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## 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 20.000 characters written in Times New Roman (font) 12 pts., double 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 address 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.

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## QUOTING AND REFERRING TO LITERATURE APA STYLE CITATIONS IN THE TEXT

According to APA style quoting is considered to be integral part of the text; the source is given in brackets containing the elements (the name of the author, year of publication and page number) separated by comma. The source is quoted at the end of the sentence in front of the period.

At the end of the text a **reference list** is given with the documentation regarding all the sources used, in alphabetical order by the author's last name.

### RULE: **Single author**

- a. If in a sentence one author is mentioned and his/her words are quoted, then the year of the publication is given in brackets and the page number after the sentence(s) quoted. (the sentence(s) is separated by quotation marks).

#### EXAMPLE:

Kripke (1972) makes a similar comment:” ‘Possible worlds’ are *stipulated*, not *discovered* by powerful telescopes” (p.267).

- b. If in the sentence the author's name is not mentioned, then his/her surname together with the year of publication and page number is given in brackets at the end of the sentence. If the source is **paraphrased** or **summarized**, then it is not necessary to add the page number.

#### EXAMPLE

The internal structure is taken to be part not of the content of sentences but of the way in which such content is represented (Stalnaker,1984)

- c. If the quotation contains more than 40 words, quotation marks are not used, but written as a separate paragraph.

EXAMPLE:

David Lewis in (1973) offers a vivid characterization of possible worlds in the following often quoted paragraph:

It is uncontroversially true that things might have been otherwise than they are. I believe, and so do you, that things could have been different in countless ways. But what does this mean? Ordinary language permits the paraphrase: there are many ways things could have been besides the way they actually are. On the face of it, this sentence is an existential quantification. It says that there exist many entities of certain description, to wit, “ways things could have been”. I believe permissible paraphrases of what I believe; taking the paraphrase at its face value, I therefore believe in the existence of entities which might be called “ways things could have been”. I prefer to call them “possible worlds”.

**RULE: Two authors**

If the source quoted is in brackets insert the sign& between the names of authors. EXAMPLE:

Heim and Kratzer (1998) explain the notion ‘type driven interpretation’ as follows: “it’s the semantic types of the daughter nodes that determine the procedure for calculating the meaning of the mother node” (p.44).

The notion of type driven interpretation may be explained as follows: “it’s the semantic types of the daughter nodes that determine the procedure for calculating the meaning of the mother node” (Heim & Kratzer, 1998, p.44)

**RULE: 3-5 authors**

When quoted for the first time the names of all the authors should be mentioned e.g. (Gazdar, Klein, Pullum & Sag, 1985)

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Later it is sufficient to mention the name of the first one adding “et al.” if the book is in English or “i dr.” if the book is written in Serbian.

e.g. (Gazdar et al.,1985) (RULE: **6 or more authors**)

It is sufficient to mention only the first author’s name with “i dr.” or “et al.” added in any occurrence of the quotation.

EXAMPLE:

(Nikolić i dr., 2010)

**RULE: Works by associations, corporations or other organizations**

If the author of the work is some organization, then the name of the organization should be mentioned in brackets as the author of the work. If the organization has a well known acronym, then the acronym should be put in square brackets, after the full name of the organization in its first occurrence, after that only the acronym is used.(p.84)

EXAMPLE:

First occurrence:

(Srpska akademija nauka i umetnosti [SANU], 1998)

Thereafter: (SANU, 1998)

**RULE: Sources without page numbers**

When sources without pagination (e.g. some electronic sources) are quoted the number of paragraph is used or the subtitle of the section and the number of paragraph in that section:

EXAMPLE:

(Bogdanovic, 2000, para. 5)

(Johnson, 2000, Concluding section, para. 1) **RULE: Authors with the same surname**

If there are two authors having the same surname, then the initial of the given name is used to avoid confusion.

EXAMPLE:

The investigation carried out by N. Jovanovic (2002) showed....

