



Висока школа струковних
студија за образовање
васпитача у Кикинди

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Methodical Days

Scientific conference COMPETENCES OF PRESCHOOL TEACHERS FOR THE KNOWLEDGE SOCIETY

Instructions for submitting a paper

Text format and length: All papers are to be written in text processor Word, paper size A4, with all margins set at 2.0 cm. The text should be in font Times New Roman, 12 pt, line spacing 1,5 (Before: 0, After: 0). The papers should fit the 10000-20000 characters limit, with spaces, abstract, and literature.

Text language: The manuscripts must be written in clear, comprehensible English. If you have concerns about the level of English in your submission, please ensure that it is proofread by a native English speaker or a scientific editing service prior to submission.

Text structure:

1. The text heading: the author's institutional affiliation(s), name and surname, the institution in which the author is employed (and the University, if the institution in question is a Faculty), the country of the author's origin and the author's contact (e-mail address). The Heading is to be positioned in the left block (12 pt). Only the author's name and surname should be written in bold, the rest of the text is regular. The heading is followed by two blank lines.
2. The paper title (written as **THE PAPER TITLE**) – is written in the center, in uppercase (12 pt) and bold. The paper title is followed by two blank lines.
3. Abstract (written as *Abstract:*) is written in font size 10. It should contain precisely defined cognitive and interpretative goals of the paper, concisely defined procedures and methods and the paper's results. The abstract should not be longer than 1400 characters with spaces (no more than 250 words) and should not exceed 10% of the length of the paper. It should be aligned to both the left and right margins.
4. Key words (written as *Key words:*) are written in the next line, in font size 10. The list of key words should contain no more than 10 words and the words should indicate the problem area and the methodology of the paper. The text is aligned to both the left and right margins. Key words are followed by one blank line.
5. After the abstract and the key words, there should follow the main body of the text, in font size 12, aligned to both left and right margins, except the subtitles, which should be aligned to the left margin. Subtitles are written in font size 12, in lower case and bold and are numbered with Arabic numerals (e.g. **1. Subtitle**). In case a subtitle has more than one section, these are also numbered with Arabic numerals and written in italic (e.g. *1.1.*, *1.1.1.*, etc.) One blank line should follow the text.

6. Literature (bibliography, sources) (written as REFERENCES) is listed alphabetically, in font size 12, aligned to both left and right margins (further instructions in the text). References are to be followed by two blank lines.

7. Appendices should be typed on a blank page and with a title in upper case and bold (written as **APPENDICES**). If there are more appendices, each should be numbered and typed in bold italic (e.g. *Appendix 1, Appendix 2*, etc.)

Footnotes: Footnotes can contain the author's comments, less important details and further explanations, but cannot be a replacement for the sources cited. The text format should be: Footnote text, Justified, font size 10, and the footnotes are to be numbered consecutively with Arabic numerals.

Tables and graphs: All tables and charts are to be included in the text in accordance with the linguistic standards of text formatting. All the tables and graphs are to be numbered with Arabic numerals. The table title is written above the table, aligned to the left margin (font size 12, no text formatting), and the graph descriptions are positioned below the graphs and centered.

Quoting (citing) in the text: The sources used should be quoted or cited in the paper in parentheses in the following way: surname of the author of the book/paper and the year of publication – e.g. (Radovanović, 1986); if the author wishes to point to a specific page – e.g. (Radovanović, 1986: 58); if there are more authors with the same surname – e.g. (Ivić, P. 1998:89) (Ivić, M. 1970:45); if the same author has several papers published in the same year – e.g. (Bugarski, 1996a) (Bugarski, 1996b).

Bibliographical references are listed alphabetically in the following way:

Bugarski, R. (1996a). *Jezici*. Novi Sad: Matica srpska.

Bugarski, R. (1996b). *Pismo*. Novi Sad: Matica srpska.

Ivić, M. (1970). „O upotrebi glagolskih vremena u zavisnoj rečenici: prezent u rečenici sa veznikom da“. *Zbornik za filologiju i lingvistiku*. XIII/1: 43-53.

Ivić, P. (1998). *Pregled istorije srpskohrvatskog jezika*. Celokupna dela. VIII. Novi Sad – Sremski Karlovci: Izdavačka knjižarnica Zorana Stojanovića.

Radovanović, M. (1986). *Sociolingvistika*. Novi Sad: Književna zajednica Novog Sada. Dnevnik.

Texts available online are listed in the following way:

Monographs: Surname and name of the author, title in italics, the title of the web page, the date of accessing the page.

Example: Stephens, James. *Irish Fairy Tales*.

<<http://www.surlalunefairytales.com/books/ireland/jamesstephens.html>> 2. 9. 2010.

Periodicals: Name and surname of the author, text title in quotation marks, title of the periodical in italics, issue number and the date of publication (in case it is not contained in the Internet address), the title of the web page, the date of accessing the page.

Example: Opačić, Zorana. „Odrastanje u multikulturalnim sredinama u srpskoj književnosti za decu i mlade“. *Detinjstvo*
<http://www.komunikacija.org.rs/komunikacija/casopisi/Detinjstvo/XXXV_4/index.html?stdlan g=ba_rs> 2. 9. 2011.

Submitting the text: All manuscripts submitted for possible publication are to be submitted to the Editing Board in electronic form. The Editing Board reserves the right to make any necessary changes to the papers.

All the texts timely sent and prepared in accordance with the *Instruction*, not exceeding the character limit, will be proofread, reviewed and published in the *Proceedings Book* after receiving a positive review.

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