

**COLLECTION OF PAPERS –
FACULTY OF GEOGRAPHY AT THE UNIVERSITY OF BELGRADE**

GUIDE FOR AUTHORS

The journal publishes:

- Original scientific articles (with previously unpublished results of own scientific research);
- Review articles (containing original, detailed and critical review of the research problem in which the author made appropriate contribution, noticeable on the basis of auto-citations);
- Short or Preliminary reports (original scientific articles, smaller in size or preliminary in nature);
- Scientific critiques or debates (on a scientific topic – based exclusively on the scientific argumentations);
- Book reviews and reviews of scientific events.

The journal publishes articles in the fields of geography, spatial planning, ecology, demography, tourismology, as well as articles of the interdisciplinary character that contribute to the understanding of geospatial systems.

Submission of a manuscript implies that it has not previously been published or accepted for publication, nor is being considered for publication elsewhere, either in whole or substantial part; submitted manuscript must represent the original and independent work of the authors paper and if is accepted, it will not be published elsewhere in the same or similar form without the written permission of the editor.

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Manuscript has to be prepared as an MS Word file, with figures as separate documents.

Foreign authors prepare manuscripts in English, while authors from Serbia in both English and Serbian.

After pre-review screening by members of the Editorial board, if it is accepted, a manuscript goes forward for peer-review. Typically, each manuscript is reviewed by two independent referees. Identities of both authors and reviewers stay anonymous. The journal editor considers the peer reviewers' reports and makes the final decision to accept or reject the manuscript for publication.

If a manuscript is not prepared according to the instructions, it will be returned to the authors without reviews.

The Editorial board reserves the right to make minor changes in any accepted manuscript that do not alter the substantial meaning or results of the article or the expressed views of the author.

Instructions for preparing manuscript

Manuscript (main information): Page size B5 (176 x 250 mm); top margin 33 mm; bottom margin 27 mm; left and right margins 26 mm. The total manuscript should not exceed 16 pages, including all components: abstract, main text, references, figures and tables.

Font and spacing: Times New Roman, single line spacing.

Headings: Use capital letters for the main manuscript heading, 11 pt size, bold. Second order headings are without caps (11 pt) bold, while third order headings are typeset in 11pt italics. All headings are centered.

Author(s): Name (first and family name) is above the main heading (11 pt); if there is more than one author, names are in the same line, marked with one or more asterisks (*), depending on the number of various affiliations. Use footnote (10 pt) marked with number 1 after the name of the first author to indicate e-mail for correspondence. Affiliation(s) with asterisk(s) (the name and place of institution) are below the author(s) name(s), 10 pt size. Do not write author(s) functions and titles.

Footnote: Footnotes are not substitution for the reference list. Use footnotes sparingly – for some additional explanations, source information etc. Font size is 10 pt.

Abstract: Font size is 10 pt. Abstract should not exceed 250 words.

Key words: From three up to six words (10 pt font size). Avoid abbreviations unless they are firmly established. Key words should efficiently represent the manuscript content. They will be used for indexing and browsing purposes.

Main text: Use 11 pt font size, with paragraph indentation of 15 mm. Use the same indentation size together with en dash (–) (Ctrl+Num-) for classifications (systematic reviews) in the text. Units of measurement have to be in accordance with International System of measurement units SI.

Tables: Tables should be numbered according to their sequence in the text and efficiently titled. Use numbers and titles above table. Font size for table content is 10 pt. Table width is 240 mm and its length should not exceed the page size. If it is necessary, table may be represented vertically, on a separate page. Data sources write below the table (10 pt).

Figures: Acceptable formats are EPS (save text as “graphics”), TIFF (minimum 300 dpi) and JPG/JPEG (minimum 300 dpi).

Figures have to be prepared in grayscale mode. Electronic version of the published article may contain color figures. One color page in the printed journal version costs 6000RSD (should be paid on the Faculty account).

Do not include titles in figure – write figure number and title below it (font size 10 pt). Provide figures as separate files, indicating their approximate places in the main text.

Formulae: Formulae should be typewritten, if possible. For simple fractions, use the solidus (/) instead of a horizontal line. The use of fractional powers instead of root signs is recommended. In addition powers of e are often more conveniently denoted by exp. Use italics for all variables. Formulae that are more complicated should be given in a separate line and numerated.

Acknowledgements: They are given at the end of the main text, before the list of references. Use 10 pt font size.

Citations in-text

Use Harvard author-date referencing system.

Quoting: Quotations of less than 40 words should be incorporated in the text and enclosed with double quotation marks. Provide the author, publication year and a page number (preceded by “p.”). When making a quotation of more than 40 words, use a free-standing “block quotation” on a new intended line (15 mm from left and right edge), and omit quotation marks.

Work by one author:

In one recent geographic study (Ratkaj, 2011), it is emphasized that...