**RULE: More than one work by the same author**

When more than one work by the same author published in the same year is quoted, letters “a” and “b” should be inserted after the year of publication.

EXAMPLE:

Hall, S. L. ( 1980a). *Attention deficit disorder*. Denver: Bald Mountain Press  
Hall, S. L. (1980b). *Taming your adolescent*. Detroit: Morrison Books

**RULE: Two or more works in the same quotation**

When two or more works by different authors are quoted in the same sentence, then the names of authors should be given in chronological order of publishing their works separated by a semicolon.

EXAMPLE:

It is interesting that other authors, again, oppose realism to relativism, especially one aspect of it that is especially popular in epistemology – convergent realism (Sinđelić, 1988; Kirk, 1999).

## REFERENCES APA STYLE

Here we are giving examples of entries APA style for different form of publications (books, articles in journals, collections etc.) We are giving samples which may not be suitable for every situation.

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## BOOKS (PRINTED SOURCES)

### Books by one author

The author's last name, initial(s), year of publication (in parentheses), the title of the book (italicized); place of publication, the name of the publisher

#### EXAMPLE:

Gould, S. J.(1985). *The flamingo's smile*. New York: W.W. Norton

**BOOKS HAVING MORE THAN ONE EDITION** (In case there is one edition this is omitted)

The author's last name, initial(s), year of publication (in parentheses), the title of the book (italicized, the number of edition)

#### EXAMPLE:

Haegeman, L. (1994). *Introduction to Government and Binding Theory* (2.ed.) Oxford: Blackwell..

### BOOKS BY MORE THAN ONE AUTHOR

If there are more authors to the book, each name should be mentioned; in front of the last one an ampersand (&) should be inserted. If there are more than seven authors, the names of six should be written down, then three periods and after that the data concerning the last author.

The author's last name, initial(s) & the (second) author's last name, initial(s), year of publication (in parentheses), The title of the book (italicized); place of publication, publisher.

#### EXAMPLE:

Forst, M.L., & Blomquist, M. (1991). *Missing children: Rhetoric and Reality*. New York: Lexington Books

### **A book by four authors**

EXAMPLE:

Gazdar, G., Klein, E., Pullum, G., & Sag, I. (1985). *Generalized Phrase Structure Grammar*. Oxford: Blackwell

### **A book, translated**

The author's last name, initial(s), year of publication (in parentheses), the title of the book (italicized), initial(s) and the last name of the translator (in parentheses)

EXAMPLE:

Wittgenstein, L.(1961). *Tractatus Logico-Philosophicus*. (D.F. Pears and B.F. McGuiness transl.).London: Routledge & Kegan Paul

### **Books with an editor, collections, anthologies**

If the book is a collection of works from some conference or an anthology concerning some subject, the editor's name of the collection is given adding (Ed.), in parentheses after the name, if the book is in English or in some other foreign language; (ured.) or (prir.) if the book is in Serbian.

The author's last name, initial(s), (Ed.), the year of publication (in parentheses), the title of the book (italicized), initial(s) and last name of the translator, the place of publication, publisher.

EXAMPLE:

Ostertag, G. (ed.) (1998). *Definite Descriptions*. Cambridge Mass.: MIT Press

## **ARTICLES IN JOURNALS**

### **ARTICLES IN ANTHOLOGIES**

The last name of the author, initial(s), year of publishing (in parentheses); the title of the article; IN: initial(s), the last name (Ed.), the title of the journal, anthology, volume etc.(italicized) page numbers (in parentheses); place of publishing; publisher.

#### **EXAMPLE:**

Freidin, R. (2001). Cyclicity and Minimalism. In: Epstein, S.D. and Hornstein, N., (eds.) (2001). *Working Minimalism* (pp. 95-127). Cambridge Mass.: MIT Press

### **Article from scientific journals**

The last name of the author, initial(s), year of publishing (in parentheses), the title of the article, the name of the journal, volume number (italicized), page numbers.

