

INSTRUCTIONS FOR AUTHORS

The Editorial Board of *The Journal of the Faculty of Philosophy in Priština* appeals to the authors to carefully review their papers and implement the following guidelines.

HOW TO SUBMIT A PAPER

Papers are submitted electronically within Assistant, the online journal management system, by uploading an anonymized file (without personal information in the text and document metadata). The version containing all required information (see section CONTENTS) should be sent to zbornik.ffkm@pr.ac.rs.

Authors without an Assistant account need to contact our secretary at zbornik.ffkm@pr.ac.rs. Having created the account, the journal's secretary will provide the author with the login details (username and password). The papers are not peer-reviewed until all requirements specified herein have been fulfilled.

SUBMISSION DEADLINES

Papers can be submitted all year round. Upon completion of the editing procedure and once the paper is accepted for publication, the paper is assigned a DOI. The editor can assign the paper to any issue planned for future publication at his or her own discretion.

TYPES OF PAPERS

The contributions are categorized in accordance with the guidelines specified in the applicable Scientific Journals Act issued by the relevant Ministry of the Republic of Serbia.

PUBLICATION POLICY

The journal's official internet site (hosted on SCIndex, developed and maintained by the Centre for Evaluation in Education and Science)

<http://scindeks.ceon.rs/journalDetails.aspx?issn=0354-3293>

along with the details about the journal, contains all relevant information about the Editorial Board, instructions for authors, as well as the publication policy specifying:

- reviewing procedure;
- responsibilities;
- ethical publishing;
- open access;
- copyright and licensing.

The Editorial Board is dedicated to the prevention of plagiarism and publication of contributions that violate the provisions of the Copyright Law of Serbia.

All authors need to sign the Authorship Statement provided by the journal's secretary to confirm that they have read the publication policy and that the contribution and any part thereof has not been plagiarized. Translators are responsible for related translation rights.

Notwithstanding the foregoing, the authors assume full moral and legal responsibilities for the content of their contributions.

LANGUAGE

The journal publishes papers written in Serbian, as well as in other languages common in international communication.

CONTENTS

Every paper submitted for publication must contain the following elements (in the given order):

- author's name, middle initial, last name; e-mail address in the footnote, year of birth in the endnote;
- affiliation (specifying all organizational units, i.e. University, Faculty, Department);
- title of the paper (it should be concise and relevant to the content);
- abstract (up to 300 words) and 3 to 7 key words in the language of the paper;
- text of the paper;
- bibliography (literature);
- corpus (if any);

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- Summary in Serbian, or another language common in international communication. The summary should contain the following elements:
 - author's name, middle initial, and last name (with diacritics);
 - title of the paper;
 - heading Summary;
 - text of the summary (up to 10% of the paper length);
 - key words translated in the language of the summary.

LENGTH

The length of the paper is limited to 36,000 characters with spaces (the content of footnotes is not included in the count).

FORMATTING

Authors may contact the journal's secretary for the template. In case the template is not used, the following needs to be taken into consideration:

FILE TYPES

Papers are submitted as doc, rtf and odt files. The files in docx format should be avoided as these can cause problems during the proofreading process and page layout creation.

Drawings, maps and images are submitted separately as JPG or TIFF files in resolution larger than 200 x 200 pixels. Vector images should be submitted as EMF or WMF files.

Drawings, maps, images and illustrations are submitted as supplementary files, specifying in the text the title of the illustration in the languages of the text and the summary. Charts created in text processors remain integrated in the text, whereas those created with another program are submitted as supplementary files.

FONTS

The font must be a Unicode font: Times New Roman or Arial.

SIL font families are also acceptable (Charis SIL, Doulos SIL, Gentium plus) – these are suitable for dialectal text transcription, as well as for papers on phonology and phonetics. These are also applicable to texts with sections in Greek, Church Slavic and Old Slavic.

In case the text contains fonts other than those specified above they need to be embedded and submitted as supplementary files.

Papers typed in copyrighted or nonstandard fonts such as ascii or yuscii will not be published.

