: Sociološko društvo Republike Srpske. Available at

sahttps://fedorabg.bg.ac.rs/fedora/get/o:7605/bdef:Content/download [In Serbian]

Lukić, R. (1995a). *Basics of sociology*. Beograd: Zavod za udžbenike i nastavna sredstva,

BIGZ [In Serbian]

Lukić, R. (1995b). *Political parties*. Beograd: Zavod za udžbenike i nastavna sredstva, BIGZ  
[In Serbian]

### 3.2.3 Articles in serial publications

Surname, Initial. (year of publication). Title of article. *Name of journal* vol. (issue no. in year): pages from – to.

If the paper has a DOI, this is given at the end; if the paper is available online it is encouraged to provide a link, with the comment “available at”.

Example:

Antonić, S.(2013). Social mobility in socialist Serbia: a revisionist approach. *Sociološki preglad*, XLVII (2), 145–170 Available at [http://scindeks-clanci.ceon.rs/data/pdf/0085-6320/2013/0085-63201302145A.pdf#search="Antonić Slobodan"](http://scindeks-clanci.ceon.rs/data/pdf/0085-6320/2013/0085-63201302145A.pdf#search=) [In Serbian]

Vuletić, V, Stanojević, D. (2013). Social Networks - Networks of Old School Ties. *Kultura*, (141), 37-52. doi:10.5937/kultura1341037V [In Serbian]

The Editorial Board strongly encourages authors to give the DOI of papers published in journals instead of the URL or http:// address.

### 3.2.4 Articles published in thematic collections, chapters in monographs, statements in proceedings

Surname, Initial. (year of publication). Title of article. In: Name initial and surname of editor with (ed. or eds. in parentheses). *Name of publication in italics*. (pages from – to). Place of publication: Name of Publisher.

Example:

Petrović, J. (2014). Note on the so-called. the new French sociology and its methodological consequences - a review of the most important issues. In: J. Petrović, D. Đorđević (eds) *Research of social phenomena: methodological considerations* (213-222). Niš: Filozofski fakultet Univeziteteta u Nišu; Mašinski fakultet Univerziteteta u Nišu [In Serbian]

### 3.2.5 Daily newspaper articles



Surname, Initial. (year, month, day of publication). Title of article. *Title of Newspaper in italics*, p. X

Example:

Vuletić, V. (2017, July 13). Region and barriers. *Politika*, p. 28 [In Serbian]

### 3.2.6 Texts in periodicals (weekly, bi-weekly, monthly, annual publications)

Surname, Initial. (year, month, day of publication). Title of article. *Title of publication*, issue no., pages from – to. (NO ABBREVIATION to “p.”)

Example:

Čomski, N. (2009, September, 4). Victims of the Imperial Mentality of the West (interview).

*HHH* 3041, 19-21. [In Serbian]

### 3.2.6 Citing unpublished doctoral dissertation or master thesis

Surname, Initial. (year of defense). *Title of dissertation in italics*. (doctoral dissertation / master's thesis). Name of institution where the thesis was defended, place [In Serbian].

### 3.2.7 Citing a doctoral dissertation available in database

Surname, Initial. (year of defense). *Title of dissertation in italics* (doctoral thesis / master's thesis). Name of institution where the thesis was defended, place. Available at [In Serbian].