

12. međunarodni naučni skup „Specijalna edukacija i rehabilitacija danas“

12th International Scientific Conference "Special Education and Rehabilitation Today"

GUIDELINES FOR AUTHORS

One author can submit no more than two papers, being the first author in only one. Authors can submit abstracts or proceedings (full papers).

Papers should be written in Serbian (Latin) or English, in Microsoft Word (.doc format), Times New Roman font type. The text should be justified, on A4 paper size, with margins set at 2 cm each, and 1.5 line spacing.

Title

- The title should clearly indicate the content of the paper and should not exceed 200 characters with spaces - capital letters, bold, 14pt font size.
- Abbreviations and subtitles should be avoided.
- Information on project names, numbers, and funding should be provided in footnotes.

Authors

- Full names and affiliations of all authors - 12pt font size.
- The name of the first author should be underlined with their email address given in a footnote.

Abstract

- Original scientific papers and review papers should have a structured abstract with distinct headings for the following sections: Introduction, Objectives, Methods, Results, and Conclusion.
- Abstracts should be in Serbian (Latin) and English (for papers written in Serbian) or only English (for papers written in English).
- Abstracts should be between 200 and 300 words long, 10pt font size.
- Abstracts should not include abbreviations and references.
- Values of applied statistical analyses should be specified in the results.
- Abstracts should include three to five keywords- italic, 10pt font size.

Text of the paper

- Papers should be between 7500 and 10000 characters with spaces (not including references).

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- Papers should include the following elements: Abstract, Introduction, Objectives, Methods (sample, instruments and procedure, statistical data analysis), Results, Discussion (separate or included in the results), Conclusion, and References.
- Text of the paper – 12pt font size.
- Subheadings – bold, 12pt.

Tables and charts

- Same data should not be presented in both tables and charts.
- Tables and charts should be in Word format.
- Arabic numerals should be used to number tables and charts in the order they are given in the text of the paper.
- The number is written above the table and the title, bold and left-aligned (e.g. **Table 1**).
- The title should be written below the number with 1.5 spacing, capitalized, italic, and left-aligned, 12pt font size.
- Table contents – 10pt font size, 1.0 line spacing. Tables should not contain vertical lines.
- All text entries should be capitalized.
- Headings in the header and all other entries should be centered, except for those in the far-left column, which should be left-aligned.
- Symbols and/or abbreviations used in tables and charts should be explained in legends below them.
- Tables, charts, and pictures from other sources can be used only with the publisher's permission.

In-text references

In-text references should be in APA7 format:

- when citing references with one or two authors, their surnames and the year of publication are always given (Johnson & Stevens, 1999; Popović i Jovanović, 2009; Risović, 2013; Stevens, 2011);
- if the authors' surnames are written as part of a sentence, not in parentheses, then only the year of publication should be written in parentheses (e.g. as Park and Nam (2019) consider ...);
- each quote (literally quoting parts of a text) should be within quotation marks and followed by information about the page number the quote was taken from (e.g. cyberbullying as a new form of bullying “in which the aggression occurs through modern technological devices, and specifically mobile phones or the internet” (Slonje & Smith, 2008, p. 148);

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- if reference is made to a source with three or more authors, only the surname of the first author is given, followed by “et al.” in parentheses and within a sentence; e.g. in the research by Hue et al. (2004) or (Hue et al., 2004);
- if two authors have the same surname, the first letter of their names should be added in front of each (e.g. E. Johnson, 2001; L. Johnson, 1998; A. Babić, 2014; B. Babić, 2012);
- if two references have the same author and the year of publication, lowercase letters (a, b, c) should be added immediately after the year within parentheses (e.g. Smith, 2015a; Smith, 2015b);
- if a reference has no author, the name of an institution and the year should be provided (e.g. WHO, 2020);
- when referring to multiple sources, the order is alphabetical, and the sources should be separated by a semi-colon (e.g. Bigler et al., 2019; Dammeyer, 2010; Stevenson et al., 2015). More references of the same author are listed chronologically, from the oldest to the most recent one.
- ampersand (“&”) is used only for references within parentheses, but not within the text, in which case “and” is used.

