



## THE INSTRUCTIONS FOR AUTHORS

Journal is a periodical publication of the Geographical Institute "Jovan Cvijić" of the Serbian Academy of Sciences and Arts (SASA) in Belgrade (Serbia). Journal frequency is three times a year. Articles should be original contributions in the field of geography and related sciences. Submission of a paper to the Editor implies that it has not previously been published, that is not under consideration for publication elsewhere, and that, if accepted, it will not be published elsewhere in the same form in any language, without the written consent of the copyright holder. Generally, the manuscript should contain the following sections: title, abstract, introduction, methodology, results, discussion, conclusion, and references. Proofreading of papers is strongly recommended. Manuscripts in English (MS Word in .docx format) should be delivered to the Editorial Board in the online form via Journal's official website (<http://www.gi.sanu.ac.rs/zbornik/index.php/zbornik/login>). Authors should use a template file ([form for writing articles](#)) to prepare their manuscripts. It is strongly advisable to send manuscript both in .docx and .pdf format.

### Links toward paragraphs:

- Page size
- Font
- ARTICLE TITLE
- Author(s)
- Affiliation(s)
- Correspondence details
- Abstract
- Keywords
- Section title (level one heading)
- Subsection title (level two heading)
- Main text
- BULLETED AND NUMBERED LIST
- FIGURES
- TABLES
- EQUATIONS
- Units
- REFERENCE CITATIONS IN TEXT
- Acknowledgements
- REFERENCE LIST
- ARTICLES IN ON-LINE AND PRINTED JOURNALS
- Article from Online Journals with DOI Assigned
- Article from Online Journals with no DOI Assigned
- An article in a Magazine
- An article in a Newspaper
- Review
- BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS
- Printed book:
- Edited Book, No Author
- Edited Book with an Author or Authors
- Translation
- Edition of the publication
- Chapter in an Edited Book
- Multivolume Paper
- OTHER PRINT SOURCES
- Corporate Author, Author as Publisher
- An Entry in an Encyclopedia
- Paper Discussed in a Secondary Source
- Dissertation Abstract
- Dissertation Published
- Dissertation Unpublished
- Government Document
- Serbian laws and regulations
- Technical and Research Reports
- Conference Proceedings
- ELECTRONIC SOURCES (WEB PUBLICATIONS)
- Chapter/Section of a Web Document or Online Book Chapter
- Abstract as the original source
- Newspaper Article
- Electronic Books
- Online Book Reviews
- Dissertation/Thesis from a Database
- Online Serbian documents, strategies, spatial plans, professional instructions
- Data Sets
- Graphic Data (e.g., Interactive Maps and Other Graphic Representations of Data)
- Online Interviews Online Lecture Notes and Presentation Slides
- Non-periodical Web Document or Report

- Computer Software/Downloaded Software
- Online Forum or Discussion Board Posting

- OTHER USEFUL REMARKS FOR WRITING THE PAPER

**Page size:** 170 × 240 mm, top and bottom margin 15 mm; left and right margins 17 mm. Length of the manuscripts: minimum 6, maximum 16 pages.

**Font:** Segoe UI Semilight, single-spaced, body text justified.

**ARTICLE TITLE:** Segoe UI Semibold, UPPER CASE, 12 pt, **bold**, left, spacing before: 22 pt. Leave 5 blank lines from the top of the page (11 pt). The length of the title is not limited, but it is recommended to be concise and clearly defined (Style name in the template: 00\_ARTICLE TITLE\_JGIJC).

**Author(s):** name and surname (Sentence case, 9 pt, *italic*, left, spacing before and after: 9 pt). If there is more than one author, the other names should be preceded in the same line and marked with the numbers in superscript, depending on the number of various affiliations (Style name in JGIJC template: 01\_Authors name\_JGIJC).

**Affiliation(s):** The institutional affiliation(s) are indicated below the name of the author(s) in the following hierarchy order: Institute/University, School/College/Faculty, Department/Division, City, Country. e-mail: (Sentence case, 8 pt, regular, left). All coauthors should be marked with numbers, including the case of the one-author manuscript. If coauthors have different affiliations or someone has two or more affiliations, it is strongly advised to mark it with proper numbers in sequence (1,2,3) in superscript (Style name in JGIJC template: 02\_Affiliations\_JGIJC).

**Correspondence details:** E-mail address of the corresponding author should be indicated in the footnote, in the following form: \*Corresponding author, e-mail: (Sentence case, 8 pt, regular, left, spacing before and after: 9pt) (Style name in JGIJC template: 03\_Corresponding author\_JGIJC).

**Abstract:** Sentence case, 8 pt, regular, justify, spacing before: 9pt; 150–250 words, put no references (Style name in JGIJC template: 04\_Abstract\_JGIJC).

**Keywords:** 8 pt, regular, left, spacing before: 9 pt; 3–5 terms separated with a semicolon (term 1; term 2; term 3) (Style name in JGIJC template: 05\_Keywords\_JGIJC).

**Section title (level one heading):** Segoe UI Semibold, Sentence case, 10 pt, left, spacing: before 14 pt, after 6 pt (Style name in JGIJC template: 06\_Level 1\_Section title\_JGIJC).

**Subsection title (level two heading):** Sentence case, 10 pt, *italic*, left, spacing: before 14 pt, after 6 pt (Style name in JGIJC template: 07\_Level 2\_Subsection title\_JGIJC).

**Main text:** Sentence case, 9 pt, regular, justify. The opening paragraph in every section or subsection should not be indented (Style name in JGIJC template: 08\_Opening paragraph\_JGIJC), while all the other paragraphs in the section or subsection should be intended for 5 mm (Style name in JGIJC template: 09\_New Paragraph\_JGIJC).

