

## 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](#).

### 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 (written by using the SAJ MS Word Template) containing title, abstract (up to 200 words), keywords (up to 7), text, bibliography and captions with illustration sources;
- 3) Figures grouped as a Zip/Rar/7z file.

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.

In cases when the paper represents a research process done during the PhD studies by the student, the paper can be shorter than 8000 words, but not less than 5000 words, inclusive of tables, references, figure captions.

### **Figures Limits**

We kindly ask you not to cross the maximal number of 10 Figures. More information about figure's formatting are available in the next section - Style Guidelines.

### **Style Guidelines**

Please refer to these style guidelines when preparing your paper, rather than any published articles or a sample copy. Please use the SAJ MS Word Template to write your paper.

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

Please note that the article should be 1.15 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. Bibliography should be formatted according to The APA 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 maximal 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 APA Style Manual and do not hesitate to reach out to the SAJ Editorial Office with questions.

### **Submitting Your Manuscript**

Please, submit your paper by emailing the Editorial office directly at [saj@arh.bg.ac.rs](mailto:saj@arh.bg.ac.rs).