Reference list

In-text references must be included in the Reference list and vice versa. References are listed in accordance with APA7, at the end of the paper, 12pt font size. If available, it is necessary to provide a DOI number (e.g. <https://doi.org/10.2298/VSP160426283J>). The guidelines and examples of common references are given below.

– Books

Ganz, J. B. (2014). Aided augmentative communication for individuals with autism spectrum disorders. Springer. <https://doi.org/10.1007/978-1-4939-0814-1>

– Chapters in monographs or thematic collections

Boisjoli, J. A., & Matson, J. L. (2010). General methods of assessment. In J. L. Matson (Ed.), *Social behavior and skills in children* (pp. 61-75). Springer. <https://doi.org/10.1007/978-1-4419-0234-4>

– Journal articles

According to APA7, if a paper has up to 20 authors, names of all authors should be listed. If the number of authors exceeds 20, it is necessary to state the first 19 and separate them from the last author with an ellipsis (...).

Articles with up to 20 authors:

Winter, K., Spengler, S., Bermpohl, F., Singer, T., & Kanske, P. (2017). Social cognition in aggressive offenders: Impaired empathy, but intact theory of mind. *Scientific Reports*, 7(1), 1-10. <https://doi.org/10.1038/s41598-017-00745-0>

Articles with more than 20 authors:

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Buttrick, N., Choi, H., Wilson, T. D., Oishi, S., Boker, S. M., Gilbert, D. T., Alper, S., Aveyard, M., Cheong, W., Čolić, M. V., Dalgard, I., Doğulu, C., Karabati, S., Kim, E., Knežević, G., Komiya, A., Laclé, C. O., Ambrosio Lage, C., Lazarević, L. B., . . . Wilks, D. C. (2019). Cross-cultural consistency and relativity in the enjoyment of thinking versus doing. *Journal of Personality and Social Psychology*, 117(5), e71-e83. <https://doi.org/10.1037/pspp0000198>

– Conference presentations

Stevkovic, Lj. (2019, September 18–21). *Self-reported juvenile domestic violence in Serbia* [Conference presentation abstract]. 19th Annual Conference of the European Society of Criminology, Ghent, Belgium. https://ff2c65c5-2ae5-47f3-bf99-45ee5ed8ca36.filesusr.com/ugd/da07ac_2d1d13c05f4546308c2a028dad473ad6.pdf

If a presentation is published in conference proceedings, citation rules for papers in monographs or thematic collections are applied.

– Doctoral dissertations

Clarke, B. D. (2013). *Parents' perceptions and awareness of cyberbullying of children and adolescents* [Doctoral dissertation, Antioch University]. AURA. <https://aura.antioch.edu/cgi/viewcontent.cgi?article=1071&context=etds>

– References with no authors

Every Student Succeeds Act, 20 U.S.C. § 6301. (2015). <https://www.congress.gov/bill/114th-congress/senate-bill/1177>

World Health Organization (WHO). (2018). Strategic Guidance on accelerating actions for adolescent Health in South-East Asia Region (2018-2022). World Health Organization, Regional Office for South-East Asia.

– Websites

Referencing a website when the author of the text is known:

Strauss, E. (2018, September 20). Parents, stop feeling so guilty about TV time. CNN Health. <https://edition.cnn.com/2018/09/20/health/screentime-guiltparenting-strauss/index.html>

Referencing a website when the web page has no identifiable author:

World Health Organization. (2020, May 1). Billions worldwide living with herpes. <https://www.who.int/news-room/detail/01-05-2020-billions-worldwide-living-withherpes>

If the website does not have an author, the title of the website or paper being cited is provided instead of the author's name.

GUIDELINES FOR PAPER PRESENTATION

Papers can be presented as oral presentations or posters. Slides and posters should be in English or English and Serbian.

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Oral presentations

- Presentations in .ppt/.pptx format should be sent to conference e-address naucniskup@fasper.bg.ac.rs no later than 16th October 2023
- Presentation time is limited to 10 minutes.

Poster preparation

- Poster format - A1 (594 x 841 mm).
- The title - capital letters, bold, at least 48pt font size.
- Full surname and name of all authors - 18pt font size. Underline the name of the first author and provide their email address in a footnote.
- Text size - at least 18 pt.