GENERAL INFORMATION ON THE JOURNAL
AND THE INSTRUCTIONS FOR AUTHORS

I. GENERAL INFORMATION ON THE JOURNAL

1. General. – “Megatrend Review” is the scientific journal published by Megatrend University (Univerzitet Megatrend).

According to the classification of Ministry of Education, Science and Technological Development of the Republic of Serbia, the journal is ranked amongst the leading national scientific journals in Serbia (M51).

“Megatrend Review” journal has been published since 2004 in Serbian and English language. It is open to all high-quality papers and authors from around the world. It has an international Editorial Board and international Publishing Council. Through international exchange it reaches readers beyond the borders of Serbia.

“Megatrend Review” journal is a multidisciplinary journal in the fields of social sciences. Papers on following scientific fields are published:
Economics
Law
Politics and Security
Management and Marketing
International Relations
Public Policies
Information Society

2. Reviews. – Each paper is reviewed by two reviewers. Paper that has received two positive reviews will be published according to standard categorization of the scientific journals: original scientific paper, review scientific article, expert article, preliminary report or overview, translation and book review.

The categorization of the paper is determined by the reviewers and Editor in chief. If there is any doubt regarding the categorisation, the given higher category will be applied.

In case that one of the reviewers suggests that the paper should be pub-
lished and the other that it should not, the paper is going to be given to the third reviewer whose decision is final.

3. Anonymity of the authors and reviewers. – Editorial of the “Megatrend review” journal abides by the rule on mutual anonymity between authors and reviewers. Further, if the author is not satisfied with the reviews of the paper, he/she, has the right to receive the reviews.

II. PAPER ORIGINALITY AND FIGHTING AGAINST PLAGIARISM

We kindly ask the authors to take into consideration the following:

1. Written confirmation that the work is original. - When submitting a manuscript the author is required to confirm in writing that his/her paper is original and that it has not been published elsewhere. The paper that is sent without this written confirmation by the author, will not be accepted.

2. The paper that has previously been published elsewhere. - If for any reason the author submits the paper that has already been published elsewhere (abroad, in a foreign language), he/she is obliged to specify where the paper was published (the journal, issue and number, the number of pages) and enclose the written consent of the editorial board of the journal in which the paper was originally published. If these requirements are met, and editors conclude that the paper is for some reason of particular interest and should therefore be published, it will be published with indication where it was published first and that it is republished in “Megatrend Review” with permission.

However, if the paper has already been published elsewhere, and also submitted for publication in “Megatrend Review” with no information about previous publication, the paper will not be published. In addition, as a sanction for unfairness, in the next issue of “Megatrend Review” the information that a particular author has unfairly tried to re-publish the same paper will be published in a special section. Apart from that, the papers by the same author will not be published in “Megatrend Review” in the future.

3. Plagiarism. - Should the editors of “Megatrend Review” journal or through reviewers discover that the paper submitted for publication is plagiarism, in a special section of its next issue the information that a particular author has plagiarized a paper will be published, and the original paper from
which the plagiarism is taken will be cited. In addition, the papers by the same author will not be published in “Megatrend Review” in the future. If necessary, the author whose paper has been copied or the editorial board of the journal that has published the original paper will be notified.

III. INSTRUCTIONS FOR AUTHORS

The papers are to be prepared in accordance with the following instructions:

1. The Manuscript

The manuscript is submitted in electronic version (MS Word). The papers written in Serbian language are submitted in Serbian Latin script.

The paper has to be sent in electronic form to the following e-mail address: mtopic.megatrendrevija@gmail.com megatrendrevija@megatrend.edu.rs

The paper should be accompanied by the written Author’s Statement of originality signed by the author (written, signed and scanned).

Precondition for the paper to be accepted for the reviewing procedure is that it fully satisfies technical criteria according to the instructions given here. Also, the paper must meet the criteria regarding the language (Serbian and English) and spelling. The paper has to be proofread before submission.

2. Number of authors

As a rule, papers written only by one author are preferable for publication (an author as an individual). However, if consider justified, according to current Rules of Procedure, the Method of Evaluation and Quantitative Expression of Scientific Research Results of the Researchers (Pravilnik o postupku, načinu vrednovanja i kvantitativnom iskazivanju naučnoistraživačkih rezultata istraživača, Službeni glasnik RS no. 24/2016 and 21/2017), editors can decide to publish papers written by co-authors, but not more than three.

3. Language

The text is submitted in Serbian or English language. If accepted, it will be published in the language in which it was submitted.

