

GUIDELINES TO AUTHORS FOR WRITING PAPERS

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ABSTRACT

Guidelines to authors on preparing articles is formed pursuant to the world's best publishing practice and the Rulebook on publication of scientific publications (Official Gazette of the Republic of Srpska, No. 77/17). Guidelines are issued to ensure a uniform style of publication of articles in all issues of the scientific and professional journal of "STED JOURNAL". The Journal is published half-yearly (May-November) in print, with a circulation of 200 copies, and an electronic version of the edition is published on the site of <https://stedj-univerzitetpim.com/>. All articles must be formatted in accordance with these Guidelines and sent to the email address of the journal. Each paper undergoes a preliminary elimination review, after which it is rejected or referred to the blind review process by two independent reviewers. Only papers that have at least two positive reviews shall be published in the Journal. The Editorial Board has adopted the List of reviewers that has been confirmed by the Senate of the University. The identity of reviewers is not revealed to the authors, and vice versa.

Keywords: STED Journal, review, publishing, scientific publications

TECHNICAL GUIDELINES

The paper shall be sent to the Editorial Board of the journal by e-mail in the form of a text prepared specifically using the text processing program of Microsoft Word.

The paper is written in A4 format and should contain the following elements in one of the official languages of Bosnia and Herzegovina or in English:

- Title of the paper;
- List of the authors and institutions;
- Abstract;
- Key words;
- Introduction;
- Theoretical framework;
- Experimental part;
- Results and discussion;
- Conclusion;
- Literature overview;
- Title in English, list of authors and an extended summary in English, if written in one of the official languages of BiH.

The title of the paper should be centred and written in upper case, Times New Roman, 14 pt, bold, Caps Lock;

The authors should be written in the centre, without titles, Times New Roman, 12pt, normal, and the names of institutions centred, Times New Roman, 10 pt, *italic*.

The titles of a part of the paper– of the first level, left alignment, Times New Roman, bold, 12 pt, bold, Caps Lock;

The subheading – of the second level, left alignment, lower case, Times New Roman, 12 pt, bold;

The subheading – of the third level, left alignment, lower case, Times New Roman, 12 pt, *italic*.

Other parts of the paper should be written using the alignment on both sides – justify (Times New Roman, 12 pt), single spacing with one empty row above, between the subheadings and paragraphs with margins of 2.54 cm (1") and Indentation – First line 0.3".

An abstract is an informative summary of the content of an article that allows the reader to quickly and accurately assess its relevance and contains terms that are often used to index and search articles. The abstract should have 100–250 words, and it is positioned between the paper heading (consisting of the paper title and information on authors) and key words, which are followed by the text of the paper.

If the paper is written in one of the official languages of Bosnia and Herzegovina, the summary in English is given in an extended form, as a so called resume and it should consist of up to 500 words.

Tables and charts

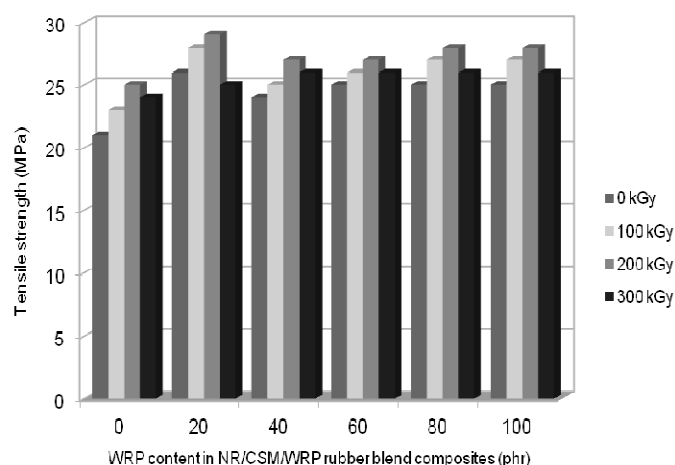
Tables should be prepared in the WORD, graphics in the EXCEL, except for some special cases when it is not technically possible. Tables and graphics should be clear, as simple as possible and transparent. The title, heading (text) and subtext in tables and graphics should be written in Times New Roman – normal, Font Size 10 pt. Tables should be placed at a certain place in the text. Tables should not include more than ten columns and more than fifteen rows. If the author assumes that data should be presented in a larger number of columns and rows, it is necessary to split the content of the table into two or more smaller tables or deliver it as a special attachment. They have to be drawn according to the computer template (Insert Table), and not using the spacing, dots and tabs. When citing tables and graphics, we write the title of the table or graphic in the initial capital letter and then we specify its ordinal number (e.g. as it is shown in Table 9 and Figure 6, the lowest value was...).

