

# GUIDELINES FOR PREPARATION OF PAPERS

The manuscript must be written in text processor Microsoft Word.

## Page setup:

Paper size: A4

Margins: 3.0 cm on top and bottom, and 2.5 cm on left and right sides

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

- **Title** - should be typed in Times New Roman 16, bold, centered, all letters should be capitalized (do not use small caps)
- Leave an empty line below the title and enter 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

**Name1 FamilyName1**, Affiliation

**Name2 FamilyName2**, Affiliation

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

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

- Spacing: Before: 0, After: 0
- Line Spacing: Single
- Alignment: Justified
- Indentation: Left: 0, Right: 0, Special: 0.
- Style: Normal (**not Title, Heading1, Heading2,...,Body Text, etc!**)

Leave an empty line between paragraphs.

**Headings:** Apply at most three levels of headings. Please, leave two empty lines before headings and one empty line after.

**Section headings** should be in **bold** with Leading Capitals on Main Words, Times New Roman, 14pt, bold, centered.

**Sub-section headings** should be in ***bolditalics***, with Leading Capitals on Main Words, Times New Roman, 12 pt, bold.

**Sub-section headings** should be in *italics*, with Leading Capitals on Main Words, Times New Roman, 12 pt, bold.

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

**Figures** should be centered. The title of figures should appear immediately below the figure. The title of the figure should follow the figure number. Figures should not be wider than the margins of the paper. Skip two lines before and after each figure. Figures will not be redrawn by the publisher. Figures should be high-quality **grayscale** graphics (please, do not use colors): vector drawings (with text converted to curves) or 300 dpi bitmaps. Please do not supply any graphics copied from a website, 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/sm2015/download/referencing-guide-sm2015.pdf>.