#### **EXAMPLE:**

Kamp, H. (1971). Formal Properties of 'Now' *Theoria*, 37, 227-273.

### **Article from magazines and other periodicals**

The description is the same as for an article from a scientific journal, except that a month is added if the publication is issued monthly or day if it is issued weekly.

#### **EXAMPLE:**

Langer, E.T. (1989, May). The mindset of Health. *Psychology Today*, 48, 1138-1241

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### **Articles from newspapers**

For the description of this type of source to the year and month, day should be added for daily and weekly newspapers, and p. in case of foreign language newspapers or str. For Serbian ones is to be used for page number.

EXAMPLE:

Noble, K. B. (1986, September 1). For ex-Hormel workers, no forgive and forget. *The New York Times*, p.A5

### **ELECTRONICSOURCES**

#### **NOTE**

According to the sixth edition of APA guidelines, whenever possible a DOI number should be written at the end of description without a period at the end.

If the DOI number is not available use URL, but without the date of access, except if it is likely that content of the site will change (e.g. wiki)

#### **Article from on-line scientific journal**

EXAMPLE:

Stankov, S. (2006). Phylogenetic inference from homologous sequence data: minimum topological assumption, strict mutational compatibility consensus tree as the ultimate solution. *Biology Direct*, 1. doi:10.1186/1745-6150-1-5

**If DOI number is not available use ORL address.**

EXAMPLE;

Stankov, S.(2006). Phylogenetic inference from homologous sequence data: minimum topological assumption, strict mutational compatibility consensus tree as the ultimate solution. *Biology Direct*, 1. from <http://www.biology-direct.com/content/1/1/5>

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## **E-books**

When books or chapters of books are quoted from books available only on-line instead of the data about place of publishing and publisher the data about the electronic source from which the text is taken should be given.

### **EXAMPLE:**

Milone, E.F. & Wilson,W.J.F. (2008). *Solar system astrophysics: background science and the inner solar system* [SpringerLink version].  
Doi: 10.1007/978-0-387-73155-1

## **Web-site**

The datum about the year refers to the date of creating, the date of copyright or to the date of the last change.

### **Web site with the author known**

#### **EXAMPLE:**

Kraizer, S.(2005). *Safe child*. Retrieved February, 29, 2008 from <http://www.safechild.org/>

### **Web-site with unknown author**

#### **EXAMPLE:**

*Penn State Myths*.(2006). Retrieved December 6, 2011, from <http://www.psu.edu/ur/about/myths.html>

### **Web-site whose author is a corporation or organization**

#### **EXAMPLE:**

Substance Abuse and Mental Health Services Administration (SAMHSA). (February 15, 2008). *Stop underage drinking*. Retrieved February 29, 2008, from <http://www.Stopalcoholabuse.gov>

### **Page within web-page**

EXAMPLE:

Global warming solutions. (2007, May 21) IN: *Union of Concerned Scientist*. Retrived February 29, 2008 from [http://www.ucsusa.org/global\\_warming/solutions](http://www.ucsusa.org/global_warming/solutions)

### **Blog and wiki**

**Note:**Wiki are pages which anybody can change and edit. Information got from such sites are not necessarily written by experts.

#### **Blog**

EXAMPLE:

Jeremiah,D. (2007, September 29). The right mindset for success in business and personal life [Web log message]. Retrieved from <http://www.myrockcrawler.com>

#### **Wiki**

EXAMPLE:

Happiness. (n.d.). IN: Psychwiki. Retrieved December 7, 2009 from <http://www.psychwiki.com/wiki/Happiness>

#### **Video post (YouTube, Vimeo,...)**

Concerning the author, his/her name and last name or the alias is taken, if there is such data (it can usually be found next to “uploaded by” or “from” phrases)

EXAMPLE:

Triplexity.(August 1,2009)> Viruses as bionanotechnology (how a virus works) [video]. Retrieved from <http://www.youtube.com/watch?v=MBIZI4s5NiE>

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## **REFERENCELIST**

All the sources cited in the text must be listed at the end of the work and labeled “References”. If there are additional sources that have not been quoted directly in the work, but were useful for composing it, or may be useful for further investigation of the subject, these may be listed under the label “Bibliography”.