**BULLETED AND NUMBERED LIST:** Classifications (systematic reviews) in the text should be given in the following forms (Sentence case, 9 pt, regular, justify, Level 1: Indentation 2.5 mm; Special – Hanging: 2.5 mm; Level 2: Indentation 5 mm; Special – Hanging: 2.5 mm) (Style names in JGIJC template: 10\_Cassification\_Level 1\_JGIJC, 11\_Cassification\_Level 2\_JGIJC).

### Example of the bulleted lists:

The same author as the main factors of growth in air temperature in cities, with consequences on the properties of the heat island, states the following:

- different heating of the ground by sunlight (heat island is more pronounced in summer and in the evening),
- anthropogenic emission of heat (heat island is more pronounced in winter and late at night), and
- greenhouse gas emission (heat island is of quite uniform intensity).

### Example of a numbered list:

Jovan Cvijić proposed and substantiated the existence of the five civilization zones on the Balkan Peninsula (Cvijić, 1918a, 1918b) which reflect the historical influences of great civilization on the social and artistic echoes in the Balkan nations:

- 1.Modified Byzantine (Old Balkan) Civilization—covers Thrace, East Rumelia (most of present-day southern Bulgaria), Macedonia, Greece with Epirus and the neighbouring territories of Albania, Moravian Serbia, and the Black Sea coast of Bulgaria.
- 2.Patriarchal regime—includes Bosnia and Herzegovina, almost all of Montenegro, Albania (excluding a narrow coastal strip), northern Bulgaria, excluding the eastern coast, almost all of Serbia. The patriarchal area of the Balkan peoples was significantly reduced due to Turkish influence. . .

**FIGURES:** The authors are obliged to send grayscale or black and white figures. The color images are optional and they will be available only in the electronic version of this Journal (see examples below).

### Chart example—grayscale

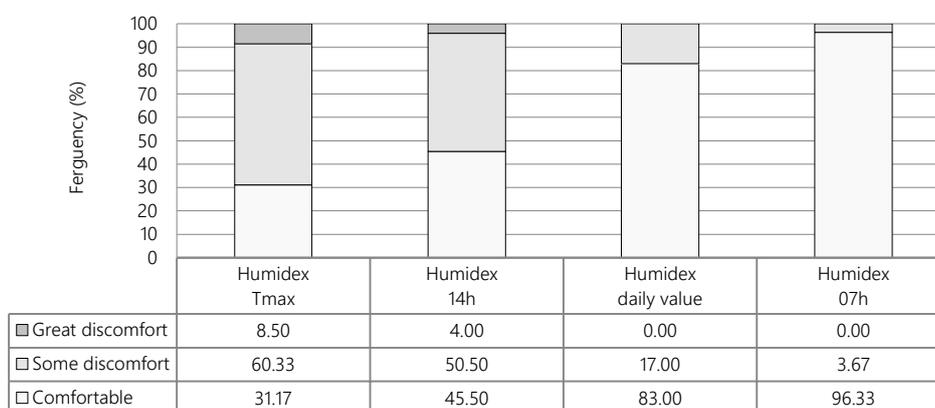


Figure 1. Frequency of the Humidex heat stress categories during June (1998-2017) in Niš. From "An Evaluation of Summer Discomfort in Niš (Serbia) Using Humidex," by M. Lukić, M. Pecel, B. Protić, and D. Filipović, 2019, *Journal of the Geographical Institute "Jovan Cvijić" SASA*, 69(2), p. 115. CC BY-NC-ND. (for a color image, see an electronic version of the journal website).

## Chart example—color

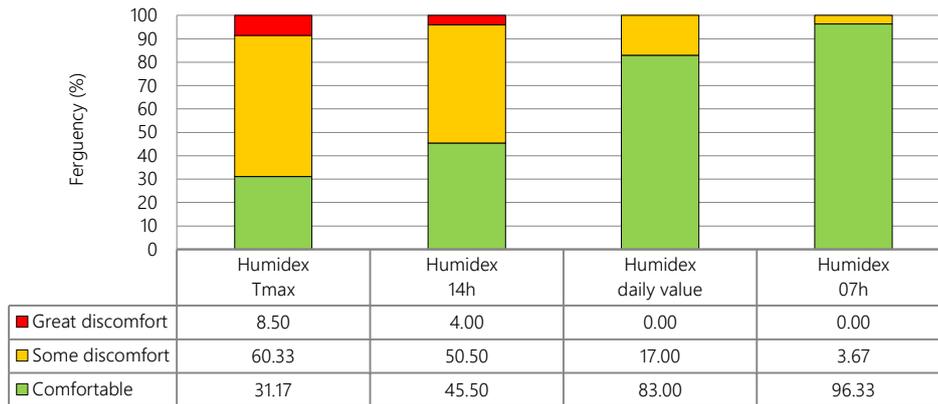


Figure 1. Frequency of the Humidex heat stress categories during June (1998–2017) in Niš. From “An Evaluation of Summer Discomfort in Niš (Serbia) Using Humidex,” by M. Lukić, M. Pecel, B. Protić, and D. Filipović, 2019, *Journal of the Geographical Institute “Jovan Cvijić” SASA*, 69(2), p. 115. CC BY-NC-ND.

