

## Instructions for Authors

Electronic submission of papers is strongly encouraged, provided that the content of manuscript is in accordance with the template. Submit papers as e-mail attachment to the Editorial Office at: [office@kongresoputevima.rs](mailto:office@kongresoputevima.rs).

All papers are reviewed by an editor and members of the Editorial Board or qualified outside reviewers. Acceptance decisions will be made as rapidly as possible.

A paper should include the following parts: heading, the name(s) and surname(s) of the author(s), the name and address of their workplaces, summary, keywords, introduction (the object and goal of research, the methods applied, the review and analysis of literature), the main text, conclusions or generalizations, a list of references. Appendices may be added and placed before the list of references.

### LENGTH OF PAPERS

The length of each paper, should not exceed 12 A4 pages, Overlong papers may be rejected at the discretion of the reviewers.

### AUTHOR NAMES AND AFFILIATIONS

The names, current affiliations, mailing addresses, and email addresses of all authors should be listed on the title page. One corresponding author must be designated for papers with multiple authors. The reviewers will normally communicate only with the corresponding author, who is responsible for informing the coauthors of the paper's submission and disposition.

### ELECTRONIC FILE FORMATS

Papers must be in an electronic format that meets the following specifications:

- The paper file must be sent as a .doc and .pdf file.
- The file size must be less than 50 MB

### PAGE SETUP

- Format: A4
- Margins: 25 mm top, 25 mm bottom, 20 mm left; and 20 mm left; right margins.
- Different odd and even pages must be checked.
- Numbering: Insert page numbers at bottom outside of each page;
- Insert name(s) of author(s) at upper outside of each even page and paper title at upper outside of each odd page (see template).
- Font (typeface): Arial, 10 points for normal text or less point for tabular data.
- Text: Single spaced, justify aligned.

- Paragraphs: use an extra line space between paragraphs; do not indent first line after a subhead.
- Subheads: All subheads should be flush with the left margin, with one line

## **ORGANIZATION OF PAPER**

Submit the paper in an electronic file (.doc and .pdf) organized in the following sequence:

- Title page, including Paper title, author names, affiliations, addresses, and emails (first author will be indicated as a corresponding author);
- Abstract;
- Key words;
- Body of paper or the main text, with figures and tables embedded in the text;
- Conclusions or discussion (all findings, conclusions and recommendations);
- Acknowledgements, if any.
- References.

The **Title** should be a brief phrase describing the contents of the paper.

The **Abstract** should be informative and completely self-explanatory, briefly present the topic, state the scope of the work, indicate significant data, and point out major findings and conclusions. The Abstract should be 100 to 200 words in length.

Following the abstract, about 3 to 5 **key words** should be listed.

The **Introduction** should provide a clear statement of the problem and the proposed approach or solution. It should be understandable to colleagues from a broad range of disciplines.

Body of paper or the **main text** will be with several Headings. Only truly new research methods should be described in detail; previously published methods should be cited, and important modifications of published methods should be mentioned briefly. Subheadings should be used.

Results should be presented with clarity and precision. Results should be explained, but largely without referring to the literature. Discussion, speculation and detailed interpretation of data should not be included in the Results but should be put into the Discussion section.

The **Conclusions or discussion** should interpret the findings in view of the results obtained in this and in past studies on the topic. State the conclusions in a few sentences at the end of the paper. The Results and Discussion sections can include subheadings, and when appropriate, both sections can be combined.

The **Acknowledgments** of people, grants, funds, etc should be brief.