

## Author Guidelines

Thank you for considering to submit your paper to us! These instructions will ensure we have everything required so your paper can move through peer review, production and publication smoothly. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

We strongly encourage contributors to seek comments from colleagues before submitting a paper for publication. Authors are welcome to consult with the editors about the suitability of a submission. Please note that this preliminary consultation, though, does not guarantee publication.

It is our pleasure to invite the academics and professionals are welcome to attend SAJ events and submit papers for the journal. Notification of Events, Calls for Papers, Abstracts are all posted on the [Announcements](#) page of SAJ's [website](#).

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## COVID-19 Impact on Peer Review

As a result of the significant disruption that is being caused by the COVID-19 pandemic we fully understand that many authors and peer reviewers will be making adjustments to their professional and personal lives. As a result they may have difficulty in meeting the timelines associated with our peer review process. Please let the journal editorial office know if you need additional time. Our systems will continue to remind you of the original timelines but we intend to be flexible.

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## Preparing Your Paper

Please take the time to read our Guidelines and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements.

### Checklist: What To Include

Please note that all submissions should include individual files, as listed below:

- 1) Cover file as a MS Word file containing names, full affiliation, e-mail and postal address, year of birth and brief biographical notes (up to 200 words) for each authors and any acknowledgements regarding the submitted article;
- 2) Article as a MS Word file containing title, abstract (up to 200 words), keywords (up to 7), text, accompanying endnotes, bibliography and captions with illustration sources;
- 3) Figures grouped as a Zip/Rar/7z file.
- 4) You can opt to include a video abstract with your article. Find out how these can help your work reach a wider audience, and what to think about when filming.

We kindly ask that all files should be titled in the following format: AUTHOR LAST NAME, Name, a number from the list above.

## Word Limits

Please include a word count for your paper. Kindly note that a typical paper for this journal should be no more than 8000 words, inclusive of tables, references, figure captions, endnotes.

## Style Guidelines

Please refer to these style guidelines when preparing your paper, rather than any published articles or a sample copy.

Please use British spelling (-ise) style consistently throughout your manuscript.

Please note that the article should be 1.5 line-spaced on standard size paper (A4). Pages should be evenly-justified. Please do not use automatic numbering for the caption list or numbered lists.

Please note that the title is limited to max 100 characters with spaces.

Please note that the abstract is limited to max 200 words and accompanied by keywords (up to 7). It should summarize the argument of the article and be written in the third person.

Please note that the texts should include an individual introduction section.

Please note that section headings should be concise and numbered sequentially, using a decimal system for subsections.

Please do not use footnotes, rather, use endnotes at the end of the article using the Endnote function in Word. Kindly include Bibliography at the end of the article. Endnotes and bibliography should be formatted according to The Chicago Manual of Style.

Please note that all illustrations, whether diagrams or photographs, should be referred to as Figures. Figures should be saved separate to text. Please do not embed figures in the article file. They should be in Grayscale or BW Mode and numbered consecutively in the order in which they are referred to in the text. Please prepare all figures, especially line diagrams, to the highest possible standards. Please be sure that all imported scanned material is scanned at the appropriate resolution: 600 dpi for line art, or 300 dpi for pictures. Files should be saved as TIFF or PDF file. Maximum reproduction sizes in the journal are: 11x19cm (full page), 13x6cm (bottom) or else that follows maximum height of 5-6cm. All sizes given are maxima and include borders.

Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Please note that long quotations should be indented without quotation marks. A full point (or other punctuation) follows the reference for the quote: ‘... is the most decisive and important’. Lengthy quotes (40 words or more) should be displayed in block quotation, i.e., separate paragraph, indented and it should not have quote marks.

Please use figures rather than spelled-out numbers for cardinal numbers over one hundred and for all measurements. Form the plural of decades without an apostrophe; “1990s” rather than “1990’s.” Dates should be given in the following forms: “22 October 1946,” “22 October,” “October 1946,” and “1946-51.” Spell out centuries and millennia in full: “twentieth century.”

Please use figures rather than spelled-out numbers and spell out units of measurement: “100 feet” or “31 centimeters.” English and metric units may be abbreviated in discussions of quantitative data in technical articles: 100 ft., 31 cm (no periods with metric abbreviations).

Please, whenever possible, avoid using abbreviations in the title of a paper, in the abstract, in the keywords, in the running heads or in headings and subheadings within the paper. Kindly define an abbreviation the first time that it is used (except in the Abstract): write the term out in full followed by the abbreviation in parentheses. Please use the abbreviation consistently thereafter, including at the start of sentences.

Please note that quotations from foreign languages should be translated in the text, with the original in the endnote only if necessary. Isolated foreign words should be italicized. Full foreign-language quotations should be set in Roman type and put within quotation marks. Foreign personal titles, names of buildings/rooms or places (Sala della Regina, Palazzo Montecitorio, Piazza Navona), institutions (Biblioteca Angelica), and the like should not be italicized.

For all other formatting issues please consult The Chicago Manual of Style and do not hesitate to reach out to the SAJ Editorial Office with questions.

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## Submitting Your Manuscript

Please note that SAJ uses the [ASSISTANT](#) platform for online editing and publishing. [ASSISTANT](#) allows integration of articles in the Cross-reference system (CrossRef/DOI), as well as prevention of plagiarism (CrossCheck). It also includes various exclusive features designed for automated quality control: assignment of key words based on international thesauri (KwASS), formatting of references in accordance with a chosen citation style (RefFormatter) and detection of omitted citations in the article body and the references list (CiteMatcher).

Authors are kindly asked use the ASSISTANT platform to submit their manuscripts. Please follow this [link](#) to find detailed instructions about how to submit your paper via the ASSISTANT. We would like to thank the Military Technical Courier (ISSN 0042-8469, e-ISSN 2217-4753) for making these instructions available to all the publishers who use the [ASSISSTANT](#) platform.

Alternatively, if you do not feel comfortable using the platform, you can submit your paper by emailing the Editorial office directly at [saj@arh.bg.ac.rs](mailto:saj@arh.bg.ac.rs).