- TABS** Please do not use tabs in your paper. First paragraph lines need not be indented. If they are, indentation in the older versions of MS Word is done by opening “Format – Styles and Formatting”; left-click onto “normal” to open “modify”; open “format – paragraph”. The first line is indented by selecting “first line” in “Indentation – special”. In newer versions, the option is available in “Home”, “Paragraph”, “Indents and spacing”, “Indentation”.
The text in two columns needs to be put in an invisible table.
- NUMBERING** Paragraphs and subheadings are not numbered. The text should be adequately formatted by visibly separating them from the paragraphs.
- PUNCTUATION** Quotation and other punctuation marks need to be used properly, as required by the rules of the language of the text.
- QUOTES** Longer quotes, which are not part of a sentence, should be separated in a new paragraph and marked by quotation marks.
Verses are written in *Italic*.
- TABLES** Tables should be simple, without colours or shading. Text should be indented and aligned by using automatic formatting and not by manually adding spaces. All tables are reformatted during the page layout creation, so there is no need to customize them. All tables should have titles in the languages of the paper and the summary.
- STYLES** If you are using your own styles, please name them so that it is evident what they represent.
- TEXT EMPHASIS** Text sections are emphasized by using italics, whereas block capitals, bolded and underlined letters should be avoided. If more than one emphasis type is needed, they should be used in the following order: italics, small caps, small caps in italics. In some cases, should the field of research require so, block letters are acceptable.
- FOOTNOTES** Footnotes are inserted automatically, by using the “insert footnote” option in the text editor. They are numbered, from 1 onwards. A footnote should not exceed 100 words.

REFERENCES

References section should list only quoted/cited, and not all sources used for the preparation of the manuscript.

APA style (adjusted to the language of the paper) is used in order to cite sources.

References are listed without transcribing, in the original script. If the sources are available in the Cyrillic script the sources in parentheses and References should be listed in the Cyrillic script, if they are in the Latin script, they should be listed in the same script.

Only one place/location of the issue is specified, even if there is more than one listed in the source.

CITING
REFERENCES
IN THE TEXT

AUTHOR(S) IN THE TEXT	FIRST CITATION	SUBSEQUENT CITATIONS
ONE AUTHOR	Martin (2001)	Martin (2001)
TWO AUTHORS	Jonson and Neale (1994)	Jonson & Neale (1994)
THREE TO FIVE AUTHORS	Vaughan, Neale, Leary & Jonson (2010)	Vaughan & al. (2010)
SIX OR MORE AUTHORS	Healy & al. (2008)	Healy & al. (2008)
GROUP (INSTITUTION, ORGANIZATION, CORPORATION) WITH FORMAL ABBREVIATION	Serbian Academy of Sciences and Arts (SASA, 2005)	SASA (2005)
GROUP WITH NO FORMAL ABBREVIATION	Teacher Training and Development Centre (2010)	Teacher Training and Development Centre (2010)

One author:

Martin (2001) found that among...

or

In 2001 Martin found that among...

Two authors:

Jonson and Neale (1994) emphasized their importance in...

or

Other authors (Jonson and Neale, 1994) also emphasized their importance in...

More than three authors:

Vaughan, Neale, Leary and Jonson (2010) analysed the issues...

Subsequent citations in the text:

Vaughan et. al. (2010) analysed the issues...

Two or more works by different authors who are cited within the same parentheses are listed in alphabetical order by the first author's surname. The citations are separated with semicolons.

Several studies (Andrews, 2008; Charles, 2005; Simmons, 2003a, 2003b)...

PARENTHESES

AUTHOR(S)	FIRST CITATION	SUBSEQUENT CITATIONS
ONE AUTHOR	(Martin, 2001)	(Martin, 2001)
TWO AUTHORS	(Jonson and Neale, 1994)	(Jonson and Neale, 1994)
THREE TO FIVE AUTHORS	(Vaughan, Neale, Leary and Jonson, 2010)	(Vaughan et. al., 2010)
SIX OR MORE AUTHORS	(Healy et. al, 2008)	(Healy et. al, 2008)
GROUP (INSTITUTION, ORGANIZATION, CORPORATION) WITH FORMAL ABBREVIATION	(Serbian Academy of Sciences and Arts [SASA], 2005)	(SASA, 2005)
GROUP WITH NO FORMAL ABBREVIATION	(Teacher Training and Development Centre, 2010)	(Teacher Training and Development Centre, 2010)

In parenthetical citations, page numbers are added after the year of publication, with the appropriate abbreviation *p.* or *pp.* depending on the number of cited pages:

(Jonson, 2010, pp. 22–34; Miller, 2001, p. 145)

LITERATURE – REFERENCE EXAMPLES

MONOGRAPH Last name, First name initial. (year). *Title in italics*. Location (city): Publisher.

If there are two or more towns/cities with the same name (not uncommon in the USA) the location is followed with the name of the state/country.

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If the monograph is available online, the URL should be included at the end of the reference.

