

GUIDELINES FOR PREPARATION OF PAPERS

The manuscript must be written in Microsoft Word text processor.

Page setup:

Paper size: A4

Margins: 3.0 cm top and bottom; 2.5 cm left and right

The first page of the manuscript should contain the following information:

- **Title** - typed in Times New Roman 16, bold and centered; all letters should be capitalized (do not use small caps)
- Leave an empty line below the title and write the **author's name(s)** (Times New Roman, 11, bold), and **institutional affiliation(s)** (Times New Roman, 11, regular), centered

For example:

TITLE OF THE WORK

First Name 1 Last Name 1, Affiliation

First Name 2 Last Name 2, Affiliation

- Leave three empty lines below the author's name(s) and affiliation(s) and enter the **Abstract** (Times New Roman, 10, justified).
- Leave an empty line below the Abstract and enter **keywords** (Times New Roman, 10, justified).
- Leave three empty lines below the Abstract.

Main body of the text: Times New Roman, 10 pt, regular, with the following paragraph parameters:

- Spacing: Before: 0, After: 0.
- Line spacing: Single.
- Alignment: Justified.
- Indentation: Left: 0, Right: 0, Special: 0.
- Style: Normal (**NOT Title, Heading 1, Heading 2..., Body of text, etc.**)

Leave an empty line between paragraphs.

Headings: Use three levels of headings at most. Leave two empty lines before headings and one empty line after.

Section headings should be in **bold**, Times New Roman, 14pt, centered.

Sub-section headings should be in **bold italics**, Times New Roman, 12 pt.

Third-level headings should be in *italics*, Times New Roman, 12 pt.

All levels of headings should be numbered accordingly.

Tables should be centered. The title of your table should follow the table number. The tables should not be wider than the margins of the paper. Leave two lines before and after each table.

Figures should be centered. The caption of each figure should appear immediately below the figure. The caption should follow the figure number. The figures should not be wider than the margins of the paper. Leave two lines before and after each figure. The figures will not be redrawn by the publisher. The figures should be high-quality **grayscale** graphics (do NOT use colors): vector drawings (with text converted to curves) or 300 dpi bitmaps. Please do not insert any graphics copied from websites, as the resolution will be too low.

Mathematical expressions should be numbered on the right side, while all variables and parameters must be defined.

References and in-text and parenthetical citations should be used in accordance with the **APA reference style**. For detailed information please visit <http://www.ef.uns.ac.rs/sm2011/download/referencing-guide-sm2011.pdf>.