

INSTRUCTION FOR AUTHORS

Journal of the Institute for Educational Research publishes theoretical, review and original educational research papers not previously published elsewhere. Important criteria in the selection process are quality of argument, clarity in presentation and educational significance. The aim is to provide access to research to a broad readership including researchers, practitioners and students of pedagogy and related disciplines (psychology, sociology, teaching faculty, etc.). In addition, the journal also publishes book reviews and reviews of scientific conferences that are relevant in the field of education. Authors from different countries are invited to submit their contributions.

Papers that do not comply with the Instructions for authors will not be taken into consideration.

Publishing cost

There is no fee for publishing a paper in the *Journal of the Institute for Educational Research*. The journal publisher bears the costs of proofreading, technical preparation and printing of the works.

Language

The papers are published in Serbian and English language. Each article has an abstract in Serbian, English and Russian language. The papers submitted in English should comply with the standards of contemporary English, i.e. the text should be proofread by a native speaker. The papers that fail to meet the above criteria will not be accepted. There shall be no charge for proofreading of texts written in the English language unless there is more than 30% of proof-reader's interventions per page. In that case, the price of a proofread page shall be equal to the price of its translation, whereby the author shall bear the cost of the said translation. The Editorial Board retains discretion to have abstracts and papers proofread, as well as to perform corrections during the copy editing of texts.

Length

Papers should not exceed the length of one author's sheet, i.e. should be no more than 30.000 characters with spaces. Exception is made for review papers and reports on qualitative research that should not exceed 40.000 characters (with spaces). References and abstract are not included in the total number of characters. The Editor retains discretion to publish papers beyond this length in cases when scientific content presentation requires greater length, that is, space.

Peer review

The submitted manuscripts are subject to a peer review process. It is applied a double-blind review. Papers will be scrutinized by two independent reviewers. If the decisions of the two reviewers are not uniform (accept/reject), the Editor may assign the third reviewer or may decide without seeking additional reviewers. The contributing author will receive information on whether the paper has been accepted and whether it will be sent to the reviewers after the expiration of the date for manuscript submission for the current issue. After that, based on the reviews, the Editor-in-Chief and the Editorial Board decides on paper correction, publishing or rejection within the period of three months. If the author resubmits the paper for publishing, it is

obligatory to enclose a letter informing the Editor about the corrections made in the text (page numbers where revisions were made and marking the place where they were made), in keeping with reviewers' objections and recommendations. Once it has been decided that the paper will be published in the Journal, the author, if necessary, may be requested to submit the file with "raw" or transformed data used for entire statistical and/or other types of data processing. These materials shall be kept confidential and must not be used for personal gain.

Submission requirements

Authors should submit two documents to the Editorial Board: (1) *A cover letter* should include the title of the paper, authors' names and affiliations, authors' e-mail for correspondence and remarks that reveal the identity of the author (for example, project information, PhD dissertations, completed research, personal acknowledgments, etc.). In addition, the birth year of each author must be provided, as well as the address to which we can send a copy of the journal. (2) *The text of the paper* must contain all the required elements (title of the paper, abstract, keywords, tables, figures, list of references and appendices). The text should omit any information that may indicate the identity of the author as well as identifiable self-references (for example: "In our previous work ...")

All manuscripts should be submitted *exclusively* via e-mail to:

zbornikipi@gmail.com

Paper submission deadline for the June issue of the Journal is March 15th, and for the December issue of the Journal it is September 15th.

Paper should be submitted in Microsoft Word format, page setup A4, in Times New Roman font, size 12. Papers must be submitted in Serbian (Cyrillic script) or in English. Authors shall translate the paper into English or Serbian only after the Editorial Board has decided that the work will be published.

Contributions formatting

Contributions should be typed in 1.5 line spacing and default margins (see Page Layout). All pages must be numbered (in the lower left corner).

Paper format. Structure of the paper should comply with IMRAD format prescribed by the American Psychological Association (APA). Accordingly, the paper should have the following sections: *abstract, introduction, method, results, discussion, conclusion, references and appendices.*

Paper title. Paper title should be concise, but precise enough. On the same page, below the title of the paper and before the introduction, there should be an abstract with keywords.

Titles and subtitles. The main title should be written in capital letters (bold). Section titles can be presented in two ways. The first is to give the most general title in the text in capital letters (normal and centred). Subtitles should be in italic/bold and "sentence" case (capital first letter).