Todorov, T. (1975). *The Fantastic: A Structural Approach to a Literary Genre*. New York: Cornell University Press.

Jovanović, D. (2012). *Dispute Settlement*. Belgrade: Publisher. Retrieved from <http://fullink.co.rs>

- COLLECTION OF PAPERS, BOOK CHAPTER
Last name, First name initial. (year). Title of article. In: First name initial and last name (Ed.), *Title in italics* (pp-pp). Location: Publisher.
French, L. A. (2015). Oral Histories of Appalachian Black Folk in Western North Carolina. In: M. Lončar-Vujnović (Ed.), *People and Cultures in Contact: Thematic Collection of Papers of International Significance* (429–451). Kosovska Mitrovica: Faculty of Philosophy.
- JOURNAL
Last name, First name initial. (year). Title of article. *Title of periodical in italics*, vol. N^o (issue N^o), pp-pp.
DOI (if assigned) should be included at the end of the reference.
If no DOI is assigned to the content that is available online, the URL should be included at the end of the reference.
Kravchenko, S. A. (2014). The Birth of 'Arrow of Time' Scientific Knowledge. *Collection of Papers of the Faculty of Philosophy in Priština*, 44 (3), 225–239. doi:10.5937/zrffp44-7024
Jovanović, S. D. (2012). Contribution of Ben Jonson to Development of the English Renaissance Comedy. *Collection of Papers of the Faculty of Philosophy in Priština*, 42 (1), 347–363. Retrieved from <http://scindeks-clanci.ceon.rs/data/pdf/0354-3293/2012/0354-32931201347J.pdf>
- REFERENCE BOOK, DICTIONARY, ENCYCLOPAEDIA
Title of entry. (year). In: First name initial, Last name (Ed.). *Title of reference work in italics* (xx ed, volume, pp-pp). Location: Publisher.
Computers. (1999). In: J. Clute & P. Nicholls (Eds.). *The Encyclopedia of Science Fiction* (2nd. ed, p. 253). London: Orbit.
- ONLINE ENCYCLOPAEDIA
Van Gulick, R. (2014). Consciousness. In E. N. Zalta (Ed.), *The Stanford Encyclopedia of Philosophy* (Winter 2016 ed.). Retrieved from <https://plato.stanford.edu/archives/win2016/entries/consciousness/>
- ONLINE SOURCE, NO AUTHOR OR EDITOR
Cyberpunk. (n.d.). In *Merriam-Webster's online dictionary*. Retrieved from <http://www.merriam-webster.com/dictionary/cyberpunk>

NEWSPAPER ARTICLE	Last name, First name initial. (year, month date). Title or article. <i>Newspaper in italics</i> , pp–pp. If the article is retrieved online the URL should be included at the end of the reference.
UNPUBLISHED THESIS OR DISSERTATION	Last name, First name initial. (year). <i>Title of doctoral dissertation or master's thesis in italics</i> (Unpublished doctoral dissertation/master's thesis). Name of institution, Location.
UNPUBLISHED MANUSCRIPTS	Last name, First name initial. (year). <i>Title of manuscript in italics</i> . Unpublished manuscript [or Manuscript in preparation/Manuscript submitted for publication].
UNPUBLISHED MANUSCRIPT WITH A UNIVERSITY CITED	Last name, First name initial. (year). <i>Title of manuscript in italics</i> . Unpublished manuscript, Department, Faculty, University, City, Country.

AUDIOVISUAL MEDIA

FILM	Last name, First name initial (Producer), & Last name, First name initial (Director). (Release year). <i>Title of film in italics</i> [Motion picture]. Country: Studio. Bender, L. (Producer), & Tarantino, Q. (Director). (1994). <i>Pulp fiction</i> [Motion Picture]. United States: Miramax.
SINGLE EPISODE FROM A TELEVISION SERIES	Last name, First name initial (Writer), & Last name, First name initial (Director). (Year of airing). Title of episode [Television series episode]. In First name initial, Last name (Executive producer), <i>Title of series in italics</i> . Location: Company. Kang, K. (Writer), & Fryman, P. (Director). (2006). Slap bet [Television series episode]. In Bays, C. (Executive Producer), <i>How I met your mother</i> . Los Angeles, CA: Columbia Broadcasting System.
VIDEO	Author's last name, First name initial. OR Screen name. (year, month day of posting). Title of video [Video file]. Available from URL BBC News. (2017, February 22) Astronomers discover 7 Earth-sized planets [Video file]. Available from https://youtu.be/xLxrCRfBdi0