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## GUIDELINES FOR AUTHORS

In order to ensure successful cooperation, please follow the instructions below when preparing and submitting your paper or poster presentation.

### 1. TECHNICAL SPECIFICATIONS FOR POSTERS

Authors are free to design the layout of their poster; however, the following structure is recommended:

- ✓ Posters should be prepared in Serbian or English.
- ✓ All posters must be in vertical (portrait) format, designed and printed in B1 size (70.7 × 100 cm).
- ✓ At the top of the poster, include: the title, information about the author(s), and the institution(s).

#### Recommended font sizes and styles:

Use a font that is easily readable from a distance of 2 meters (e.g., Arial or Times New Roman).

- Title: 72–100 pt, centered, **all capital letters**
- Author(s) and institution(s): 28–30 pt, **centered**
- The rest of the text should not be smaller than 20 pt

Authors are advised to include the following sections in their poster: **introduction, materials and methods, results, and conclusion**, all clearly readable from a distance of 2 meters. Additional sections may also be included if considered necessary (references, acknowledgements, etc.). When citing sources in the text or in the reference list, use APA style (as recommended in these Guidelines for Authors).

Illustrations can efficiently convey large amounts of information (“a picture is worth a thousand words”), therefore it is recommended to use visuals instead of text whenever possible. Each illustration and graph should have a title at the top (smaller than main titles but larger than the main text). The text below illustrations and graphs should briefly describe the content and the conclusion that can be drawn from it.

NOTE: It is important that the poster is not overloaded with text. The poster is not the main presentation tool, but rather a supporting aid. In other words, it should contain key points that help the author structure the presentation and assist the audience in following it.

Posters will be displayed at the conference venue (authors should bring them at least one hour before the start of the conference). The program schedule will indicate the time of the poster session, during which authors are expected to be present to answer questions from interested participants.

## 1. INSTRUCTIONS FOR PREPARING THE PAPER

<b>Submission of papers</b>	Papers should be submitted exclusively via email to: <a href="mailto:naucniskup@vsov-gbr.edu.rs">naucniskup@vsov-gbr.edu.rs</a> . The paper should be prepared in Microsoft Word, A4 format, Times New Roman font, size 12, line spacing 1.5.
<b>Language of the paper</b>	Papers should be submitted either in Serbian (Cyrillic script) or in English.
<b>Length of the paper</b>	The paper should be between 6 and 8 pages, including the abstract and references.
<b>Writing the paper</b>  <b>Title page</b>	<p>The title page should contain the following information: name(s) of the author(s), institution, and location, written in font size 10.</p> <p>The title of the paper should be written <b>in capital letters, font size 12, bold, and centered</b>. The title should be concise and clearly formulated.</p> <p>The abstract should contain up to 300 words. Keywords should include 3 to 5 words. Font size: 11, line spacing 1.5.</p> <ul style="list-style-type: none"> <li>- For research papers, the abstract should include: the significance of the research problem, research objectives, methodology, key results, conclusions, and pedagogical implications.</li> <li>- For theoretical papers, the content of the abstract should be adapted to the nature of the paper.</li> </ul>
<b>Pages</b>	Pages should <b>not</b> be numbered
<b>Structure of the paper</b>	<p><b>Each paper should include an introduction and a conclusion.</b></p> <p>Papers presenting research results, in addition to the introduction and conclusion, should include the following sections: theoretical framework, research methodology, results, and discussion.</p> <p>The structure of review papers and theoretical analyses should be adapted to the title and topic of the paper.</p> <p>Section headings should be clearly and precisely formulated, centered, bold, font size 11. If subheadings are used, they should be written in italics, indented within the paragraph, and in sentence form. Section headings and subheadings should not be numerically labeled.</p>
<b>References and literature</b>	<p>Citations in the text and the reference list at the end of the paper should follow <b>APA style</b> (American Psychological Association, APA 7th edition). The current edition of the APA Manual can be found at:  <a href="https://apastyle.apa.org/style-grammar-guidelines/references/examples">https://apastyle.apa.org/style-grammar-guidelines/references/examples</a></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>· For citations, references should be included in the text in parentheses, stating: the author's surname, year of publication, and page number. If a quotation is longer than four lines, it should be separated as a paragraph and written in font size 10, indented by 1.5 cm from the main text.</li> <li>· In the reference list, do not number the references.</li> <li>· Book: The reference should include the author's surname and initials, year of publication, title of the book (italicized), place of publication, and publisher.</li> <li>· Journal article: The reference should include the surnames and initials of all authors, year of publication (in parentheses), title of the article, full name of the journal (italicized),</li> </ul>

volume, issue, and page numbers.

Web document: The reference should include the author's name, year, title of the document (*italicized*), date of access, and URL.