

---

## INVITATION AND INSTRUCTIONS TO AUTHORS

We invite all interested authors to submit their papers related to areas of research in social sciences, provided that the same paper has never been published before in other journals. The time limit set for receiving the completed paper for the first issue is **April 1**, and for the second is **October 1**.

The papers to be published in the journal CIVITAS are limited in length from 10.000 to 25.000 characters; longer works will also be considered, written in Times New Roman (font) 12 pts., and one-and-a-half spaced.

The text should be submitted as Word document (.doc).

The papers should be written in **English** or **Serbian**, with abstracts, key words and title both in **English** and **Serbian**. In case the paper is submitted by a foreign author only an abstract in English should be added.

The authors should submit their papers in electronic form via the internet page of the journal <http://www.civitas.rs>. When submitting, it is necessary to attach the Statement concerning originality of the work.

**The publishing of the work is free of charge.**

An author can publish only one paper per annum in the journal. Two positive reviews by anonymous reviewers and their references for publishing are required for the paper to be published.

The author will receive a copy of the journal in which his/her paper is published.

The editorial board of the journal reserves the right to adapt the text to unifying editing standards as well as accepted conventions of usage and orthography in the English and Serbian language.

## FORM AND STYLE

All the papers submitted should begin by stating (in the left upper corner) **the last name and the first name** of the author in Times New Roman 12 pts. In the footnote introduced by an asterisk for every author his/her degree, institution where he/she works and contact data should be given in Times New Roman 10 pts.

**The title of the paper** in capital (upper-case) letters, in bold, should be written in the middle (Times New Roman 14 pts.)

Before the main body of the text a short **abstract** (summary) in length up to 8 lines should be given with **five key words** single spaced in font 10 pts.

**The subtitles** should be written to the left on the page in lower-case letters and must be marked with numbers (e.g. 1., 1.1, 1.2, 1.2.1). The paragraphs (1., 2. etc.) are separated from the preceding ones by a blank space, and the paragraphs (1.1, 1.2 etc) by a 6 pts space.

The text is to be written in Time New Roman 12 pts and should contain the aim of the work, methods applied, the results obtained and the conclusions. At the end after the conclusion **references** should be listed.

After the references list, **the title of the paper, a summary and key words** should be written in English, if the text is in Serbian, or in Serbian, if the text is in English. The title is in bold upper-case letters, Times New Roman 14 pts, the summary and key words in Times New Roman 10 pts.

In case the paper contains footnotes (elucidating remarks added to the text), these should be written single spaced in 10 pts font. The footnote *does not contain* the citation of sources, since in accordance with the *APA style* they are integral part of the text.

---

## QUOTING AND REFERRING TO LITERATURE APA STYLE

If referring to a source other than the ones mentioned in this document, please consult the APA guidelines on the official APA website: <https://apastyle.apa.org>.

Note: the principle of citing a source and thus listing a publication page, just as illustrated in ‘Book with one author’, refers to all types of publications in which pages are enumerated.

	<b>In-text</b>	<b>In the list of references</b>
<b>Book</b>		
Book with one author	<p>As mentioned by Brown (2010, p. 64), ...</p> <p>When considering the possibility for foreign language learners to acquire native-like pronunciation, Brown (2010), says: “This conclusion lends support for a neurologically based critical period, but principally for the acquisition of an authentic (nativelike) accent, and not very strongly for the acquisition of communicative fluency and other “higher-order” processes” (p. 64).</p>	<p>Brown, D. (2006). <i>Principles of language learning and teaching</i> (5th edition). Pearson Education.</p>

