

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

## GUIDELINES FOR AUTHORS

Original scientific papers, review articles, and case studies in the field of special education and rehabilitation, not previously presented or published elsewhere, will be presented at the Conference.

One author can submit no more than two papers, being the first author in only one of them. Authors can submit abstracts or proceedings (full papers).

## GUIDELINES FOR ABSTRACT PREPARATION

- Original scientific papers and review papers should contain a structured abstract with distinct headings for the following sections: Introduction, Objectives, Methods, Results and Conclusion.
- For papers written in Serbian abstracts should be written in Serbian (Latin) and English. For papers written in English abstracts should be written only in English.
- Abstracts should be between 200 and 300 words long.
- Font size 10 pt.
- Abstracts should not include abbreviations and references.
- When presenting results, the values of applied statistical analyses should be specified.
- Three to five key words should be provided – italic, font size 10 pt.

## GUIDELINES FOR PROCEEDING PREPARATION

Papers should be written in Serbian (Latin) or English, in Microsoft Word (.doc format), Times New Roman font type. The text should be justified, on A4 paper size, with margins set at 2 cm each, line spacing 1.5.

### **Title**

- The title should be short and informative, and should not exceed 200 characters with spaces – capital letters, bold, font size 14 pt.
- Abbreviations and subtitles should be avoided.
- Information on names and numbers of projects and sources of funding should be provided in footnotes.

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

## Authors

- Full names and affiliations of all authors – font size 12 pt. with the name of the first author underlined and his/her email address given in footnotes.

## Text of the paper

- Papers should be between 7500 and 10000 characters with spaces (not including references).
- Papers should include the following elements: Abstract, Introduction, Objectives, Methods (sample, instruments and procedure, statistical analysis of data), Results, Discussion (separate or included in results), Conclusion and References.
- Text of the paper – font size 12 pt.
- Subheadings – bold, 12 pt.

## Tables and charts

- Same data should not be presented in both tables and charts.
- Tables and charts should be in Word format.
- Tables and charts are numbered with Arabic numerals in the order they are given in the text of the paper.
- The number is written above the table and the title, bold and left-aligned (e.g. **Table 1**).
- The title should be written below the number with 1.5 spacing, capitalized, italic, and left-aligned.
- Tables should not contain vertical lines.
- All text entries should be capitalized.
- Headings in the header and all other entries should be centered, except for the entries in the far-left column which should be left-aligned.
- Symbols and/or abbreviations used in tables and charts should be explained in a legend below them.
- Tables, charts and pictures from other sources can be used only with the publisher's permission.
- Table and chart titles – italic, font size 12 pt.
- Table contents – font size 10 pt., line spacing 1.

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

## References in the text

References are stated in the text according to APA7 standards as follows:

- when citing references with one or two authors, their surnames and the year of publication are always given (Johnson & Stevens, 1999; Popović i Jovanović, 2009; Risović, 2013; Stevens, 2011);
- if the authors' surnames are written as part of a sentence, not in parentheses, then only the year of publication should be written in parentheses (e.g. as Park and Nam (2019) consider ...);
- each quote (literally quoting parts of a text) should be within quotation marks and followed by information about the page number the quote was taken from (e.g. cyberbullying as a new form of bullying “in which the aggression occurs through modern technological devices, and specifically mobile phones or the internet” (Slonje & Smith, 2008, p. 148);
- if reference is made to a source which has three or more authors, only the surname of the first author is given, followed by “et al.” in parentheses and within a sentence (e.g. in the research by Hue et al. (2004) or (Hue et al., 2004));
- if two authors have the same surname, the first letter of their names should be added in front of each (e.g. E. Johnson, 2001; L. Johnson, 1998; A. Babić, 2014; B. Babić, 2012);
- if two references have the same author and the year of publication, lower case letters (a, b, c) should be added immediately after the year within parentheses (e.g. Smith, 2015a; Smith, 2015b);
- if a reference has no author, the name of an institution and the year should be provided (e.g. WHO, 2020);
- when referring to multiple sources, the order is alphabetical, and the sources should be separated by a semi-colon (e.g. Bigler et al., 2019; Dammeyer, 2010; Stevenson et al., 2015). More references of the same author are listed chronologically, from the oldest to the most recent one.

## Rules for listing references

References cited in text must appear in the References list and vice versa. References are given in accordance with APA7 standards, at the end of the paper, font size 12 pt. If a DOI number is available, it is necessary to provide it as well (e.g. <https://doi.org/10.2298/VSP160426283J>). The guidelines and examples of listing common references are given below.

