

## PAPER GUIDELINES

- The paper should be written in Croatian or English, using Roman alphabet. The submitted paper with all supplements (including an abstract, bibliography, references, tables and graphs) should not contain more than 6000 words (letter-quality type Times New Roman, font size 12pt, alignment justified, 1.5 spacing, with one-line space between paragraphs, margins all 3 cm)
- First page should contain:
  - PAPER TITLE (uppercase, Times New Roman, font size 14, bold, 1.5 spacing, centre alignment)
  - First and last names of the author above the TITLE (Times New Roman, font size 12, 1.5 spacing) with a footnote indicating the name of the institution in which he/she works and the electronic address.
  - Abstract in Croatian and English (*Times New Roman, Italic, font size 11 and 1.5 spacing*) should contain approximately 300 words and the following structure: aims of the paper, methodology, main results and conclusions to be described in the full paper.
  - Key words in Croatian and English (*Times New Roman, Italic, font size 11 and 1.5 spacing*), listed in alphabetical order, up to 5 key words, which are scientifically referenced for the elaborated issue.
- The final paper should be divided into sections with highlighted subtitles
  - Figures, charts, images and illustrations are to be inserted in their proper location in the text, but also sent in the original document (for example in .bmp, .jpg, .gif, .tif, .xlsx etc. format)
  - The text in tables should be font size 10, single spacing. Tables, figures, charts, images and illustrations should be black and white with centre alignment, high quality and incorporated in the text. The title should have caption and numeration **above** the table and **under** the chart/image/illustration (e.g. Figure 1. *The levels of Affective Area of Teaching*)
  - **Footnotes** should be used solely for comments or necessary supplements for the text. Times New Roman 10, alignment justified.
- References

- The abstract and keywords in Croatian are placed at the beginning of the paper, while the paper title, abstract and keywords in English are put on the end of the paper, after the references.

### **Citation instructions:**

- The quotation must be labelled with the supposed characters (“quote”)
- After a quotation, the author’s last name, publishing year and the page number should be placed in brackets (e.g. Rojko, 2002, 23).
- Indicating a paraphrase within a text is marked by omitting the page number, for example (Rojko, 2002).
- If there are two authors, both should be stated (Stoll and Fink, 2000); if there are three authors, for the first time all three should be stated, and later the first author and associates (Findak et. all, 1986). If there are more than three, always mention the first and associates. All authors are always listed in the References.
- When referring to multiple sources within the text, the sources are quoted chronologically in a way that the last published work comes first (Furlan, 1984; Markovac, 1973).
- When referring to an author whose work is not found in the original, but indirectly in other publication, the name of the author who first gave some results/thoughts should be stated and then the author in whose publication that information was found (Benoit, 2000, according to Brown and Geddes, 2006, 72). The reference list should contain the indirect publication, in these cases that means Browns and Geddes (2006).
- Shorter quotations (up to three rows) are integrated in the text while longer ones (four and more rows) should be separated from the rest of the text, left indent, font size 10.

### **Reference list:**

- Bibliography **should contain all the used sources** in alphabetical order by authors' last names and in chronological order for papers of the same authors.
- If the sources of the same author with the same publishing year are used, then they should be distinguished by abbreviations (a, b, c...) in brackets following the publishing year, e.g. (2015a), (2015b)

### **A book**

Author's book

Last name, first name initials. (Year). *Book title*. Publication place: Publisher.

Gudjons, H. (1994). *Pedagogija: temeljna znanja*. Zagreb: Educa.

### **Book which was prepared or edited**

Last name, first name initials. (Prep.) (Year). *Book title*. Publication place: Publisher.

Šicel, M. (Prep.) (2001). *Antologija hrvatske kratke priče*. Zagreb: Disput.

Last name, first name initials. (Ed.) (Year). *Book title*. Publication place: Publisher.

Lindzey, G. and Aronson, E. (Ed.) (1985). *Handbook of social psychology. Special fields and applications*. New York: Random house.