Book with two authors	According to Boyle and Fisher (2007), ...	Boyle, J., & Fisher, S. (2007). <i>Educational testing. A competence-based approach</i> . Blackwell Publishing.
Book with three and more authors	UPON THE FIRST MENTION: As suggested by Tsagari, Vogt, Froehlich, Csépes, Fekete, Green, Hamp-Kyons, Sifakis, and Kordia (2018), ...  UPON SUBSEQUENT MENTIONS: As suggested by Tsagari et al. (2018), ...	Tsagari, D., Vogt, K., Froehlich, V., Csépes, I., Fekete, A., Green, A., Hamp-Lyons, L., Sifakis, N., & Kordia, S. (2018). <i>Handbook of assessment for language teachers</i> . European Commission.
Edited book	According to Birkle (2020), ...	Birkle, C. (2020). "Obama sushi" and the ch(i)ang way of life: Transculturalting America and the world. In A. Izgarjan, D., Đurić, & S. Halupka-Rešetar (Eds.), <i>Aspects of Translationality in American Literature and American English</i> (pp. 28-59). Faculty of Philosophy, University of Novi Sad. <a href="http://digitalna.ff.uns.ac.rs/sadrzaj/2020/978-86-6065-632-4">http://digitalna.ff.uns.ac.rs/sadrzaj/2020/978-86-6065-632-4</a>
Book with corporate authorship	As claimed by UNICEF (2007), ...	UNICEF. (2007). <i>Promoting the rights of children with disabilities</i> . UNICEF Innocenti Research Centre.

Book with a foreign author	As indicated by Vasić (2021), ...	Vasić, A. (2021). <i>Razvojna psihologija [Developmental psychology]</i> . Fakultet za pravne i poslovne studije dr Lazar Vrkić, Univerzitet Union.
<b>Periodicals</b>		
Scientific journal with DOI	As claimed by Brantmeier and Vanderplank (2008, p. 460), ...	Brantmeier, C., & Vanderplank, R. (2008). Descriptive and criterion-referenced self-assessment with L2 readers. <i>System</i> , 36, 456-477. doi:10.1016/j.system.2008.03.001
Magazine	As Browne (2021) warns, ...  AY.3 is a new version of the Delta variant of the SARS-Cov-2 virus (Browne, 2021).	Browne, E. (2021, March 9). AY.3 COVID subtype explained as Delta variant spawns offshoots. <i>Newsweek</i> . <a href="https://www.newsweek.com/ay-3-covid-subtype-explained-delta-variant-offshoot-1625785">https://www.newsweek.com/ay-3-covid-subtype-explained-delta-variant-offshoot-1625785</a>
Newspaper	As claimed by Gerstein (2021), ...  As claimed by many authors (e.g., Gerstein, 2021), ...	Gerstein, T. (2021, September 6). Why everyone should care about workers' rights. <i>The New York Times</i> . <a href="https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html">https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html</a>
<b>Legal documents</b>		
Law/ Rulebook/ Constitution	In accordance with the COVID-19 Hate Crimes Act (2021), ...	COVID-19 Hate Crimes Act, 34 U.S.C. & 937 (2021). <a href="https://www.govinfo.gov/content/pkg/PLAW-117publ13/pdf/PLAW-117publ13.pdf">https://www.govinfo.gov/content/pkg/PLAW-117publ13/pdf/PLAW-117publ13.pdf</a>

<b>Online source</b>		
Website whose author is known	As claimed by Gerstein (2021), ...  As claimed by many authors (e.g., Gerstein, 2021), ...	Gerstein, T. (2021, September 6). Why everyone should care about workers' rights. <i>The New York Times</i> . <a href="https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html">https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html</a>
Website of an institution	As suggested by World Health Organization (2021), ...	World Health Organization (2021, September 2). <i>World failing to address dementia challenge</i> . <a href="https://www.who.int/news/item/02-09-2021-world-failing-to-address-dementia-challenge">https://www.who.int/news/item/02-09-2021-world-failing-to-address-dementia-challenge</a>
<b>Dissertation/Thesis</b>		
Unpublished master's or doctoral thesis	As suggested by Alnofaie (2013), ...	Alnofaie, H. A. (2013). <i>The implementation of critical thinking as EFL pedagogy: Challenges and opportunities</i> . [Unpublished doctoral dissertation]. Newcastle University.
<b>Presentation</b>		
Conference presentation	According to Rutkowski and Meinck (2019), ...	Rutkowski, D., & Meinck, S. (2019, June 24-25). <i>Using large-scale assessment data to inform policy and practice</i> [Workshop]. 8th IEA International Research Conference, Copenhagen, Denmark. <a href="https://www.iea.nl/news-events/irc/8th-international-research-conference/program">https://www.iea.nl/news-events/irc/8th-international-research-conference/program</a>