In the recent geographic study by Ratkaj (2011), it is emphasized that...

In 2011, Ratkaj’s geographic study emphasized...

For two or more sources by the same author in the same year, use lower-case letters (a, b, c), after the year:

Ratkaj (2011a).... and Ratkaj (2011b)...

Work by multiple authors:

When a work has two authors, cite both names every time you reference the work in the text. If a work has three to five authors, cite all the author names the first time the reference occurs and then subsequently include only the first author followed by “et al.”:

First citation: Grčić, Ratkaj and Sibinović (2011) state that...

Subsequent citations: Grčić et al. (2011) state that...

For six or more authors, cite only the name of the first author followed by “et al.” and the year.

Work by no identified author:

When a source has no named author, cite the first few words of the reference entry (usually the title). Use double quotation marks around the title of an article, chapter, or Web page. Use italics for the title of a periodical publication, book, brochure, or report:

The Web site explains the process of urban sprawl (“Suburban Belgrade”, 2011).

The brochure argues for social inclusion (*Youth with Disabilities*, 2011).

Treat reference to legal materials (court cases, statutes, legislation etc.) like works with no author.

Work by an institution or organization (corporate author):

Cite corporate author every time the reference occurs. In first citation, you can name the corporate author’s full name and abbreviation. For subsequent citation, use abbreviation only. Abbreviation has to provide sufficient information, allowing a reader to find it the reference list:

First citation: Mentioned geographic activities (Serbian Geographical Society [SGS], 2011)...

Subsequent citations: Mentioned geographic activities (SGS, 2011)...

Two or more works in the same parenthetical citation:

Citations of two or more works in the same parentheses should be listed in the order they appear in the reference list (i.e., alphabetically, and then chronologically), and separated by semicolon:

Several studies (Grčić, 2001; Ratkaj, 2005; Sibinović, 2011) suggest...

Different authors with the same last name:

When citing different authors with the same last name, include their first (and middle) initial, so that a reader can differentiate between them:

Ž. Ratkaj (2010) and I. Ratkaj (2011) also found...

Specific parts of a source:

Give the page number for quotations or to indicate information from a specific table, figure, chapter, or page. The word page is abbreviated but not chapter.

There is an analysis of transport connection (Ratkaj, 2011, Chapter 5), with detail indicators for Kaluderica settlement (Ratkaj, 2011, p. 101).

If, as in the instance of online material, the source has neither visible paragraph nor page numbers, cite the heading and the number of the paragraph following it. This allows the reader to locate the text in the source.

Transport accessibility needs improvements (Ratkaj, 2011, Transport Accessibility, para. 2).

Citations in a reference list

The heading (References) should be bolded and centered (10 pt). Use 11 pt font size for references, with paragraph hanging of 10 mm. There are numerous manuals available for using APA style. You can use the following examples.

Book:

General

Author, A.A., & Author, B.B. (year). *Title of book*. Place of publication: Publisher.

One author

Grčić, M. (2010). *Geography of Religions*. Belgrade: University of Belgrade, Faculty of Geography.

Two authors

Burt, J.E., & Barber, G.M. (1996). *Elementary Statistics for Geographers*. New York: The Guilford Press.

Edited book

Fotheringham, A.S., & Wegener, M. (Eds.). (2000). *Spatial Models and GIS: New Potential and New Models*. London: Taylor & Francis.

Book by an organization or institution (corporate author)

U.S. Census Bureau. (2000). *Statistical abstract of the United States*. Washington, DC: U.S. Government Printing Office.

No date

Smith, J. (n.d.). *Morality in masquerade*. London: Churchill.

No author

Experimental psychology. (1938). New York: Holt.

Different editions

Hoyle, B., & Knowles, R. (Eds.). (1998). *Modern Transport Geography* (2nd ed.). Chichester: Wiley.

Translation of a book

Ruppert, K., Schaffer, F., Maier, J., & Paesler, R. (1981). *Socijalna geografija* (M. Gavrilović & B. Ohnjec, Trans.). Zagreb: Školska knjiga. (Original work published 1977)

Note about citation for reprinted work: Cite both years, for example (1977/1981).

Work in several volumes

Wilson, J. G., & Fraser, F. C. (Eds.). (1977-1978). *Handbook of teratology* (Vols. 1-4). New York: Plenum Press.

Chapter in a book:

General

Author, A.A. (year). Title of chapter. In Editor(s) – initials and family name – of book (Ed.), *Title of book* (pp. Page numbers). Place of publication: Publisher.

Vickerman, R. (1998). Accessibility, Peripherality and Spatial Development: The Question of Choice. In A. Reggiani (Ed.), *Accessibility, Trade and Locational Behavior* (pp. 79-93). Aldershot: Ashgate Publishing.