Exceptionally, the editors will decide that the text submitted in Serbian language is to be translated and published in English, or vice versa.
4. Volume

The paper should approximately have 30,000 characters, including spaces (one author’s sheet). Alternatively, it could be shorter or longer, the number of characters with spaces not being smaller than 20,000 nor bigger than 45,000.

Due to particularly justified reasons (the special social importance of the topic, the co-authorship of a number of internationally recognized scientists, etc.) the editorial board could exceptionally allow the publication of an article of a larger volume, but not larger than 2.5 author’s sheets (75,000 characters).

5. Tables and Formulae

The tables should only be made by means of table tools in MS Word. The tables must have titles and be numbered in Arabic numerals.

The formulae should be written by means of the equation editor in MS Word.

6. Graphs, Figures and Photographs

Graphs and figures can be submitted drawn on paper or in electronic form. When the graphs and figures are submitted in electronic form, they should be in one of the following formats: EPS, AI, EPS, TIF or JPG. If the author uses these or uses a specific program, it is necessary to agree on the format with the technical editor. **Graphs and figures should not be made in MS Word!**

Photographs must be sharp, in good contrast and undamaged. The authors are not advised to scan the images themselves, but to leave this sensitive job to the editorial office.

If the version on the paper does not include graphs, figures and photographs, the spaces must be clearly marked where they should be inserted. The markings in the text must match the ones in the submitted photos (or files).

Graphs, figures and photographs must have the signatures and be numbered in Arabic numerals.

7. Organization of manuscript

The article must contain the following elements, in the following order:

1 **Information about the author** – Name and surname, title of the author, name of the institution where the author is employed (affiliation) and the au-
2. **Title of the paper.** – The title should be clear and precise.

3. **Abstract.** – This is a brief presentation of the article content, which contains the research goal, methods, results, and main conclusions. It should be in the same language in which the paper was written. In terms of volume, it should contain 100 to 250 words or 4 to 8 sentences, or a third to half of the printed page. It stands between the title and keywords, after which the text of the article follows.

4. **Key words.** – The terms or phrases which best describe the content of the article. It is allowed to write up to five words, i.e. phrases.

5. **Text of the article.** – The central part is the text of the article in which the author uses appropriate tools while processing the writing of a scientific paper.

6. **List of used literature.** – After the text of the article, the list of used literature is specified in alphabetical order by authors’ last name.

   The list is given according to the Citation instructions, with the year of publication coming right after the author’s, i.e. editor’s name. At the end of the information on an article or a paper in the collection of papers, the pages of the cited paper are given.

**Examples:**


   The papers by the same author are specified in chronological order. If several papers have been written by the same author and published in the same year, the year of publication is accompanied by the letters “a”, “b”, “c” etc.

**Examples:**

- Cassese Antonio (1999b): “A Follow-Up: Compulsory Humanitarian Countermeasures and
7. **Summary.** – Summary is written at the very end of the text i.e. It can be the same as the abstract, but could also be wider in extent, yet no longer than one page. If the paper is written in Serbian language, the summary in English language should also be submitted.

8. **The levels of the titles.** - Depending on the text, the titles can have different levels. Therefore the following method is used for marking different title levels:

   1. **The First Level Title**
      (centre align, regular, bold, Arabic numerals)

   1.1 **The second level title**
      (centre align, italic, Arabic numerals)

   1.1.1. **The third level title**
      (Above the beginning of the paragraph, italic, Arabic numerals.)

To achieve complete clarity about the title levels, authors are advised to refer to the past issues of “Megatrend Review” journal available in PDF forms, under Archive, or contact the Editorial secretary via e-mail.

Depending on the specific characteristics of the text, and with the aim of achieving clarity of the paper’s structure, the editorial office reserves the right to edit the titles in a slightly different way, leaving the original heading divisions.

9. **Citations.** – The used literature is to be cited according to the instructions for citations given below.

10. **The address of the Editorial Board.** – The papers are submitted via e-mail to the following address: mtopic.megatrendrevija@gmail.com megatrendrevija@megatrend.edu.rs

    Editorial Board
    Megatrend Review
    John Naisbitt University / Univerzitet “Đžon Nezbit”
    Bulevar maršala Tolbuhina 8
    11070 Belgrade, Serbia
Telephone: + 381 11 220-31-50

IV. INSTRUCTIONS FOR CITATIONS

1. General rules

1. Name of the author. - In writing author’s name, surname is written before the first name. If there is the middle name/letter, it is written between surname and the first name.
   
