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Please prepare your manuscript before submission, using the following guidelines:

### **Format and Article Length**

Use A4 paper, Portrait, margins Left/Right 2,5 cm, Top 2,5 cm, Bottom 2,5 cm, Header/Footer 1.5 cm. Alignment Justify, Line Spacing Single, Paragraph Before 6 pt, After 6 pt, Indentation Right/Left 0 pt. Paper should not be longer than 16 pages. Paper title should be capitalized and written in bold, 14pt; Headings should be written in the same font 12pt, bold, capitalised; main text should be written in Times New Roman as the primary used font, 12pt; Subheadings of the paper should be written in Times New Roman used font 12 pt;

### **Article Language**

Articles are to be submitted in the acceptable scholarly English language.

### **Style and Spacing**

Articles should be between 7000 and 10000 words, typed. Pictures, graphics and other attachments should be marked and sent in text and must not exceed the Proceedings format with margins. Lengthier articles may be considered at the discretion of the Editorial Board.

### **Article structure**

The structure of article should comprise: the title, abstract, key words, introduction, subtitles, conclusion and bibliography. Articles can also be structured in the following way: introduction, starting hypotheses, solutions, discussion, conclusion and bibliography. Divide your article into clearly defined and numbered sections (1, 2, 3...). Subsections should be numbered 1.1 (then 1.1.1, 1.1.2 ...), 1.2, etc. (the abstract is not included in section numbering).

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**Article Title Page** – An Article Title Page should be submitted alongside each individual article. This should include:

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**Abstract** - The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results and the conclusions. The abstract is not an introduction, it summarizes the substantive results of the work, not merely listing the topics that are discussed in the paper. The abstract should contain the main idea of the paper, the subject and the goal of the research, methods used, hypotheses, research results and a brief conclusion. It must have 200 to 250 words.(Times New Roman,10pt).

**Key words** – Immediately after the abstract; key words summarize the contents of the paper (Times New Roman, Italic, 10pt) provide a maximum of 10 keywords.

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**Introduction** – Its purpose is to state clearly the investigated problem and provide the reader with relevant background information. It states the objectives of the work and provides an adequate background, avoiding a detailed literature survey or a summary of the results.

**Methods** - Its purpose is to describe the experiment in such detail that a competent colleague could repeat the experiment and obtain some or equivalent results. It should provide enough details to allow the work to be reproduced. Already published methods should be indicated witha reference: only relevant modifications should be described.

**Results** – Its purpose is to present new information gained in the study. It should be clear and concise. Results are the core of the paper. The Results section shouldn't start with describing methods that were inadvertently omitted from the Materials and Methods section. Results mustbe written in the past tense.

**Discussion** – The final section of an IMRAD paper. Its purpose is to fit the results from the current study into the preexisting fabric of knowledge. The important points will be expressed as conclusions. This should explorethe significanceof the results, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusion** – The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion

section. Conclusions should provide a summary of important findings and their implicants to the area of research that is the forms of the article.

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### **Example:**

**Table 1.** Comparison of characteristic values obtained by PCA and threshold values obtained by the parallel analysis

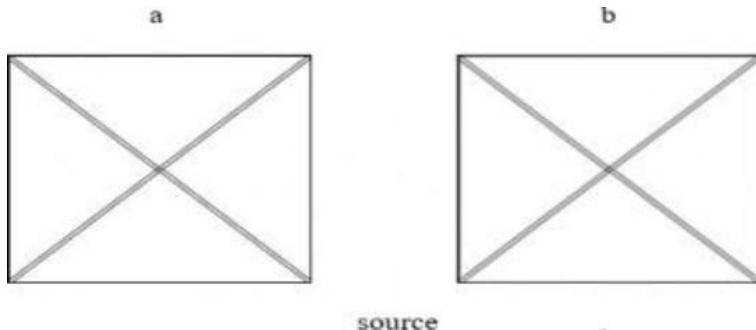
Serial number of components	The actual characteristic values of PCA	Values obtained by parallel analysis	Decision
1	5,716	1.5595	Accept
2	1,913	1.4326	Accept
3	1,107	1.3287	Reject
4	0,976	1.2433	Reject

**Source:** Author's calculation

### **Figures**

Figures should be placed in the main text (no wrapping) separated from it by a spacing of 12 points. Utmost care must be taken to insert the figures in correct alignment with the text. Individual figures should be centred. If a figure has parts, they should be clearly labeled as (a), (b), (c), etc. in the figure.

**Figure 1.** The caption which describes the figure in general: a) Description of what is contained in the first part; b) Description of what is contained in the second part.