## Map example—grayscale

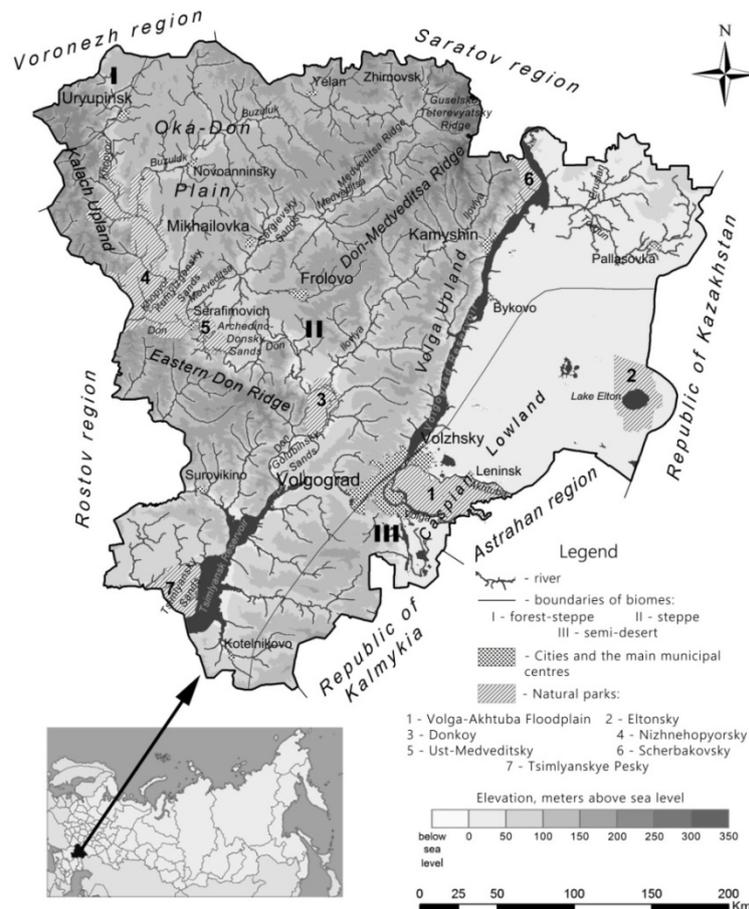


Figure 2. Physical map of the Volgograd region. From “The Current State and Protection of Steppe Landscapes in the Volgograd Region of Russia,” by S. N. Kirillov, N. O. Ryabinina, and A. O. Grechishkin, 2019, *Journal of the Geographical Institute “Jovan Cvijić” SASA*, 69(3), p. 217. CC BY-NC-ND. (for a color image, see an electronic version of the journal website).

Map example—color

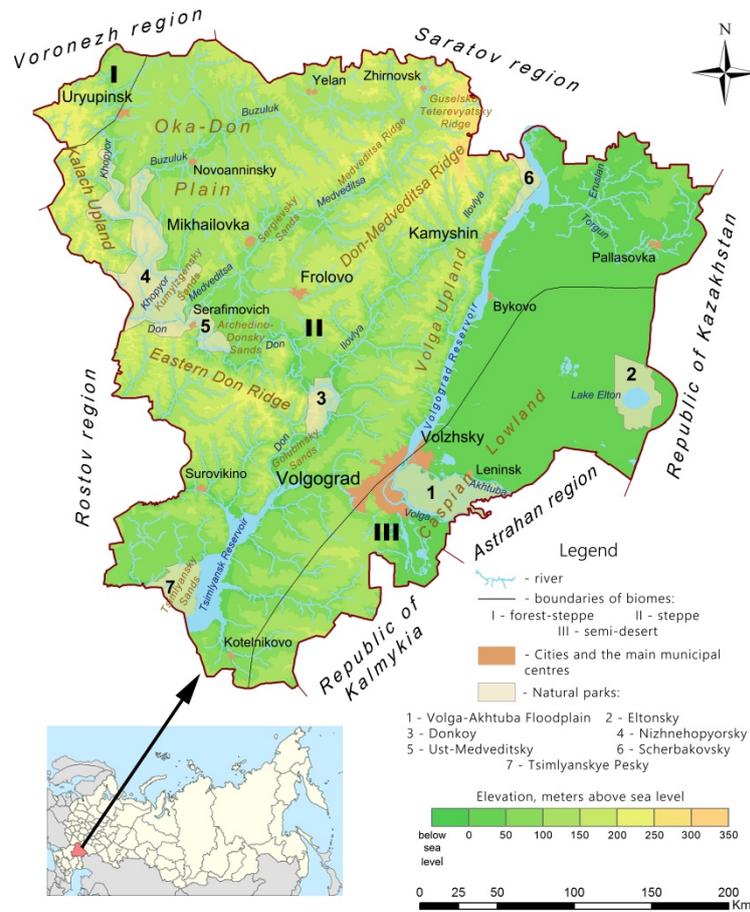


Figure 2. Physical map of the Volgograd region. From "The Current State and Protection of Steppe Landscapes in the Volgograd Region of Russia," by S. N. Kirillov, N. O. Ryabinina, and A. O. Grechishkin, 2019, *Journal of the Geographical Institute "Jovan Cvijić" SASA*, 69(3), p. 217. CC BY-NC-ND.

Photography example—grayscale



Figure 3. Human impact in Kopaonik ski resort: a) gully on the ski slope, Velika Gobelja locality, (b) building of new accommodation facilities, (c) construction works on new hotel capacities in Kopaonik tourist settlement, (d) roads and cut spruce forests for tourism purposes. Adapted from "Can Winter Tourism Be Truly Sustainable in Natural Protected Areas?," by N. B. Čurčić, U. V. Milinčić, A. Stranjančević, and M. A. Milinčić, 2019, *Journal of the Geographical Institute "Jovan Cvijić" SASA*, 69(3), p. 249. CC BY-NC-ND. (for a color image, see an electronic version of the journal website).