- Book

Ganz, J. B. (2014). *Aided augmentative communication for individuals with autism spectrum disorders*. Springer. <https://doi.org/10.1007/978-1-4939-0814-1>

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

- Chapter in monographs or thematic collections

Boisjoli, J. A., & Matson, J. L. (2010). General methods of assessment. In J. L. Matson (Ed.), *Social behavior and skills in children* (pp. 61-75). Springer. <https://doi.org/10.1007/978-1-4419-0234-4>

- Journal article

According to APA7 standards, if a paper has up to 20 authors, names of all authors should be listed. If the number of authors exceeds 20, it is necessary to state the first 19 and separate them from the last author with an ellipsis (...).

Examples of listing articles with up to 20 authors

Winter, K., Spengler, S., Bempohl, F., Singer, T., & Kanske, P. (2017). Social cognition in aggressive offenders: Impaired empathy, but intact theory of mind. *Scientific Reports*, 7(1), 1-10. <https://doi.org/10.1038/s41598-017-00745-0>

Example of listing an article with more than 20 authors

Buttrick, N., Choi, H., Wilson, T. D., Oishi, S., Boker, S. M., Gilbert, D. T., Alper, S., Aveyard, M., Cheong, W., Čolić, M. V., Dalgat, I., Doğulu, C., Karabati, S., Kim, E., Knežević, G., Komiya, A., Laclé, C. O., Ambrosio Lage, C., Lazarević, L. B., . . . Wilks, D. C. (2019). Cross-cultural consistency and relativity in the enjoyment of thinking versus doing. *Journal of Personality and Social Psychology*, 117(5), e71-e83. <https://doi.org/10.1037/pspp0000198>

- Conference presentation

Stevkovic, Lj. (2019, September 18–21). *Self-reported juvenile domestic violence in Serbia* [Conference presentation abstract]. 19th Annual Conference of the European Society of Criminology, Ghent, Belgium. [https://ff2c65c5-2ae5-47f3-bf99-45ee5ed8ca36.filesusr.com/ugd/da07ac\\_2d1d13c05f4546308c2a028dad473ad6.pdf](https://ff2c65c5-2ae5-47f3-bf99-45ee5ed8ca36.filesusr.com/ugd/da07ac_2d1d13c05f4546308c2a028dad473ad6.pdf)

If the presentation is printed in conference proceedings, citation rules for papers in monographs or thematic collections are applied.

- Doctoral dissertation

Clarke, B. D. (2013). *Parents' perceptions and awareness of cyberbullying of children and adolescents* [Doctoral dissertation, Antioch University]. AURA. <https://aura.antioch.edu/cgi/viewcontent.cgi?article=1071&context=etds>

References with no authors

Every Student Succeeds Act, 20 U.S.C. § 6301. (2015). <https://www.congress.gov/bill/114th-congress/senate-bill/1177>

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

World Health Organization (WHO). (2018). *Strategic Guidance on accelerating actions for adolescent Health in South-East Asia Region (2018-2022)*. World Health Organization, Regional Office for South-East Asia.

- Websites

An example of quoting a website when the author of the text is known:

Strauss, E. (2018, September 20). *Parents, stop feeling so guilty about TV time*. CNN Health. <https://edition.cnn.com/2018/09/20/health/screentime-guiltparenting-strauss/index.html>

An example of quoting a website when a web page has no identifiable author:

World Health Organization. (2020, May 1). *Billions worldwide living with herpes*. <https://www.who.int/news-room/detail/01-05-2020-billions-worldwide-living-withherpes>

If the website does not have an author, the title of the website or paper being cited is provided instead of the author's name.

# 11<sup>TH</sup> INTERNATIONAL SCIENTIFIC CONFERENCE “SPECIAL EDUCATION AND REHABILITATION TODAY”

## GUIDELINES FOR PAPER PRESENTATION

Papers can be presented as oral presentations or posters. Slides and posters should be in English or English and Serbian.

### Oral presentations

- Presentations in .ppt format should be sent to conference e-address [naucniskup@fasper.bg.ac.rs](mailto:naucniskup@fasper.bg.ac.rs) no later than 15<sup>th</sup> October 2021
- Presentation time is limited to 10 minutes.

### Poster preparation

- Poster format – A1 (594 x 841 mm).
- Recommended orientation – landscape, to make the content as visible as possible during discussion.
- Underline the name of the first author and provide his/her e-address in the footnote, so that interested participants can ask for additional explanations.
- Posters should be submitted in .pdf format to e-address [naucniskup@fasper.bg.ac.rs](mailto:naucniskup@fasper.bg.ac.rs) no later than 15<sup>th</sup> October 2021