Subtitle should be placed above the paragraph (centred) or indented in the paragraph (also in italic, “sentence” case). For example:

METHODOLOGY

Instruments

or

METHODOLOGY

Instruments. This paper uses...

The latter is used when the author has three levels of titles in the manuscript. In that case, the first title is in capital letters (normal), the first subtitle is in bold type, and the second in italic.

Tables. Data in tables should be typed in 1.5 spacing, while table title should be in italic and appropriately numbered. Table captions should be clear, concise and precise. Tables should be exhaustive, without references to the text, *positioned inside the text*. Tables should be made in MS Word or MS Word compatible format. Tables from statistical packages should be “transferred” into Word. Table number and caption should be placed above the table. Tables should not contain vertical lines. Table rows should not be separated by lines, but table heading should be separated from data by a horizontal line. Horizontal lines are allowed within the heading if this contributes to better table layout. For example:

Table 1: Total variance explained

	Initial Eigenvalues		
	Total	Percentage of variance	Cumulative percent
1	3.856	26.620	26.620
2	1.020	10.546	37.166
3	.936	5.336	42.502

Figures. Figures are submitted in the text, labelled in capital lettering with symbols in a form consistent with text use. Unnecessary lines and shading should be avoided. Any headings, captions or explanations accompanying figures should be written on a separate page. Resolution of digital images must be at least 300 dpi. Tables and figures must be in a format that allows for editing or adjustments if necessary.

Same data should not be presented both in tables and figures. Likewise, data provided in tables or figures should not be repeated in the text, they can only be referred to.

Abstract. Abstract should be no more than 1400 characters (with spaces) without separate paragraphs. It is published in three languages (Serbian, English and Russian) and is submitted at

the beginning of the paper in the language of the paper. It should comprise six obligatory elements: importance and context of a problem, goals, sample, methods, results, conclusions and educational implications. Abstract contents of theoretical papers and review articles should be adapted. As a rule, abstract must not contain references.

Key words (no more than five) should be submitted in the language of the paper, but it is desirable in other two languages as well (English and Russian), for a more accurate translation. Manuscript title and key words should contain the terms usually used for indexing of articles and their browsing.

References. In the list of references, in all non-English references the title of the article/chapter/book should be translated in English and positioned behind the original title in square brackets. It is not necessary to translate the name of a journal, a book containing a chapter that is cited, etc. For example:

Marušić-Jablanović, M. (2016). Motivi profesionalnog izbora i vrednosni prioriteti budućih vaspitača i učitelja [Career choice motivation and value priorities of future nursery and elementary and school teachers]. *Nastava i vaspitanje*, 65(3), 525–540.

All Serbian references from the reference list and in parentheses in the text are cited in Latin alphabet, regardless of the type of alphabet used in the text and of that used in printed sources – books and journals. Names of all authors cited in the reference list and in parentheses in the text are always written in the same way. Serbian authors' names cited in the text out of parentheses should be spelt using the alphabet of the submitted paper language. Foreign authors' names are cited in the text in their original spelling or in Serbian transcription – surnames are written phonetically. If they are transcribed, they should be quoted in parentheses in original: Pijaže (Piaget, 1975).

Multiple citations should be given alphabetically rather than chronologically (Bodroža, 2011; Đević, 2009; Ševkušić, 2010). If a work has two authors, both names are cited in parentheses (Pavlović & Šefer, 1995). In the case of reference to more than three and less than six authors, use the names of all authors when first mentioned in the text. Every time the reference is mentioned afterwards, use in parentheses the surname of the first author and the abbreviation – i sar. (for the authors from the Serbian language speaking area) or et al. (for international authors) thereafter. For example, instead of (Vujačić, Pavlović, Stanković, Džinović, Đerić, 2011) use (Vujačić i sar., 2011).

Reference list at the end of manuscript provides the information necessary to identify and retrieve each source. It includes only those references actually cited within the text, and thus differs from a bibliography. Reference list at the end of the article must appear in current APA (American Psychological Association) style. Authors are recommended to predominantly refer to papers from leading scientific magazines of recent date (starting from the year 2000 onwards). The list should include only the references mentioned in the text. References are given alphabetically, following authors' surname. Reference list should not be numbered.

References from books. Reference should contain surname and initials of author, year of publication, book title (in italic), place of publication and a publisher.