## Photography example—color



Figure 3. Human impact in Kopaonik ski resort: a) gully on the ski slope, Velika Gobelja locality, (b) building of new accommodation facilities, (c) construction works on new hotel capacities in Kopaonik tourist settlement, (d) roads and cut spruce forests for tourism purposes. Adapted from "Can Winter Tourism Be Truly Sustainable in Natural Protected Areas?," by N. B. Čurčić, U. V. Milinčić, A. Stranjančević, and M. A. Milinčić, 2019, *Journal of the Geographical Institute "Jovan Cvijić" SASA*, 69(3), p. 249. CC BY-NC-ND.

\*\*\* When the figure is made of several smaller photos, please mark them with alphabetical letters (e.g., a. b. c. d., etc.) from left to right and from top to bottom, starting at the top left.

## Graph example—grayscale

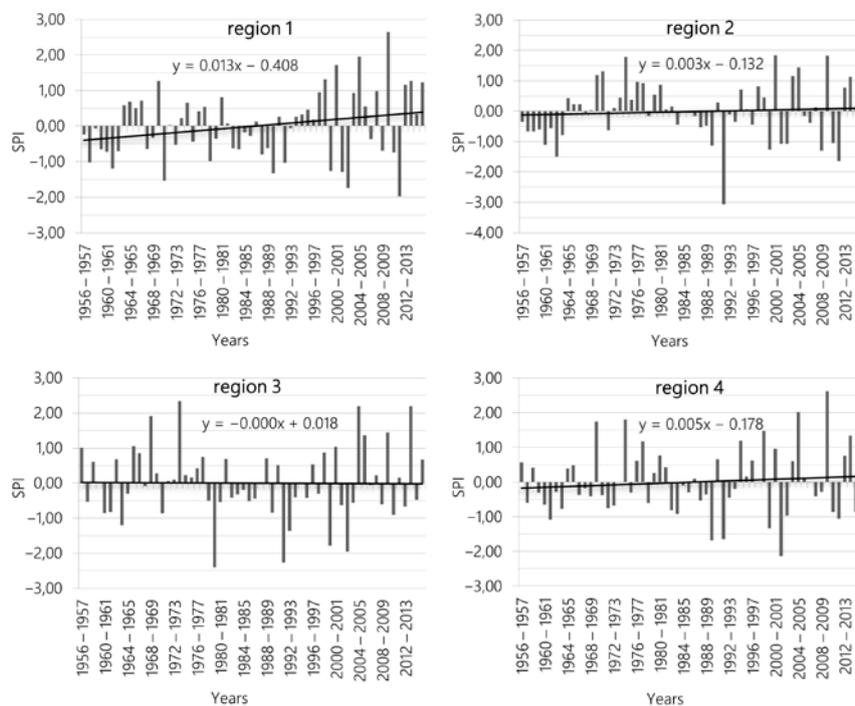


Figure 4. The SPI series in the investigated period for region 1, 2, 3, and 4. From "Drought Assessment in Vojvodina (Serbia) Using K-Means Cluster Analysis," by I. Leščešen, D. Dolinaj, M. Pantelić, and S. Popov, 2019, *Journal of the Geographical Institute "Jovan Cvijić" SASA*, 69(1), p. 249. CC BY-NC-ND.

**Graphs and Charts created in Microsoft Excel must be embedded in Word (copy from Excel and paste to Word).**

Figures (photos, drawings, sketches, charts, diagrams, maps, etc.) should be in **high quality** and exported in the following formats: **.eps** for **vector figures** (line thickness: between 0.15–0.25 pt, font Segoe UI Semilight); **.tif** or **.jpg** for **bitmapped line drawings** (min 1000 dpi or 1200 dpi for drawings with very thin lines); **.tif** or **.jpg** for **greyscale** and **color (RGB) images** (min 300 dpi, font Segoe UI Semilight, min line thickness: 0.3 pt. or approx. 0.1 mm; letters height: min 7 pt or approx. 2 mm); **.tif** or **.jpg** for combined figures—**bitmapped line drawings, color and greyscale** (min 600 dpi; font Segoe UI Semilight, min line thickness: 0.3 pt. or approx. 0.1 mm; letters height: min 7 pt or approx. 2 mm).

**Size requirements:** 68 mm width figure; 90 mm width figure, 136 mm width figure—it is recommendable for figures that contain much information (e.g., maps, figures compiled of several smaller images, etc.).

**Figure caption:** It should be placed below the figure in the following form: *Figure X.* (Sentence case, 8 pt, italic, center) (The style name in JGIJC template: 12\_Figure mark\_JGIJC). Description of content. (Sentence case, 8 pt, regular, center, spacing after 9pt) (The style name in JGIJC template: 13\_Figure caption and source\_JGIJC). Figures should be sequentially numbered. If the figure is taken and/or modified by someone else, it is strongly advisable to indicate that after the figure name. **If the image is reproduced from another source, please consult the [APA blog](#).**

Note that all text inside the figures should be written exclusively in the English language.

**TABLES:** In the regular text of the manuscript, tables should be a concise display of data or analysis. It is strongly advised to avoid long and wide tables. The table size should be 65 mm or 136 mm. Please provide tables in separate files.

The table should be formatted according to the APA standard (without vertical lines). The table mark, e.g., Table 1 (without a point at the end) is located above the table name (Sentence case, 8 pt, regular, left, spacing before: 9pt) (Style name in JGIJC template: 14\_Table mark\_JGIJC). The title of the related table should be placed in the new row beneath this mark (Sentence case, 8 pt, *italic*, left) (Style name in JGIJC template: 15\_Table caption\_JGIJC). Table content formatting: 8pt, regular, centered (Style name in JGIJC template: 16\_Table content\_JGIJC), except for the content of the first column, where the following formatting should be used: Sentence case, 8 pt, regular, left, hanging: 3 mm (Style name in JGIJC template: 17\_Table\_First\_column\_content\_JGIJC).