## **FORM AND ARRANGEMENT OF ENTRIES**

According to the APA style, the entries should be arranged so that the first line of the entry is typed next to the left margin and the rest of the lines indented. The list should be double spaced.

The entries should be arranged in alphabetical order by the authors last names, or if there is more than one author by the last name of the first one. If there are more than one work by one author the order is chronological beginning with the earliest publication date. The titles in foreign languages which begin with an article (“a” “the” “die, der, das”etc.) are listed as if the article does not exist. If the title begins with a numerical, it should be written in letters.

## **THE FORM OF THE REFERENCE LIST**

### **References**

- Frost M. L.& Blomquist, M (1991). *Missing children: Rhetoric and reality*. New York: Lexington Books
- Gazdar, G., Klein, E., Pullum, G, & Sag, I (1985). *Generalized phrase structure grammar*. Oxford: Blackwell
- Global warming solutions. (2007, May 21). In: *Union of Concerned Scientists*.  
Retrieved February 26, 2008, from [http://www.ucsusa.org/global\\_warming/solutions](http://www.ucsusa.org/global_warming/solutions)
- Gould, S. J (1985). *The flamingo’s smile*. New York: W.W. Norton
- Happiness. (n.d.) In: Psychwiki. Retrieved December 7, 2009 from <http://psychwiki.com/wiki/Happiness>
- Hall, S. L.(1980a). *Attention deficit disorder*. Denver: Bald Mountain Press
- Hall, S. L.(1980b). *Taming your adolescent*. Detroit: Morrison Books

Heim, I & Kratzer, A. (1998). *Semantics in generative grammar* Oxford: Blackwell  
Jeremiah, D. (September 29, 2007). The right mindset for success in business and personal life. [Web log message]. Retrieved from <http://www.myrockcrawler.com> etc.

NOTE: The purpose of documentation is to identify the source – a book or article – by the author’s name and date of publication; however, there are exceptions to this rule, when this is not the most efficient method to achieve identification. First of all, there is a traditional way of quoting works of classical literature e.g. the *Metaphysics* of Aristotle is quoted by an abbreviation of its Latin name and the line of the Greek text: *Metaph.* 1038 a 25; Plato’s *Phaedrus* as *Phdr.* 255E etc. The students of classics, of course, know this.

This way of sourcing is useful when different editions of the text or different translations are compared. The second example of traditional way of quoting is the Bible. Exceptions are, moreover, well known reference books such as *The Oxford English Dictionary*, referred to as *O.E.D.*, *The Greek- English Lexicon* by Liddell and Scott, revised by Henry Stuart Jones and R. McKenzie, often referred to as *LSJ* (this work contains the list of all Greek authors and their works and gives the traditional abbreviations used in quoting) and many others.

There are, moreover, standard editions of collected works e.g. the collected works of I. Kant is referred to as A.A. (= Akademie Ausgabe) or the more popular one as *Werkausgabe* (by W. Weischedel), thus *Werkausgabe III*, is the first part of *Kritik der Reinen Vernunft* (*Critique of Pure Reason*) and as is well known there are two editions of this work the first from 1781 and the second from 1787 usually referred to as A and B, when this work is quoted the page number of the volume is given together with the original pagination; thus *Werkausgabe iii*, 138 [B 135,136. These are but a few exceptions to APA style documentation, where the traditional way of sourcing is preferred to the modern one by renowned authors.

To the editor: if you find this unimportant or uninteresting or have some solutions to these exceptions, please ignore this note.