

INSTRUCTIONS FOR AUTHORS

Name and surname of the author

The name, middle initial and surname of the author are listed in the first line in the upper left corner. In addition to the name, the author inserts a footnote in the content of which he/she indicates his/her email address for contact at the bottom of the first page of the paper. If the paper has multiple authors, the email address of each should be provided. For papers originating from a doctoral dissertation, the following information should be included in the content of the footnote: title of the thesis, place and faculty where it was defended. Papers originating from research projects should provide information in the footnote about the name and number of the project, the financier and the institution where it is being implemented.

Name of the author's institution (affiliation)

Immediately below the name and surname, the author states the official name and headquarters of the institution where he/she is employed, and possibly the name of the institution where he/she conducted the research, as well as the year of birth (the year of birth is not published in the paper, but is used when classifying papers in the National Library of Serbia).

Manuscript length

The volume of review and research papers is from 10 to 15 pages, professional and translated papers up to six pages (about 11,000 characters) and reports, reviews, thematic bibliographies 2–3 pages (about 3800–5600 characters).

Format: a) font: Times New Roman; b) font size: main text 12 pt, and summary, keywords, extended summary, footnotes, name of institution, and author's email address 10 pt; d) line spacing in the main text, summary text, and footnotes is 1.

Title of the paper: written in capital letters, font size 14 pt, three lines below the name and surname, centered; **subtitles:** written in capital letters, font size 12 pt.

Abstract: 150–300 words (about 1400 characters with spaces), located at the beginning of the paper, one line below the title, contains the aim of the paper, applied research methods, most important results and conclusions; authors submitting papers in Serbian must also submit the abstract and keywords in English or Russian, and papers in English or Russian must have an abstract and keywords in one of the listed languages.

Keywords: are listed below the abstract text, in the language of the main text; there should be up to five of them, they are written in italics, separated by a comma, and the last one is followed by a period.

References: centered.

Drawings, graphs, charts and tables: must be understandable, integrated into the text and properly labeled (have a number, title and legend). For images taken from other sources, the author is obliged to cite the source.

In-text citations

Footnotes are notes that may contain less important information, additional explanations, references to sources used, etc.

Titles of special publications mentioned in the paper are italicized.

Quotations are given in quotation marks (in papers in Serbian "...", in papers in other languages in accordance with the appropriate spelling); shorter quotations (2–3 lines) are given within the text, longer quotations are separated from the main text, with the source of the quotation given at the end.

Citing references are integrated into the text in the following way:

1) each quotation, regardless of its length, should be followed by a reference with the page number: (Johnson, 1998: 25).

2) reference to the study as a whole: (Branković, 1975);

3) reference to specific pages of the study: (Kundačina, 2007: 59–60);

4) reference to studies by the same author from the same year: (Ilić, 1986a), (Ilić, 1986b);

5) reference to a study by two authors: (Bandur & Potkonjak, 1984; Gad & Petersen, 2011)

6) if the bibliographic source has more than two authors, the surname of the first author is given in parentheses, while the surnames of the other authors are replaced with the abbreviation et al. / et al. (Kovačević et al., 1988); (Johnson et al., 2012);

7) if the context makes it clear which author is being cited, it is not necessary to state his/her surname in parentheses, e.g.: This is obviously about sociolinguistic parameters of communication, which are discussed and explained in detail by M. Radovanović (1986: 67–69).

8) if reference is made to works by two or more authors, separate the data on each subsequent work with a semicolon, e.g. (Kulić, 1958; Bandur, 1984).

9) the names of foreign authors are given in Serbian transcription (according to the provisions of the current Spelling Code), and then the original name is given in parentheses: Джонсон (Johnson, 1998).

Citing references

At the end of the text, a list of literature to which the author referred in the work should be included in accordance with the APA (American Psychological Association). References should be listed in alphabetical order by author's last name as follows:

Book (monograph)

Last name, First initial. (Year). Title. Place: Publisher.

One book author:

Mearsheimer, J. J. (2001). *The Tragedy of Great Power Politics*. New York: W. W. Norton.

Đurić, S. (2013). *Istraživanje bezbednosti – kvalitativni pristup*. Beograd: Fakultet bezbednosti.