Table 1

*Description of contents*

Column description	Column description	Column description	Column description
Row	x	x	x
Row	x	x	x
Row	x	x	x

Note. The participants' responses; \* $p < .05$ .

The table can have three types of notes that are listed below the table (8pt, regular, left, spacing after 9pt):

1. General note—Indicates information whether the table has been reproduced from another source. General notes are designated by the word Note (*italic*) followed by a period (e.g., *Note. The participants' responses* or *Note. Adapted from "A Simplified Conjoint Recognition Paradigm for the Measurement of Gist and Verbatim Memory,"* by C. Stahl

and K. C. Klauer, 2008, *Journal of Experimental Psychology: Learning, Memory, and Cognition*, 34, p. 573. Copyright 2008 by the American Psychological Association.).

2. Specific note—It refers to specific, column, row, or cell and it is marked by superscript lowercase letters in the following order: from left to right and from top to bottom, starting at the top left (e.g., <sup>a</sup>n = 25. <sup>b</sup>n = 42).
3. Probability note—It is used to label p values and thus the results of tests of statistical hypothesis testing (e.g., \*  $p < .05$ , \*\*  $p < .01$ , \*\*\*  $p < .001$ ), Furthermore, if is necessary to differentiate one-tailed and two-tailed tests in the same table, use dagger (†) (e.g., † $p < .05$ , †† $p < .01$ ).

It is possible to use the *Appendix* for larger tables. The tables in the Appendix are numbered separately from the tables in the regular body, starting with a capital letter that denotes the Appendix, followed by the regular number of the table in that appendix (e.g., Table A1). Each table in the Appendix must be quoted in the text.

The detail instructions for creating tables you could find in the *Publication Manual of the American Psychological Association, (6th Ed)* or on the [APA Style Blog](#).

**EQUATIONS:** If you use equations in your manuscript, please ensure they are submitted in an editable format. Simple formulas should be presented as one-line formulas. For creating complex formulas, use Microsoft Equation 3.0 or MathMagic Lite ([link for free download](#)). Only the variables must be *italicized*, while other signs should be written in regular letters.

Please use the following symbols in the equations:

- Division slash (/) instead of a horizontal line which represents fraction line (e.g., x/y).
- Instead of square root use 1/n in superscript (e.g., (...)<sup>1/n</sup>).
- The signs -, +, x should be separated by space on both sides, while multiplication (·), division (÷), and slash (/) sign should not.
- In one-line equations use the keyboard brackets in the following order { [ ( ) ] }.

**Units:** Please use SI units (non-italicized).

**REFERENCE CITATIONS IN TEXT:** APA citation style is used for reference citations. APA style requires both in-text citations and a reference list. For every in-text citation, there should be a full citation in the reference list and vice versa. In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what and whose data or information is being quoted or paraphrased.

### **Papers by a single author**

The last name of the author and the year of publication are inserted in the text at the appropriate point.

From the theory of sustainable development (Bjeljac, 2010) ...

If the name of the author or the date appears as part of the narrative, cite only missing information in parentheses.

Bjeljac (2010) posited that...

If you have two or more sources by the same author in the same year, use lower-case letters (a, b, c, etc.) with the year, e.g., (Bjeljac, 2010a) ... (Bjeljac, 2010b) or (Bjeljac, 2010a; 2010b), etc.

### **Papers by multiple authors**

When a paper has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

As has been shown (Radovanović & Milovanović, 2009) ...

In the narrative text, join the names with the word "and".

As Radovanović and Milovanović (2009) demonstrated...

When a paper has from three to five authors, cite all authors the first time the reference occurs.

Ćalić, Milošević, and Milivojević (2008) claimed...

(Ćalić, Milošević, & Milivojević, 2008)

In all subsequent citations, include only the surname of the first author followed by "et al." (Latin phrase for "and others") and the year of publication.

Ćalić et al. (2008) found...

(Ćalić et al., 2008)

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

Two or More Papers in the same parentheses: when your parenthetical citation includes two or more papers, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

Authors with the Same Last Name: To prevent confusion, use first initials with the last names.

(L. Johnson, 1998; E. Johnson, 2001)

### **Papers by associations, corporations, government agencies, etc.**

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(European Environment Agency [EEA], 2007)

(Vlada Republike Srbije, Ministarstvo trgovine, turizma i telekomunikacija, 2016)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(EEA, 2007)

## Papers with no author

When a paper has no author, use the first two or three words of the paper's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

On climate change ("Climate and Weather", 1997) ...

*Guide to Agricultural Meteorological Practices* (1981)

## Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Milanović & Milijašević, 2006, p. 35)

Urošev (2007) concluded that "winter flow is the most constant in ..." (p. 120).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and the following paragraph.

(Panić & Miljanović, 2008, para. 7)

## Serbian laws and regulations

To cite Serbian laws and regulations in the text, indicate the title of the law or regulation, followed by the related year or years.

(Zakon o prostornom planu Republike Srbije od 2010. do 2020. godine, 2010)

(Zakon o energetici, 2014, 2018)

**Acknowledgements:** (subtitle—Sentence case, **bold**, left, 9 pt, spacing before and after: 9 pt) (The style name in JGIJC template: 20\_Acknowledgments (subtitle)\_JGIJC): given at the end of the paper, before the reference list (Sentence case, 9 pt, regular, justify) (The style name in JGIJC template: 21\_Acknowledgments (content)\_JGIJC).

**REFERENCE LIST:** subtitle (Sentence case, **bold**, left, 9 pt, spacing before and after: 9 pt) (The style name in JGIJC template: 22\_Reference (subtitle)\_JGIJC). Below, the references are written in 8 pt, justified, indentation special: hanging 0.5 cm (The style name in JGIJC template: 23\_Reference list\_JGIJC).