Author, A. A. (2008). *Book title*. Place of publication: Publisher.

Author, A. A. (2012). *Book title*. Retrieved May 18, 2000 from the World Wide Web

Author, A. A. (2010). *Book title*. DOI: xxxxxx

Editor, A. A. (Ed.) (2009). *Book title*. Place of publication: Publisher.

For example:

Tomal, D. R. (2003). *Action research for educators*. Lanham: Rowman & Littlefield Education.

Polovina, N. & Pavlov, T. (Eds.) (2010). *Mobility and emigration of professionals personal and social gains and losses*. Belgrade: Institute for Educational Research.

Book chapter is cited in the following way:

Author, A. A. & Author, B. B. (year). Chapter title. In A. Editor, B. Editor and C. Editor (Eds.), *Book title* (pp. xxx–xxx). Place of publication: Publisher.

Author, A. A. & Author, B. B. (year). Chapter title. In A. Editor, B. Editor and C. Editor (Eds.), *Book title* (pp. xxx–xxx). Place of publication: Publisher. Retrieved May 18, 2000 from the World Wide Web

Author, A. A. & Author, B. B. (year). Chapter title. In A. Editor, B. Editor and C. Editor (Eds.), *Book title* (pp. xxx–xxx). Place of publication: Publisher. DOI: xxxxxx

For example:

Spencer, S. J., Josephs, R. A. & Steele, C. M. (1993). Low self-esteem: The uphill struggle for self-integrity. In R. F. Baumeister (Ed.), *The self-esteem: The puzzle of low self-regard* (pp. 21–36). New York: Plenum Press.

Journal article. Reference should contain surname of each author with initials, year of publication in parentheses, title of the article, journal title in full (in italic), volume pages, and DOI number:

Author, A. A., Author, B. B. & Author, C. C. (year). Article title. *Journal title*, Vol., No. , xxx–xxx. DOI: xxxxxx

If DOI is not available:

Plomin, R. & Walker, S. O. (2003). Annual review: Genetics and educational psychology. *British Journal of Educational Psychology*, Vol. 73, 315–328.

Sillick, T. J. & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-journal of Applied Psychology*, 2(2), 38–48. Retrieved October 23, 2009 from the World Wide Web <http://ojs.lib.swin.edu.au/index.php/ejap>

Stanković, D. & Lalović, D. (2010). Strategies identification in an experimental reading comprehension task. *Zbornik Instituta za pedagoška istraživanja*, 37(2), 57–81.

Journal article with DOI assigned:

Jurasaitė-Harbišon, E. & L. A. Rex (2010). School cultures as contexts for informal teacher learning. *Teaching and Teacher Education*, 26, 267–277. DOI:10.1016/j.tate.2009.03.012

Journal article with DOI assigned and multiple authors:

Bullough, R. V., Birrell, J. R., Young, J., Clark, D. C., Erickson, L., Earle, R. S., Campbell, J. F., Hansen, L. & Egan, M. V. (1999). Paradise unrealized: teacher educators and the costs and benefits of school/university partnerships. *Journal of Teacher Education*, 50(5), 381–390. DOI: 10.1177/002248719905000511

Conferences. Full conference papers are cited in the following way:

Author, A. A., Author, B. B., Author, C. C. & Author, D. D. (year). Paper title. In A. Editor, B. Editor & C. Editor (Eds.), *Name of conference*, Full Papers, Date of conference, Place (pp. xxx–xxx). Place: Name of conference organiser.

Radišić, J. & Baucal, A. (2012). The language teacher – detailed analysis of practice. In A. Baucal & J. Radišić (Eds.), *Patchwork: Learning Diversities: Conference Proceedings*, Full Papers, August 30th – September 1st 2012, Belgrade (pp. 149–163). Belgrade: Institute of Psychology.

Contributions published in the Book of Abstracts are cited in the following way:

Author, A. A., Author, B. B., Author, C. C. & Author, D. D. (year). Contribution title. In A. Editor, B. Editor and C. Editor (Eds.), Paper presented at *Name of conference*, Book of Abstracts, Date of conference, Place (pp. xxx–xxx). Place: Name of conference organiser.

Stanković, D., Bodroža, B., Đerić, I., Milin, V. & Teodorović, J. (2012). Making education inclusive: Local perceptions of a national policy, Paper presented at the Conference “*Patchwork, Learning Diversities*”, Book of Abstracts, 31st August – 1st September, Belgrade (pp. 93–94). Belgrade: Institute of Psychology.