   *Example: Shaw N. Malcolm*

2. Several authors. – Names of the several authors are separated by commas.
   
   *Example: Simma Bruno, Alston Philip*

   If there are more than three authors, only the first author’s surname and first name are specified, followed by the italicized et al. words ( et alia).
   

3. Pages. – When a particular page is specified (of the book or the paper), its number is written without any additions (p., pg., p., page, etc.).


4. Footnotes. – When a footnote is given, after the number of the page, the sign “fn” is written, followed by the number of the footnote.


5. The repeated citation of the same article. – When an article that has been cited before is recited, the author’s surname and first name are specified, followed by the cited page, separated by a comma, without using op. cit. etc.

   *Example: Akehurst Michael, 15.*

   If several papers by the same author are specified, the author’s surname and first name are stated, followed by the brackets with the year when the paper has been published and followed by the number of the page.

   *Example: Akehurst Michael (1984), 15.*
When specifying several papers written by the same author, published in the same year, papers are specified in the literature list (which is always given at the end of the paper) by adding Latin letters “a”, “b”, “c”, etc to each paper. They are also stated as such when cited in footnotes.


**6. Recitation of the previously cited article.** - If a piece of data from the same page of the same paper cited in the previous footnote is cited again, only the Latin abbreviation Ibid. *(from *ibidem*) is used without giving any other data.

*Example:* Ibid.

If a piece of data cited in the previous footnote is cited again, but from a different page, the Latin abbreviation Ibid. is used, followed by a comma and the number of the page.

*Example:* Ibid, 54.

**7. Foreign names.** – In papers submitted in Serbian language, foreign names are transcribed, i.e. written as they are pronounced in Serbian, and when first mentioned in the text, the author’s surname and first name are given in their original form within the brackets.

*Example:* Tomas Hobs (Thomas Hobbes)

**2. Books**

**1. General.** – The books are cited in the following way:

1) author’s surname, 2) author’s first name, 3) the year of publication in brackets, 4) colon, 5) title of the book in italics, 6) place of the publication in lowercase (ordinary letters), 7) number of the page (without any additions), 8) footnote which is being cited.

If the information on the publisher is given as well, it is written in lowercase (ordinary letters) before the place of the publication.


**2. Several editions.** – If a book has several editions the number of the edition need/need not be specified in the superscript.

3. Editors. – If a book has one or more editors, the editors’ surnames and first names are given first, separated by commas, then the sign “ed”, or “eds” is written if there are more of them, followed by the title of the book in italics, and finally the place and year of publication.


If there are more than three editors, the data only for the first editor is given followed by a comma, then “et al.”, and finally “ed.”.


4. Chapters in a book. – A chapter in a book with an editor is cited by giving the following: 1) authors surname and name, 2) year of publication in brackets, 3) colon, 4) title of the chapter in lowercase (under inverted commas), 5) comma 6) number of pages that are cited, 7) “in”, 8) editor’s surname and name, 9) “(eds.)”, 10) title of the book in which the cited text is in lowercase (in italics) and 11) place of publication.


3. Articles

1. General. – The articles are cited in the following way: 1) author’s surname, 2) author’s name, 3) year of publication in brackets, 4) colon, 5) title of the article in lowercase in ordinary letters under inverted commas, 6) title of the journal (book of proceedings, etc.) in italics, 7) issue and year separated by a slash, 8) number of the page (without any additions), 9) number of the cited footnote.


2. The abbreviation of the journal title. – If the title of the journal (collec-
tion of papers etc.) is a long one, when cited for the first time its abbreviation is given in brackets, which is later used when the same journal (book of proceedings, etc.) is cited again.


4. **Regulations**

1. **General.** – Regulations are cited in the following way: 1) title of the regulation is given in lowercase (in general letters), 2) journal/magazine in which the regulation is published is given in italics, 3) number of the issue and the year in which the journal is published are given at the end.


2. **If the regulations are re-mentioned.** – If a regulation is mentioned again later in the text, at the place where it appears for the first time its short title is given within the brackets, with the words “hereinafter referred to as” preceding it.


3. **Amendments.** – If a regulation has been changed and amended, one by one, the numbers of issues and year of the journals are given in the original text, i.e. amendments were published.


4. **Articles, paragraphs and items of regulations.** – Articles, paragraphs and items of regulations are written separated by a slash, the number of the article comes first, followed by the number of the paragraph, and finally that of the item, etc.


5. **The Internet texts**

The citation of the text from the Internet should contain: 1) name of the author of the cited text (if it is the author’s text), 2) title of the cited text under inverted commas, 3) data on where the text was published (if it is published in a
printed version), 4) internet page, 5) date of the access to the page.