References cited in the text of a paper must appear in a References list. Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list. Titles of the papers outside of the English-speaking area should be translated into English and given in corner parentheses (e.g., *Geografija Evrope* [Geography of Europe]). Diacritical characters (for instance, in Serbian: č, ć, ž, š; or in German: ä, ö, ü, and so on) should be used for references that are originally written in the native languages. Please note that articles published in this Journal should be cited in other scientific publications as following: *Journal of the Geographical Institute "Jovan Cvijić" SASA*.

## Examples:

### 1) ARTICLES IN ON-LINE AND PRINTED JOURNALS

The APA style dictates that authors are presented with the last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case followed by the volume, both italicized, ending by the issue and pages. Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many—but not all—publishers will provide an article's DOI on the first page of the document. **Please create a hyperlink for all provided DOI numbers.**

#### Article from Online Journals with DOI Assigned

Author, A. A., Author, B. B., & Author, C. C. (Date of publication). Title of the article. *Title of Journal, Volume number*(Issue number), Pages. <http://dx.doi.org/0000000/000000000000>

Radovanović, M. (2010). Forest fires in Europe from July 22-25, 2009. *Archives of Biological Sciences, 62*(2), 419–424. <http://dx.doi.org/10.2298/ABS1002419R>

#### Article from Online Journals with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal homepage. Remember that one goal of citations is to provide your readers with enough information to find the article by providing the journal homepage aids readers in this process.

Author, A. A., & Author, B. B. (Date of publication). Title of the article. *Title of Journal, Volume Number*(Issue number), Pages. Retrieved from <http://www.journalhomepage.com/full/url/>

Petrović, M. D., Pavić, D., Marković, S. B., Mészáros, M., & Jovičić, A. (2016). Comparison and Estimation of the Values in Wetland Areas: A Study of Ramsar Sites Obedska Bara (Serbia) and Lonjsko Polje (Croatia). *Carpathian Journal of Earth and Environmental Sciences, 11*(2), 367–380. Retrieved from <http://www.ubm.ro/sites/CJEES/viewTopic.php?topicId=625>

#### An article in a Magazine

Author, A. A. (Year, Month). Title of the article. *Title of Journal, Volume Number, Pages.*

Henry, W. A. (1990, April). Making the grade in today's schools. *Time, 135*, 28–31.

#### An article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3–C4.

Author, A. A. (Year, Month, Day). Title of the article. *Title of Journal*, pp. B2, B4

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

## Review

Reviewer, A. A. (2000). Title of review [Review of the book *Title of book*, by A. A. Author]. *Title of complete work*, xx, xxx–xxx.

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467. <http://dx.doi.org/0000000/000000000000>

## 2) BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS

### Printed book

#### *One author*

Author, A. A. (Year of publication). *Title of work*. Location (City, Country): Publisher.

Urošev, M. (2007). *Sliv Golijske Moravice – hidrološka analiza* [Golijska Moravica Basin – hydrological analyses]. Belgrade, Serbia: Geographical Institute "Jovan Cvijić" SASA.

#### *Two authors*

Author, A. A., & Author, A. A. (Year of publication). *Title of work*. Location (City, Country): Publisher.

Radovanović, M., & Pereira Gomes, J. F. (2008). *Sunčeva aktivnost i šumski požari* [Solar activity and forest fires]. Belgrade, Serbia: Geographical institute "Jovan Cvijić" SASA.

### Edited Book, No Author

Editor, A. A. (Ed.). (Year of publication). *Title of work*. Location: Publisher.

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

### Edited Book with an Author or Authors

Author, A. A. (Year of publication). *Title of work*. A. A. Editor, (Ed.). Location (City, Country): Publisher.

Plath, S. (2000). *The unabridged journals*. K. V. Kukil, (Ed.). New York, NY: Anchor.

### Translation

Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), *Cognitive development to adolescence: A reader* (pp. 3–18). Hillsdale, NJ: Erlbaum. (Reprinted from Manual of child psychology, pp. 703–732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley).

**NOTE:** When you cite a republished paper, like the one above, in your text, it should appear with both dates: Piaget (1970/1988).

### Edition of the publication

Author, A. A., Author, A. A., & Author, A. A. (Year of publication). *Title of work* (5th Ed.). Location (City, Country): Publisher.

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th Ed.). Chicago, IL: University of Chicago Press.

### Chapter in an Edited Book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location (City, Country): Publisher.

Radovanović, M. (2010). On the Relationship between Solar Activity and Forest Fires. In H. E. Johannsson (Ed.), *Handbook on Solar Wind: Effects, Dynamics and Interactions* (pp. 1–81). New York, NY: Nova Science Publishers.

### Multivolume Paper

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

## 3) OTHER PRINT SOURCES

### Corporate Author, Author as Publisher

Statistical Office of the Republic of Serbia. (2018). *Opštine u Srbiji 2017* [Municipalities in Serbia 2017]. Belgrade, Serbia: Statistical Office of the Republic of Serbia.

### An Entry in an Encyclopedia

Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher.

Title of entry. (Year). In A. Editor (Ed.), *Title of reference work* (xx ed., Vol. xx, pp. xxx–xxx). Location: Publisher.

Bergmann, P. G. (1993). Relativity. In P. D. Norton (Ed.), *The new encyclopedia Britannica* (11th ed., Vol. 26, pp. 501–508). Chicago, IL: Encyclopedia Britannica.