Two or more book authors:

Radević, M. i Matićki, M. (2010). *Narodne pesme u Srpsko-dalmatinskom magazinu*. Novi Sad: Matica srpska.

Edwards, L., & Crocker, S. (2008). *Psychological processes in deaf children with complex needs: An evidence-based practical guide*. London: Jessica Kingsley.

Keković, Z., Savić, S., Komazec, N., Milošević, M. i Jovanović, D. (2011). *Procena rizika i zaštita lica, imovine i poslovanja*. Beograd: Centar za analizu rizika i upravljanje krizama.

Buzan, B., Ole Wever, O. & de Wilde, J. (1998). *Security: A New Framework for Analysis*.

Boulder: Lynne Rienner Publishers.

Without author:

Publication Manual of the American Psychological Association (6th Edition). (2009).
Washington, D. C.: American Psychological Association.

Unpublished doctoral thesis

Презиме, Иницијал имена. (Година). *Наслов*. Докторски рад. Место: Установа где је одбрањен рад.

Ejdus, F. (2012). *Uzajamno konstituisanje identiteta političke zajednice i njene bezbednosti*.
Doktorski rad. Beograd: Fakultet političkih nauka.

Scientific paper (article) in a scientific journal

Last name, first initial. (Year). Title. Name of journal, volume (issue), first page of the article - last page of the article.

Write the DOI number (digital object identifier) at the end of the description without a period. If the DOI is not available, use the URL, but do not write the date the site was accessed.

One author:

Dragišić, Z. (2010). Nacionalna bezbednost – alternative i perspektive. *Srpska politička misao*, 28 (2), 217–232.

Kesetovic, Z. (2009). Understanding diversity in policing: Serbian perspectives. *Policing: An International Journal of Police Strategies & Management*, 32 (3), 431–445.

Two or more authors:

Gadžić, A. i Milivojević, A. (2009). Školski uspeh i status adolescenata u razredu. *Teme*, 33 (4), 1379–1389.

Brasel, K., & Quigley, S. (1977). The influence of certain language and communication environments in early childhood on the development of language in deaf individuals. *Journal of Speech and Hearing Research*, 20, 95–107.

Stanarević, S., Gačić, J. i Jakovljević, V. (2012). Integrisanje koncepta *safety* i *security* kulture u korporativnu bezbednost. *Godišnjak Fakulteta bezbednosti*, 147–163.

Englund, M. M., Luckner, A. E., Whaley, G. L. & Egeland, B. (2004). Children's achievement in early elementary school: Longitudinal effects of parental involvement, expectations, and quality assistance. *Journal of Educational Psychology*, 96, 723–730.

Paper in a collection of papers from a scientific conference and a chapter in a book (monograph)

Last name, first initial. (Year). Title of the paper. In: First initial, Last initial of the editor (ed.). Title of the collection. (First page of the paper - last page of the paper). Place: Publisher.

One author:

Piper, P. (2006). O kognitivnolingvističkim i srodno usmerenim proučavanjima srpskog jezika. U: M. Kovačević (ur.). *Kognitivnolingvistička proučavanja srpskog jezika*. (9–46). Beograd: SANU.

Cvetković, V. N. (2002). Institucije, država, identitet. U: *(Re)konstrukcija institucija: godinu dana tranzicije u Srbiji*. (27–42). Beograd: Institut za filozofiju i društvenu teoriju.

Two authors:

Jovetić, S. i Janković, N. (2011). Značaj naučno-tehnološkog razvoja za društveno-ekonomski razvoj zemlje: statističko-ekonometrijski model. U: M. Petrović (ur.). *Tehnologija, kultura i razvoj: tematski zbornik radova XVIII naučnog skupa međunarodnog značaja Tehnologija, kultura i razvoj*. (142–151). Subotica: Udruženje „Tehnologija i društvo”.

Text downloaded from the internet

Last name, first initial. (Year). Title. Retrieved date. from Internet address.

Žižek, S. (2013). *Die Krise des Westens betrifft sowohl Demokratie als auch*

Finanzwirtschaft. <http://www.egs.edu/faculty/slavoj-zizek/articles/die-krise-des-westens-betrifft-sowohl-demokratie-als-auch-finanzwirtschaft/>. Preuzeto 14. novembra 2013.

Statistical data are provided according to the parameters of scientific methodologies.

- Editorial Board of the Proceedings