The caption should be self-contained and placed above the figure, typed in the sentence capitalization and centred. It should be preceded by the figure number (in bold), contain a brief description of the figure and a key to interpreting various lines and symbols in the figure (if needed). The captions can be typed at a font size of 10 -11 points. Source should be noted below the figure, underneath the caption details. All of the figures should be numbered and have captions. They should be referred to in the text as Fig. 1, Fig. 2, etc. Try to place figures after and as close as possible to the point where they are first mentioned in the text. Do not break figures. Format the figures as given in the template. Keep figures within margins. Do not hyphenate words in figures. Generally, only original drawings or photographic reproductions are acceptable. Should authors use figures from other Publications, they must ask the corresponding publishers to grant them the right to publish this material in their paper. The photocopies are acceptable if they are of a very high quality. Half-tone pictures should be in the form of glossy prints. If possible, include your figures as graphic images in the electronic version. For best quality the pictures should have the resolution of 300 dpi (dots per inch).

## Equations

There should be one line of space above the equation and one line of space below it before the text continues. Try to fit the whole equation into one line.

$$5 + 3y = 6 + 4y - 5 - 2y \quad (1)$$

$$\log_2(t+1) - \log_2(t-1) = 3 \quad (2)$$

$$\exp(x) + 29 = 12e^{(1/2)} \quad (3)$$

All the equations should be punctuated as if they were an ordinary part of the text. Punctuation appears after the equation but before the equation number. The order number should be put in round brackets at the right-hand edge of the text in line with the equation. Equations should remain editable and not appear in a picture format. Make sure that your Equation Editor or MathType fonts, including sizes, are set up to match the text of your document. Equations that are referred to in the text should be numbered sequentially throughout the text (i.e., (1), (2), (3)) or numbered by section (i.e., (1.1), (1.2), (2.1)) depending on author's preference. Equations may be referred to in the text as Eq.(1). The use of Word's built-in Equation editor or the full MathType product is allowed.

## **References and Citation**

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). All manuscripts should be formatted using the APA (American Psychological Association) references which are widely used in the social sciences, education, engineering and business.

### **1. Citing references in text**

Placement References are cited in the text by the author's surname, the publication date of the work cited, and a page number if necessary. Full details are given in the reference list. Place them at the appropriate point in the text. Repeat mentions in the same paragraph If name and year are in parentheses, include the year in subsequent citations. With a quotation This is the text, and Markovic (2018) says "quoted text" (p.1), which supports my argument. This is the text, and this is supported by "quoted text" (Markovic, 2018, p. 1). This is a displayed quotation. (Markovic, 2018, p.1) Page number (Markovic, 2018, p. 6) One author Markovic (2018) or (Markovic, 2018) Two authors Markovic and Jaksic (2018) or (Markovic & Jaksic, 2018)

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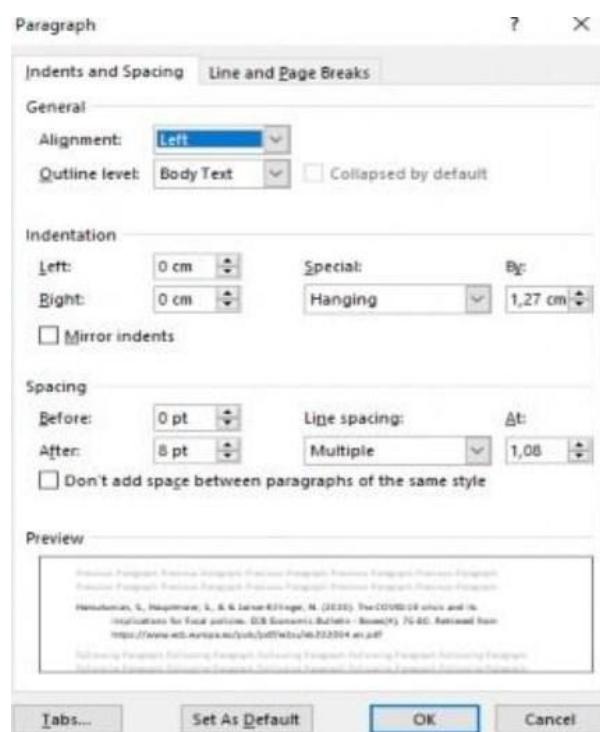
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[Title in English: Subtitle of article]. Journal in German, 21, 208–217. doi:xx.xxxxxxxxxxx  
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### **Article in journal supplement**

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To cite regularly published proceedings, use journal format.

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## **Poster**

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