### Paper Discussed in a Secondary Source

List the source the paper was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*(4), 589–608. <http://dx.doi.org/0000000>

**NOTE:** Give the secondary source in the references list; in the text, name the original paper, and give a citation for the secondary source. For example, if Seidenberg and McClelland's paper is cited in Coltheart et al. and you did not read the original paper, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) . . . and similar formulations.

### Dissertation Abstract

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International: Section B. Sciences and Engineering*, *62*, 7741A.

### Dissertation Published

Last name, F. N. (Year). *Title of the dissertation*. (Doctoral dissertation). Retrieved from Name of database.  
(Accession or Order Number)

### Dissertation Unpublished

Last name, F. N. (Year). *Title of the dissertation*. (Unpublished doctoral dissertation). Name of Institution,  
Location.

### Government Document

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication  
No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

### Serbian laws and regulations

Law title in Serbian [translation in English], Službeni glasnik Republike Srbije br. xx (year).

If there are the same law changes, indicate all numbers and years.

Zakon o prostornom planu Republike Srbije od 2010. do 2020. godine [The law on spatial plan of the  
Republic of Serbia from 2010 to 2020], Službeni glasnik Republike Srbije br. 88 (2010).

Law title in Serbian [translation in English], Službeni glasnik Republike Srbije br. xx (year); xx  
(year), xx(year).

Zakon o energetici [Law on Egergetics], Službeni glasnik Republike Srbije br. 145 (2014); 95 (2018)

### Technical and Research Reports

Author, A. A. (Year). *Title of work* (Report No. xxx). Location: Publisher.

### Conference Proceedings

Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W.  
Philips, D. Popescu, & P. Scheunders (Eds.), *Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for  
Intelligent Vision Systems* (pp. 97–108). [http://dx.doi.org/10.1007/978-3-540-74607-2\\_9](http://dx.doi.org/10.1007/978-3-540-74607-2_9)

## 4) ELECTRONIC SOURCES (WEB PUBLICATIONS)

### Abstract as the original source

Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support  
to academic achievement in an urban middle school. *Psychology in the Schools*, 43, 701–712. Abstract  
retrieved from <http://www.interscience.wiley.com>

### Newspaper Article

Author, A. A. (Year, Month Day). Title of the article. *Title of Newspaper*. Retrieved from  
<http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to the drug industry. *The New York Times*.  
Retrieved from <http://www.nytimes.com>

## Electronic Books

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of the book*. <http://dx.doi.org/xxxxx>

Rodriguez-Garcia, R., & White, E.M. (2005). *Self-assessment in managing for results: Conducting self-assessment for development practitioners*. <http://dx.doi.org/10.1596/9780-82136148-1>

Author, A. A., Author, B. B., & Author, C. C. (year). *Title of the book*. Retrieved from <http://xxxxx>

Speed, H. (2004). *The practice and science of drawing*. Retrieved from <http://www.gutenberg.org/etext/14264>

## Chapter/Section of a Web Document or Online Book Chapter

Author, A. A., & Author, B. B. (Date of publication). Title of the article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://www.someaddress.com/full/url/>

Engelshcall, R. S. (1997). Module mod rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules). Retrieved from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

Author, A. A., Author, B. B., & Author, C. C. (year). Title of chapter or entry. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pp. xxx–xxx). <http://dx.doi.org/xxxxx> (if exists) or Retrieved from <http://xxxxx>

Scott, D. (2005). Colonial governmentality. In J. X. Inda (Ed.), *Anthropologies of modernity* (pp. 21–49). Retrieved from <http://www3.interscience.wiley.com/cgi-bin/bookhome/117909832>

**NOTE:** Use a chapter or section identifier and provide an URL that links directly to the chapter section, not the home page of the Website.

## Dissertation/Thesis from a Database

Author, A. A. (year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis). Retrieved from <http://xxxxx>

Madureira, A. M. (2014). (Re)acting the city. Physical planning practices and challenges in urban development projects of the Entrepreneurial City (Doctoral thesis). Retrieved from <http://www.dart-europe.eu/full.php?id=1085255>

## Online Book Reviews

Cite the information as you normally would for the paper you are quoting (the first example below is from a newspaper article and the second is from a scholarly journal). In brackets, write "Review of the book" and give the title of the reviewed paper. Provide the web address after the words "Retrieved from", if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Reviewer, A. A. (year). Title of review [Review of the book *Title of book*, by B. B. Author]. *Title of complete work*, xx, xxx–xxx. <http://dx.doi.org/xxxxx>

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce*, *Joyce's critics: Transitions in reading and culture*, and *Joyce's messianism: Dante, negative existence, and the messianic self*, by Gian Balsamo]. *Modern Fiction Studies*, 53(1), 163–173. Retrieved from [http://muse.jhu.edu/article/213316#info\\_wrap](http://muse.jhu.edu/article/213316#info_wrap)

### [Online Serbian documents, strategies, spatial plans, professional instructions](#)

To cite Serbian documents, strategies, spatial plans, professional instructions, indicate author and document title, and publication date.

Author. (year). Document title [translation to English]. Retrieved from <http://xxxxx>

Vlada Republike Srbije, Ministarstvo trgovine, turizma i telekomunikacija. (2016). *Strategija razvoja turizma Republike Srbije za period 2016–2025* [Tourism Development Strategy of the Republic of Serbia 2016–2025]. Retrieved from <http://mtt.gov.rs/download/3/strategija.pdf>

### [Data Sets](#)

Point readers to raw data by providing a Web address (use “Retrieved from”) or a general place that houses data sets on the site (use “Available from”).

