**INSTRUCTIONS FOR PREPARATION OF MANUSCRIPTS**

**DIGITALNE MEDIJSKE TEHNOLOGIJE I DRUŠTVENO-OBRAZOVNE PROMENE**

**DIGITAL MEDIA TECHNOLOGIES, SOCIAL AND EDUCATIONAL CHANGES**

Please read these instructions carefully and adapt your paper to it, in all segments.

SADRŽAJ

[TEXT FORMATTING 2](#_Toc120921002)

[OBLIGATORY ELEMENTS OF THE PAPER 2](#_Toc120921003)

[IN-TEXT CITATIONS 4](#_Toc120921004)

[REFERENCES 6](#_Toc120921005)

[FOOTNOTES 9](#_Toc120921006)

[ABBREVIATIONS 9](#_Toc120921007)

[TABLES AND FIGURES 9](#_Toc120921008)

[RESULTS OF STATISTICAL TESTS 11](#_Toc120921009)

## TEXT FORMATTING

**LENGHT:** Maximum length of papers is 9.000 words including abstract, references, and footnotes.

**FONT:** Times New Roman

**FONT SIZE:** 12 pt for all elements with the exception of abstract and keywords that should be 11 pt.

**SPACING**: Single

**PAGE FORMAT**: A4; all margins: 2,54 cm (Margins→Normal)

Paragraphs with 1,25 cm indentation from the main text.

The manuscript should be submitted with pagination, without special frames, page or section breaks.

## OBLIGATORY ELEMENTS OF THE PAPER

**Cover page**

Name and Surname[[1]](#footnote-1)

Department

University

City, Country

**TITLE OF THE PAPER[[2]](#footnote-2)**

**ABSTRACT**: Before the main body of the text and below the title, there should be the **abstract** in English, between 200 and 250 words (11 pt, Single spacing). The abstract should present the aim of the research, methodology, key findings and conclusions. Abstract should be in a single paragraph.

**KEY WORDS** in English are listed after the abstract. There should be up to 10 key words.

Example:

|  |
| --- |
| **Abstract**: This article presents a comparative analysis of the changing patterns of media ownership in ten new EU member states from Central and Eastern Europe (CEE) and discusses the implications of these processes for media freedom and autonomy. Briefly outlining the history of internationalization of CEE media markets, it argues that the presence of Western-based multinational companies on the CEE media markets has been recently diminishing rather than further growing. In addition, a different type of actor has been gaining prominence on the CEE media map, unspotted or largely overlooked in most previous analyses, namely, local business elites acquiring stakes in news media. Combining secondary sources and field interviews with media experts and practitioners, this study explores the various practices of business and political instrumentalization of media by their local owners, often resulting in a constrained editorial independence and increasing intertwinement of the systems of media, politics, and economy in the region.  **Key words:** |

**BODY OF THE TEXT** which contains numerated chapter titles (in sentence case, i.e. initial capital letters, bolded and centred) and subtitles (in sentence case, italicised; the first subtitles should be bolded but not indented, i.e. they should be aligned with the margins);

Example:

|  |
| --- |
| 1. **INTRODUCTION**   **2. THEORETICAL FRAMEWORK**  **2.1. *In search for journalistic autonomy***  **2.2. *Media market and profession of journalists***  **3. METHOD**  **4. RESULTS**  **5. CONCLUSION** |

**SOURCES** (12, pt, bold, left alignment): The sources (the title should be centred and written in capital letters) from which the material has been excerpt should be listed before the references in the same way as the references.

**REFERENCES** (12, pt, bold, left alignment); Only the publications which are referred to in the paper should be listed. For further details see below.

Example:

|  |
| --- |
| **References**  Evens, T., Raats, T., & Bjorn von Rimscha, M. (2017). Business Model Innovation in News Media Organisations, *Journal of Media Business Studies*, *14*(3), 167–172.  Čupić, Č. (1998). *Duh vedrine: kultura protesta – protest kulture*. Beograd: Fakultet političkih nauka |

## IN-TEXT CITATIONS

Place double quotation marks around citations (in a paper in Serbian **„ ... ”** and in papers in other languages according to corresponding spelling rules); place single quotation marks around citations within citations **(‘...’)**; citing according to the source (original) text is recommended while the original script is retained.

Short quotations (up to 40 words) are integrated into the body of a text, while longer quotations are separated from the body of the text as an indented free-standing block of typewritten lines with the source cited at the end.