### **Journal articles**

Last name, first name initials. (Year). Article title. *Journal name*, number and volume, pages of the article

Rojko, P. (2006). Glazbena nastava u općeobrazovnim školama u Europi. *Tonovi*, 48, 5-22.

### **Articles in edited volumes and proceedings:**

Last name, first name initials. (Year). Article title in conference proceedings/edited book/monograph. In: edited (Ed.), *Conference proceedings/edited book/monograph title* (pages of the article from-to). Publication Place: Publisher.

Sekulić-Majurec, A. (2007). Uloga sudionika odgojno-obrazovnog procesa u stvaranju, provedbi i vrednovanju kurikuluma. In: V. Previšić (Ed.), *Kurikulum – teorije, metodologija, sadržaj, struktura* (pp. 351-383). Zagreb: Školska knjiga.

Bašić, S. (2011). (Nova) slika djeteta u pedagogiji djetinjstva. In: D. Maleš (Ed.), *Nove paradigme ranoga odgoja* (pp. 19-37). Zagreb: Filozofski fakultet Sveučilišta u Zagrebu.

### **PhD, master and graduate papers**

Last name, first name initials. (Year). *Title*. Unpublished PhD/master/graduate paper. Publication Place: Publisher.

Szabo, S. (1971). *Neki metodološki problemi Stevensove psihofizike*. Neobjavljeni magistarski rad. Zagreb: Odsjek za psihologiju Filozofskog fakulteta u Zagrebu.

**For online available papers** after basic references (title, author's name etc.), the source should be stated (<http://>) as well as the access date.

Sinković, G. i Bevanda, V. (2007). Standardi za informacijsko-komunikacijsku tehnologiju. *Informatologia*, 40(4). URL: <http://hrcak.srce.hr/search/?q=standardi+za+informacijsko> (accessed: 16<sup>th</sup> March 2007)

Dynamic action plan (2005). URL: <http://www.minervaeurope.org/publications/dap/dap.pdf> (accessed: 20<sup>th</sup> November 2005)

Holland, M. (1996). *Harvard System*. Poole: Bournemouth University. URL: [http://www.bournemouth.ac.uk/service-depts/lis/LIS\\_Pub/harvardsyst.html](http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsyst.html) (accessed: 6<sup>th</sup> December 2006)

### **Documents, reports and other institutional publications**

Institutional or edited author. (Year). *Document or report title*. Publication place: Publisher.  
Ministry of Science and Education of the Republic of Croatia (2019). *The Regulations on Methods, Procedures and Elements of Student Evaluation in Primary and Secondary Schools*. Zagreb: Ministry of Science and Education of the Republic of Croatia.

### **Legislation, regulations, bylaws, case – law and arbitration procedures**

Law publication title (publishing year) *Law title: subtitle*. Publication place: Publisher, volume number/year (number), pages from – to.

Narodne novine (1992) *Zakon o visokim učilištima*. Zagreb: Narodne novine d.d., 49 (1), pp 2142-2159.

Institution name, subject number, date and source.

Ustavni sud Republike Hrvatske, br. UŽ-2438/57 from 18<sup>th</sup> May 1957

Ustavni sud Republike Hrvatske, U-III-2490/2008 from 9<sup>th</sup> October 2008, Narodne novine, No 127/08

### **Other online sources**

*Web page title*, web page address ([www.web address](http://www.web address)) and the access date.

**Paper submission and inquiries email:** [konferencija.osi@aukos.hr](mailto:konferencija.osi@aukos.hr)

**Final paper and signed Statement of authorship and originality of the paper submission deadline:** until February 1<sup>st</sup> 2020

**Papers not submitted until defined dates** will not go through the process of double blind peer review and accordingly will not be published in conference proceedings.

Papers should be submitted online by using the [email](#) (Academy of Arts and Culture in Osijek):

The editorial board accepts only the unpublished papers in Croatian or English. All papers will be **double-blind reviewed** by distinguished national and international reviewers.

The editorial board reserves the right to adjust the article and / or seek adjustment to the journal standards and the Croatian or English language spelling.

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