Poster sessions presented at a conference are cited in the following way:

Author, A. A. (year). *Poster Title*. Poster Session Presented at *Name of conference*. Name of conference organiser, Place of conference (Date of conference). Place: Publisher.

Abstracts published *online* are cited in the following way:

Teodorović J., Milin, V., Đerić, I. & Bodroža, B. (2012). Education policymaking in Serbia – what grade does it get from teachers, counsellors and principals? Paper presented at the ECER Conference *The Need for Educational Research to Champion Freedom, Education and Development for All*. Spain: Cadiz. Abstract Retrieved September 29, 2012 from World Wide Web <http://www.eera-ecer.de/ecer-programmes/conference/6/contribution/17582/>

Full papers published *online* are cited in the following way:

Author, A. A., Author, B. B., Author, C. C. & Author, D. D. (year). Paper title. Paper presented at *Name of conference*, Date of conference, Place. Retrieved Month Day, Year from the World Wide Web

Radišić, J. & Baucal, A. (2012). Understanding practice of mathematics and language teachers from their own perspective. Paper presented at the *25th International Congress for School Effectiveness and Improvement*, 5th–8th January 2012, Malmo. Retrieved July 18, 2013 from

Web document. Reference should contain author's name, year, document title (in italic), site visiting date, site Internet address: Degelman, D.: APA Style Essentials. Retrieved May 18, 2000 from the World Wide Web <http://www.vanguard.edu/psychology/apa>.

Master's theses and doctoral dissertations. Reference should contain author's name, year, document title, an indication that it is a thesis in parentheses, place of publication and a publisher. If doctoral dissertation/master thesis can be retrieved from a database, the reference should include the following:

Author, A. A. (year). *Doctoral dissertation or master's thesis title* (doctoral dissertation or master's thesis). Published in... (database name).

Author, A. A. (year). *Doctoral dissertation or master's thesis title* (doctoral dissertation or master's thesis). Town: Institution.

If doctoral dissertation/master's thesis has not been published, the reference should contain the following:

Džinović, V. (2008). *Načini govora i subjektivizacije školskog neuspaha* (unpublished master's thesis). Beograd: Filozofski fakultet.

Multiple citations of one author are given chronologically according to the year of reference publication. In the case of several authors, reference is cited according to the first author's name but contains all other authors' surnames and initials. Multiple reference citations of a single author from the same year are labelled with letters a, b, c along with year of publication: (e.g. 2012a, 2012b). It is undesirable to cite non-published works (summaries from scientific conferences, manuscripts, master's theses, doctoral dissertations, and the like). If such citations are necessary, data should be given in as full as possible.

Legal documents. Laws, directives, regulations and other similar documents are cited in the following way:

Regulations on continuing professional development and acquiring the title of teachers, kindergarten teachers and expert associates (2012). *Službeni glasnik RS*, No. 13/2012.

Appendix. Appendix should include only descriptions of material that may be useful for readers to understand, evaluate or repeat the research.

Footnotes and abbreviations. Footnotes and abbreviations should be avoided. Footnotes contain only additional text (comments) but not bibliographic references. All abbreviations used in tables and figures should be explained. Explanations (legends) should be placed below table or figure.

International standards. International standards should be used for all measurements, rounded off to practical values wherever appropriate (with local equivalent in parentheses). International standards are also used as statistic indicators that should support and illustrate claims elaborated in the text.

Respect for diversity. Authors are requested to avoid the use of language discriminating some groups of population (women, nations, race, religion).

Permission for quotations. Authors are responsible for acquiring written permission to publish lengthy quotations (over 350 characters), illustrations etc. for which they do not own copyright. After the quotation, author's surname, year of publication and page is cited in parentheses.

Note. For all instructions on editorial style, refer to the final version of APA Publication Manual published by the American Psychological Association.

Ethical considerations

Any article published in this journal must be written in accordance with the ethical principles of respect for the welfare and dignity of research participants and protection of their privacy. For further information, the authors point to the latest version of the APA Publication Manual.

Supplementary data

Supplementary data illustrative for the text or evidence material too lengthy for publication (numerical data, computer programs, details of case studies et al. may be submitted to the Editor. The author may then deposit this material with the ERIC or some other document supply centre in the world, for example, the British Library Document Supply Centre.

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