A reference to a source is integrated into the body of a text in the following way:

a) when referring to a study: (Polovina, 1996);

**b) when referring to a particular page of a study: (Smith, 2003, p. 102);**

c) when referring to a particular edition of the same study: (Radovanović, 20033);

d) when referring to the studies of the same author written in the same year: (Bugarski, 1986a; 1986b);

e) studies written by the same author are listed in the chronological order: (Halle, 1959; 1962);

f) If the reference to a particular author is clear from the context, it is not necessary to give his/her surname in parenthesis.

g) when referring to a study by **two authors**: (Jovanović & Petrović, 2011);

h) referring to a study by **3 or more authors -**– only the name of the first author followed by „et al.” is given in the text;

\*If two studies written in the same year have the same first author, while the other authors are different, there should be listed as many authors’ names as it is needed to clearly distinguish among references in the text. For instance, the references (Black, White, Brown & Green 1991) and (Black, Brown, White & Green 1991) have the same first author and the same year of publication. In this case, refer to these sources in the text in the following way: (Black, White, et al. 1991) and (Black, Brown, et al. 1991).

When referring to a source in English, the name of the last author is preceded by ” &” (e.g.” Black, Brown, & Red (1994) consider that...“).

j) when referring to **several studies by different authors**, the information on each subsequent one should be separated by a semicolon, e.g. (From, 2003; Nastović, 2008); studies are also listed according to the alphabetical order;

k) **manuscripts** are cited according to foliation [numbering of the leaves of a particular text] (e.g. f. 2a–3b), and not according to pagination except when a manual is paginated; indicate the author’s last name or (if the author does not have one) name, the date when the manuscript was written, and the foliation, e.g. (Peja, XVI v., f. 142/9).

\*If the author is unknown, the first word or the first two words in the title of a manuscript are listed and italicized. If there is no title in the manuscript, the author provides one.

* If there is an institutional author, its name should be placed as the author. It is recommended to use a full name of organization, unless it is too long. In that case, full name should be used in first mention, and abbreviated form can be used later in the text.

**Example:**

Centre for research, transparency and accountability (CRTA, 2016)

First mention in parenthesis (Centre for research, transparency and accountability [CRTA], 2016)

Subsequent mention (CRTA, 2016)

## REFERENCES

The reference list includes only the sources cited in the body of the paper.

If a paper includes several references that have the same first author, one-author references are listed first according to an ascending order of publication years. The other references are arranged alphabetically by the last name of the second author (if there are co-authors). Apart from the first line of each reference, all the lines are indented by 1.5 cm in the form of a hanging paragraph.

References are listed in the following way:

**a) a book:**

Examples:

Bausch, P., Haughey M., & Hourihan M. (2004). We blog: Publishing online with weblogs. NY: L&A Associates.

Conway F., & Siegelman J. (2005). Dark hero of the information age. New York: Perseus Group.

Guerin, W. L. et al. (2005). A handbook of critical approaches to literature. New York: Oxford University Press.

\*Titles of books in English are written in the “sentence” case and are italicized as well. If a book has a subtitle, it can begin with a capital letter.

**b) a book of proceedings:**

Examples:

Geyer, F. & J. Van.d. Teuwen (eds.), Sociocybernetic paradoxes: Observation, control and evolution of self-steering systems. London: Sage.

**c) a chapter in a book or a book of proceedings:**

Examples:

Luhman, N. (1986). The autopoiesis of social systems. In F. Geyer & J. Van.d. Teuwen (eds.), *Sociocybernetic paradoxes: Observation, control and evolution of self-steering systems* (pp. 172–192). London: Sage.

Milojević, A., & Ugrinić, A. (2011). Spremnost novinarske zajednice u Srbiji za tehnološke promene [Readiness of journalistic community in Serbia for technological changes]. In R. Veljanovski (ed.), *Verodostojnost medija, dometi medijske tranzicije* (str. 133–152). Beograd: Fakultet političkih nauka

\*Titles of foreign books and books of proceedings should be provided in the “sentence case“ with the capitalized initial letter followed by lower-case letters. If a paper has a subtitle, it is separated from the title by a colon and its initial letter is capitalized. If there is only one editor of a book of proceedings, Ed. is used instead of Eds. In Serbian references of this type, the foreign abbreviation Ed. or Eds. should be replaced by “Ur. “, and “In“ by “U“.

**d) an article in a journal:**

Examples:

Luhmann, N. (1992). Autopoiesis: What is Communication? Communication Theory, *2*(3), 251–259.

Petrović, J., & Petrović, D. (2017). Konektivna akcija kao novi obrazac protestnog aktivizma [Connective action as a new pattern of protest activism]. *Sociologija*, *59*(4), 405–426.

\*Titles of articles are written in the sentence case which means that only the first word in the title is capitalized. In titles of journals in English, initial letters of all words, apart from conjunctions, are capitalized. A comma is used after authors’ last names as well as initials (if there are several initials, a comma is placed only after the last one, and not after each of them). In Serbian references, the symbol “&“should be replaced by the conjunction “i“. When papers in Serbian are paginated, the numbers are mutually separated by a dash without spaces (–), and not by a hyphen (-), e.g. 220–250. If all volumes of a journal’s issue are successively paginated, the volume number **should not** be provided. If every volume of a journal’s issue is separately paginated, the reference should include the volume number as well, so that the format is the following:

Dweck, C. S., & John, A. T. (1986). Motivational processes affecting learning. *American Psychologist, 41*(2), 26-37.