Journal article:

General

Author, A.A. (year). Title of journal article. *Journal name, Volume*(issue or number), Page number(s).

Pagination by issue or number

Ratkaj, I. (2007). Quantitative indicators of residential segregation. *Collection of Papers – Faculty of Geography at the University of Belgrade, 55, 77-94.*

Pagination by volume

Ratkaj, I. (2006). Trip generation model – example of grammar school students in Belgrade. *Bulletin of the Serbian Geographical Society, 86*(1), 191-202.

Journal article with DOI

Todorić, J., & Ratkaj, I. (2011). Neighborhood perception as an indicator of gentrification in central zone of Belgrade. *Journal of the Geographical Institute “Jovan Cvijić” SASA, 61*(3), 63-79. doi: 10.2298/IJGI1103063T

Conference paper:

Published paper

Bohrer, S., Zielke, T., & Freiburg, V. (1995). Integrated obstacle detection framework for intelligent cruise control on motorways. *Paper presented at IEEE Intelligent Vehicles Symposium*. Detroit, MI: Piscataway.

Unpublished paper

Bowden, F.J. & Fairley, C.K. (1996, June). *Endemic STDs in the Northern Territory: estimations of effective rates of partner change*. Paper presented at the scientific meeting of the Royal Australian College of Physicians, Darwin.

Conference proceeding:

Schnase, J.L., & Cunnius, E.L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Nicol, D.M., & Liu X. (1997). The dark side of risk (what your mother never told you about time warp). In *Proceedings of the 11th Workshop on Parallel and Distributed Simulation, Lockenhaus, Austria, 10–13 June 1997* (pp. 188–195). Los Alamitos, CA: IEEE Computer Society.

Dissertation

Published

Author, A.A. (year). *Title of dissertation*. (Doctoral dissertation, Institution). Retrieved from Name of database. (Accession or Order number)

Unpublished

Author, A.A. (year). *Title of dissertation*. (Unpublished doctoral dissertation). Institution, Place.

Newspaper and magazine article:

General

Author, A.A. (year, month day). Title of article. *Title of newspaper*, page number(s).

Cook, D. (2002, January 28). All in the mind. *The Age*, p. 8.

Electronic newspaper or magazine article:

Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

Encyclopedia article:

Brislin, R. W. (1984). Cross-cultural psychology. In R.J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

Developmental genetics. (2005). In *Cambridge encyclopedia of child development*. Retrieved from http://0-www.credoreference.com.library.muhlenberg.edu:80/entry/cupchilddev/developmental_genetics

Technical and research report (often with corporate author):

Hershey Foods Corporation. (2001, March 15). *2001 Annual Report*. Retrieved from <http://www.hersheysannualreport.com/2000/index.htm>

Book review:

Dent-Read, C., & Zukow-Goldring, P. (2001). Is modeling knowing? [Review of the book *Models of cognitive development*, by K. Richardson]. *American Journal of Psychology*, 114, 126-133.

Data set:

Simmons Market Research Bureau. (2000). *Simmons national consumer survey* [Data file]. New York, NY: Author.

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Republic Hydrometeorological Service of Serbia. (2011). *Climate data 1: 2010*. [Data file]. Retrieved from http://www.hidmet.gov.rs/podaci/meteo_godisnjaci/Meteoroloski%20godisnjak%201%20%20klimatoloski%20podaci%20-%202010.pdf

Reprint from another source:

Citation in the text:

(Newton, 1998/1999).

Reference list citation:

Newton, W. (1999). Return to Mars. In C. Mari (Ed.), *Space Exploration* (pp. 32-41). New York, NY: H.W. Wilson. (Reprinted from *National Geographic*, pp. 2-26, August 1998).

Work discussed in a secondary source (indirect citation):

An indirect citation – when the ideas of one author are published in another author’s text but you have not read or accessed the original author’s work. In the list of References provide the details of the author of the work you have read.

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

Citation in the text:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993)...

Examples of websites:

Website of an organization or government

Wisconsin Department of Natural Resources. (2001). Glacial habitat restoration areas. Retrieved from <http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm>

Midwest League. (n.d.). Pitching, individual records. Retrieved from <http://www.midwestleague.com/indivpitching.html>

Personal homepage (retrieval date is included due to possibility of change)

Duncan, D. (1998, August 1). Homepage. Retrieved July 30, 2007 from <http://www.geocities.com/SoHo/Coffeehouse/1652/>

A posting to an online discussion group

Marcy, B. (1999, April 3). Think they'll find any evidence of Mallory & Irvine [electronic mailing list message]. Retrieved from <http://everest.mountainzone.com/99/forum>

Blog post

Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle. [Web log post]. Retrieved from <http://www.blogspot.com/lincolnworld/2009/1/23.php>

Online video

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Retrieved from <http://www.youtube.com/watch?v=Vja83KLQXZs>