

INVITATION AND INSTRUCTIONS TO AUTHORS

We invite all interested authors to submit their manuscripts related to areas of research in social sciences, provided that they have not been published before in other journals. Civitas is published three times a year. The submission deadline for the first issue is **November 1**, for the second is **April 1**, and for the third is **August 1**.

The manuscript length range is 10.000 to 25.000 characters, Word document format (.docx), Times New Roman font (12 pts), 1.5 spacing. In special cases longer manuscripts may also be considered for publication.

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

The manuscript in English and Serbian should be submitted via the journal website <http://www.civitas.rs> or sent to the email address redakcija@civitas.rs. The Statement of Originality (available at <http://www.civitas.rs>) must be sent as an attachment.

The publication is free of charge.

Only one paper by the same author may be published in one year. The manuscript must be approved by two anonymous reviewers (double blind peer review)

If the reviewers demand revisions to the manuscript, the author must submit the revised version not later than two weeks from the date of reception of reviewers' comments.

The author receives one copy of the journal in which their paper was published.

The editorial board 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

The first page of the manuscripts should provide (in the left upper corner) **the last name and the first name** of the author(s) in Times New Roman 12 pts.

For each author, the academic rank, affiliation, contact details, and ORCID number(s) should be given in a footnote (Times New Roman 10 pts) introduced by an asterisk.

If there are multiple authors, as a rule, only the address of the corresponding author should be listed.

Authors must adhere to scientific and ethical principles and rules in accordance with international standards.

The authors who submit their manuscripts for publishing are required to sign the *Statement of Originality* which states the following:

- The manuscript submitted for publishing in the CIVITAS journal is strictly my own work or a joint work with my coauthor(s)
- All the authors have seen and approved the manuscript submitted to the editorial board of the CIVITAS journal,
- The manuscript does not violate any rights of persons or copyrights.
- The manuscript has neither been submitted to reviewing, nor is in procedure, or is accepted for publication in any other journal, until the editor in chief/ secretary of the journal notifies the author about the final decision regarding the manuscript.
- The manuscript has not been published before under the same or under any other title in any other scientific journal and, if it is accepted, it will not be published in the same form, or in the same or in any other language.
- The referencing and citing rules have been observed.
- The research presented in the work is original and the facts stated are genuine and authentic.
- The authors will transfer copyrights regarding the manuscript to the journal.

The reviewers

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 research aim, 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 an integral part of the text.

QUOTING AND REFERENCING 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, as illustrated in 'Book with one author', refers to all types of publications in which pages are enumerated.

Type of publication	In-text citations	References list
Book		
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>	Brown, D. (2006). <i>Principles of language learning and teaching</i> (5th edition). Pearson Education.
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	<p>UPON THE FIRST MENTION: As suggested by Tsagari, Vogt, Froehlich, Csépes, Fekete, Green, Hamp-Kyons, Sifakis, and Kordia (2018), ...</p> <p>UPON SUBSEQUENT MENTIONS: As suggested by Tsagari et al. (2018), ...</p>	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: Transculturaling 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. http://digitalna.ff.uns.ac.rs/sadrzaj/2020/978-86-6065-632-4
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 Vrkatić, Univerzitet Union.
Periodicals		
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> . https://www.newsweek.com/ay-3-covid-subtype-explained-delta-variant-offshoot-1625785
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> . https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html
Legal documents		
Law/Rulebook/Constitution	In accordance with the COVID-19 Hate Crimes Act (2021), ...	COVID-19 Hate Crimes Act, 34 U.S.C. & 937 (2021). https://www.govinfo.gov/content/pkg/PLAW-117publ13/pdf/PLAW-117publ13.pdf
Online source		
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> . https://www.nytimes.com/2021/09/06/opinion/labor-workers-rights.html
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> . https://www.who.int/news/item/02-09-2021-world-failing-to-address-dementia-challenge
Dissertation/Thesis		

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.
Presentation		
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. https://www.iea.nl/news-events/irc/8th-international-research-conference/program