



3rd International Artistic and Scientific Conference
Persons with Disabilities in Arts, Science and Education
/Osijek, 1st and 2nd December 2023/

PAPER GUIDELINES

The paper should contain:

- The paper should be written in Croatian or English, using Roman alphabet. The submitted paper with all supplements and references should not exceed 16 standard pages (1 standard page = 1,800 characters including spaces), letter-quality type Times New Roman, font size 12pt, 1.5 spacing, alignment justified, 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 name 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.
- Keywords 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 in 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 at the end of the paper, after the references.

Citation instructions

- The quotation must be marked with the quotation marks (“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 quoted, then 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 add *et al.*. 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 another 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, as cited in Brown and Geddes, 2006, 72). The reference list should contain the indirect publication, in these cases that means Brown and Geddes (2006).
- Shorter quotations (up to three lines) are integrated in the text while longer ones (four and more lines) should be separated from the rest of the text, left indent, font size 10.

Citing sources in the reference list:

- **Only the sources mentioned in the text are listed in the references** at the end of the paper, in alphabetical order by authors' last names.
- If several sources by the same author are cited, then they should be listed chronologically starting with the most recent one, and if several sources by one author published in the same year are used, the first one is marked (2015a), the second (2015b), etc.

A 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. (Editor.) (Year). *Book title*. Publication place: Publisher.

Šicel, M. (Editor) (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: Editor (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.

Doctoral thesis, master and graduate theses

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 Unpublished PhD/master/graduate thesis.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

Szabo, S. (1971). *Neki metodološki problemi Stevensove psihofizike*. Unpublished master thesis. 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. and Bevanda, V. (2007). Standardi za informacijsko-komunikacijsku tehnologiju. *Informatologia*, 40(4). URL: <http://hrcak.srce.hr/search/?q=standardi+za+informatijsko> (accessed: 16.03.2007)

Dynamic action plan (2005). URL: <http://www.minervaeurope.org/publications/dap/dap.pdf> (accessed: 20.11.2005)

Holland, M. (1996). *Harvard System*. Poole: Bournemouth University. URL: http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsyst.html (accessed: 06.12.2006)

Documents, reports and other institutional publications

Institutional or by a group 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 of 18th May 1957

Ustavni sud Republike Hrvatske, U-III-2490/2008 of 9th October 2008, Narodne novine, No 127/08

Other online sources

Web page title, web page address ([www.web](#) address) and the access date.

Paper submission procedure

Paper submission and inquiries email:

konferencija.osi3@aukos.hr or konferencija.osi3@gmail.com

Final paper and signed Statement of authorship and originality of the paper submission deadline: until March 1st 2024

Papers not submitted until defined dates will not be considered for the double-blind peer review and accordingly will not be published in conference proceedings.

International 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 **Conference Proceedings standards and the Croatian or English language spelling**, as well as the right not to publish the paper if it does not meet the scientific criteria of the Conference.

Positively evaluated papers will be published in the Conference Proceedings.

Each author will receive a copy of the Conference Proceedings.

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