\*The reference to a paper published in a journal released exclusively in the electronic form has the same elements as the reference to a paper in a printed journal except that page numbers are followed by ”Retrieved from”

Example:

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

**e) a web document** (the following data is listed: the author’s name, the year, the document name (italicized), the date when the web site was visited and the internet address of the website):

Example:

Degelman, D. (2000). *APA Style Essentials.* Retrieved May 18, 2000 from: <http://www.vanguard.edu/psychology/apa.pdf>

**f) unpublished papers** (e.g. summaries from a conference, unpublished doctoral theses and similar papers, manuscripts) – if it is necessary, as extensive data as possible should be provided.

Example

Smederevac, S. (2000). *Istraživanje faktorske strukture ličnosti na osnovu leksičkih opisa ličnosti u srpskom jeziku* (Unpublished doctoral thesis). Filozofski fakultet, Univerzitet u Novom Sadu, Novi Sad.

\*Manuscripts are referred to according to the author of a manuscript, and if the author is unknown, they are referred to according to the title. A manuscript is titled by the author who writes about it if it has not already been titled. The next element is the date when the manuscript was written as well as the place and the name of the institution where the manuscript is, the signature and foliation:

Pesmarica Jovana Nikolića (1780–1783). Beograd: Arhiv SANU, sign. 8552/264/5, l. 3a–4b.

## FOOTNOTES

Footnotes marked by Arabic numerals and indented by 1.5 cm contain only the author’s comments (footnotes and not endnotes, with arguments). Footnotes should not be frequently used. The marking and content of the first two footnotes are different from all the subsequent ones.

## ABBREVIATIONS

Abbreviations should also be avoided except for the usual ones. Abbreviations given in tables and pictures should be explained. The explanation (legend) is provided below the table or picture.

## TABLES AND FIGURES

Tables and charts should be made in the MS Word or in a Word-compatible format. Tables and charts from statistical packages should be transferred into the MS Word. The same data cannot be presented both as tables and charts. The data which are presented in a table or a chart should not be repeated in the text, but they can only be referred to.

Each table should be numbered and adequately titled. The number of each table should be written in normal font and its title in italics in the next row. The number and the title of the table should be given above the table. Tables should not contain vertical lines. Table rows should not be separated by lines, but the header row should be separated by a line from the data. Horizontal lines are allowed even in the header row if that contributes to the clarity of the table.

A correct table format:

Tabela 1

*Obuhvat varijanse u prostoru upitnika EPQ*

|  |  |  |  |
| --- | --- | --- | --- |
| Komponenta | Inicijalno rešenje | | |
| Karakteristični koren | Procenat varijanse | Kumulativni procenat |
| 1 | 3.76 | 37.65 | 37.65 |
| 2 | 1.45 | 14.50 | 52.16 |
| 3 | .93 | 9.35 | 61.52 |

The values in the table should be given in the middle of the cell, with decimal points positioned by the left tab.

A wrong table format:

**Tabela 1.**

Obuhvat varijanse

|  |  |  |  |
| --- | --- | --- | --- |
| Komponenta | Inicijalno rešenje | | |
| Karakteristični koren | Procenat varijanse | Kumulativni procenat |
| 1 | 3,76 | 37,65 | 37,65 |
| 2 | 1,45 | 14,50 | 52,16 |
| 3 | ,93 | 9,35 | 61,52 |

**IMAGES** should be sent electronically in a resolution not less than 300 dpi. If the illustration used comes from a printed source, it is necessary to attain a written permission of the copyright owner. The name of the image should be placed below the image in the following format:

*Image 1.* Schwartz’s model of universal human values

## RESULTS OF STATISTICAL TESTS

The results of statistical tests should be given in the following form: *F* (1, 9) = 25.35, *p* < .001 and similarly for the other tests (e.g. χ² (5, *N* = 454) = 5.311, *p* > .10 and *t* (452) = 2.06, *p* < .05). A smaller number of conventional levels of *p* (.05, .01 or .001) should be specified. If the number is theoretically smaller than 0 (e.g. α, *r*, load factor analysis, *p* level etc), zero should not be written in front of the point. As a rule, names and designations of the statistical tests should be written in italics, except in case of Greek symbols which should not be written in italics.

In accordance with the Serbian spelling, decimal numbers mentioned in the text should be written with a comma. Taking into account the statistical conventions, decimal numbers that are an integral part of the statistical tests (e.g., F test, t test, χ ² etc...), as well as in tables, should be written with a point. If the paper is in English, only points should be used.

1. Email address – for every author in the separate footnote [↑](#footnote-ref-1)
2. The name and the number of the project or the name of the programme (if needed) within which the research was done, as well as the name of the institution which has financed the project or the programme. For example:

   The paper was written as a part of the project *Dialectological Research of the Serbian Language Area* (178020), which is funded by the Ministry of Education and Science of the Republic of Serbia. [↑](#footnote-ref-2)