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from [http://www.huduser.org/Datasets/IL/IL08/in\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)

### [Graphic Data \(e.g., Interactive Maps and Other Graphic Representations of Data\)](#)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Lewis County Geographic Information Services (Cartographer). (2000). *Family Households, 2000 U.S. Census by Block Groups* [Demographic map]. Retrieved from [http://maps.lewiscountywa.gov/maps/Demographics/census-familyhh\\_2000.pdf](http://maps.lewiscountywa.gov/maps/Demographics/census-familyhh_2000.pdf)

### [Online Interviews](#)

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g., [Interview transcript, Interview audio file]):

Interviewee, A. A. (year, month day interviewed). *Title of the interview* (B. B. Interviewer, Interviewer) [Interview transcript]. Retrieved from <http://xxxxx>

Stevenson, R. (1999, May 26). *Oral History 2* (C. Butler, Interviewer) [Interview transcript]. Retrieved from [http://www11.jsc.nasa.gov/history/oral\\_histories/oral\\_histories.htm](http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm)

### [Online Lecture Notes and Presentation Slides](#)

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g., PowerPoint slides, Word document).

Author, A. A. (year). *Title of presentation* [Lecture notes or PowerPoint slides]. Retrieved from <http://xxxxx>

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrevn/index.html>

### Non-periodical Web Document or Report

List as much of the following information as possible, e.g., If an internet page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you are looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Year). Title of document. Retrieved from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010). General format. Retrieved from [http:// owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)

**NOTE:** When you cite the whole website or page (not any specific document), it is not necessary to put the web address in the reference list. It is sufficient to give the internet address in the text (e.g., Dark tourism blog provides necessary information about dark tourism attractions (<http://www.dark-tourism.com/>)).

### Computer Software/Downloaded Software

Do not cite standard office software (e.g., Word, Excel) or programming languages. Provide references only for specialized software.

Rightsholder, A. A. (year). Title of Software or Program (Version number) [Description of form]. Retrieved from <http://xxxxx>

Skyscape. (2010). Skyscape Medical Resources (Version 1.9.11) [Mobile application software]. Retrieved from <http://itunes.apple.com/>

### Online Forum or Discussion Board Posting

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g., blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived.

Author, A. A. (year). Title of document [Format]. Retrieved from <http://xxxxx>

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Retrieved from <http://groups.earthlink.com/forum/messages/00025.htm>

### OTHER USEFUL REMARKS FOR WRITING THE PAPER:

- Hyphen (-) is used in compound words without spaces (e.g., large-scale, cross-section)
- En dash (–) is longer and thinner than a hyphen, but shorter than em dash (shortcut: CTRL+Num-). It is used in compound adjectives where each word has the same importance (Chicago–London flight), for time periods (e.g., 1921–1999), ranges (e.g., 20–30), without spaces.
- Em dash (—) is longer than a hyphen or en dash (shortcut: ALT+CTRL+Num-). It is used to emphasized or depart from the main clause (e.g., Studies—published and unpublished—are included), without spaces.

- A minus sign (–) has the same length as en dash but is thinner and higher. If it is used in subtraction, it should be written with blanks (e.g., 4 – 3). When it denotes the negative value of the number, then it is written without any spaces. (e.g., –17).
- The letter ‘x’ does not replace the ‘×’ character. This character is used to represent the dimension (e.g., 15 × 30 × 20 cm) and at the vector, but not as a multiplication sign where it is proper to use (·).
- The word ‘o’ does not change the degree sign (°). The degree is separated from the number if it presents the measure of temperature unit (e.g., 30 °C), but not if it represents a tilt mark (e.g., ex = 45°).
- The percentage sign is never discharged by space from the related number (e.g., 20%).
- The commas are used only in numbers with four or more digits of this rule except for the year, page numbers, binary numbers, regular numbers, degrees of temperature.
- Italicized text is used for emphasizing but should be moderate (not whole sentences or passages). Never use bold text to emphasize something.
- Use italic to define the relationship scale [e.g., Respondent could choose any value from 0 (*not important*) to 10 (*very important*)] and to introduce technical and important terms (only when it appears for the first time).
- According to the APA standard, Latin expressions are not italic except names of genus and species.
- The abbreviations (e.g., i.e., a.m., cf., vs.) should be written without space followed by a comma.
- Use a comma between elements (including before *and* and *or*) in a series of three or more items.
- Double quotation marks are used for direct quotes from another source (literally quoting); for a phrase used as an ironical comment, a slang, an incorrect expression; for highlighting the titles or book chapters if it is mentioned in the text. Use the single quotation marks in the double quotation to highlight what was in the original source under double quotation marks.

*Example:*

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group's] behaviors were studied in this manner” (p. 276).

- For the omission of speech or written words from the original source which are unnecessary, three separate dots are used (. . .). The four points are used to mark omitted words between two quoted sentences so that the first point label the end of the first quoted sentence followed by three separate points and the new one quoted sentence.

*Example:*

“The economy of the Timok River Basin rests upon the utilization of nonrenewable resources through their exploitation, development of non-ferrous metallurgy and various manufacturing and processing facilities. . . . The impact of mining and metallurgy on the quality and pollution of surface waters has been a subject of extensive research worldwide” (Milijašević Joksimović, Gavrilović, & Lović Obradović, 2018, p. 341).

\* \* \*

The basic principles proposed by APA has been summarized in this authors' guidelines. Everything that has not been defined by it can be found in the Publication Manual of the American Psychological Association, Sixth Edition.

\* \* \*

**NOTE:** The opinions expressed in the texts published are the author's own and do not necessarily express the views of the Journal's editors. The authors assume all responsibility for the ideas expressed in the materials published. Rights of the Editorial Board include possible language corrections and a smaller shortening of the text that would not affect the integrity of the text overall. The authors whose papers are accepted for publishing may request a hard copy of the Journal free of charge.

\* \* \*

**Last updated: December, 24<sup>th</sup> 2019**