A table example

Tabela 1. Karakteristike umrežavanja NR/CSM blendi sa različitim sadržajem recikliranog gumenog praha
Table 1 The curing data for NR/CSM rubber blend compounds with different content of waste rubber powder

WRP content (phr)	Curing characteristics					
	M_i , dNm	M_h , dNm	ΔM , dNm	t_{s2} , min	t_{c90} , min	CRI
0	4	40	36	6	15	11.0
20	5	42	37	8	16	12.5
40	5	45	40	9	16	14.3
60	7	46	39	9	17	12.5
80	7	47	40	10	17	14.3
100	7	47	40	10	17	14.3

A chart example



Slika 1. Uticaj različitog udjela recikliranog gumenog praha na prekidnu čvrstoću NR/CSM/WRP kompozita pod uticajem različitih doza zračenja

Figure 1 The effect of waste rubber powder content on tensile strength for the NR/CSM/WRP composites irradiated with different doses.

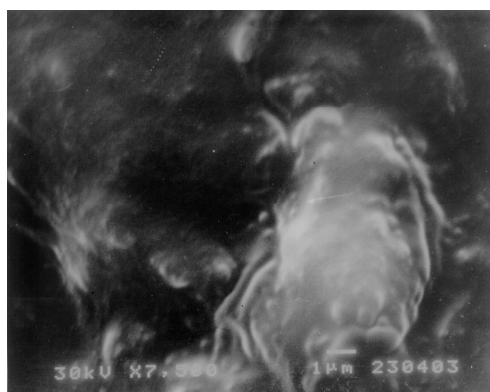
Equation

Equations should be written in the graphic editor for equations, specifically in the Microsoft Equation and they should be placed at the beginning of the text. On the right edge of the text in the row in which the equation is written one should indicate its number in parentheses beginning with number 1.

$$m_r = m_s \left(1 - e^{k_s t_{maks}} \right) - m_d \left(1 - e^{-k_d (t - t_{maks})} \right) \quad za \quad t > t_{maks} \quad (1)$$

Figures

Figures have to be prepared for black-and-white printing. Only the most essential text necessary for understanding, such as measure variables with their dimensions, short explanation on curves and similar, should be inserted into the figures. The maximum size of a figure is 13 cm x 17 cm.



Slika 2. SEM mikrograf NR/CSM/ERP kompozita sa dodatkom 20 phr recikliranog gumenog praha pri uvećanju od 7500 puta

Figure 2 The SEM micrograph of NR/CSM/WRP composites filled with 20 phr waste rubber powder at 7500X magnification.

Other notes

In order to successfully include the papers published in one of the official languages of Bosnia and Herzegovina into international information flows, parts of the manuscript should be written both in the author's language and in English, including: text in tables, figures, diagrams and drawings, their titles and symbols.

About authors

When sending the paper one should state the full official addresses and e-mails of all authors and emphasize the author with who the Editorial Board shall cooperate. These notifications should be submitted on a separate sheet.

Experimental technique, symbols and units

Experimental technique and devices are described in detail only if they deviate significantly from the descriptions already published in the literature. If techniques and devices are familiar, only the source of necessary notifications is stated. Symbols of the physical quantities should be written in italic (Times New Roman, 12 pt, italic), and units of measurement in upright letters, e.g. *V*, *m*, *p*, *t*, *T*, but m³, kg, Pa, °C, K. Quantities and units of measurement have to be used pursuant to the International System of Units (SI).

REFERENCES

The reference list at the end of the article has to include only the sources which the author referred to in the article text. The used literature items are listed in alphabetical order (Left 0'', Right 0'', Hanging 0.3'', Before 0'', After 0'', single line spacing). **Journal references should be used primarily (minimum 50%, preferably more than 80%).**

Examples of citing

An example of citing a scientific journal

The general form for citing papers from the journal is as follows: author's surname [comma], name initial(s) [dot], [open round bracket] year of publication [closed round bracket] [dot] title of the paper [dot], journal title – italic [comma] volume number – italic [open round bracket] issue number [closed round bracket] [comma] start page [dash] end page [dot].

In the text:

When the author/s are mentioned and cited in the sentence, after his/theirs name/s the year of publication of the cited work should be stated and the page number in brackets:

- one author: As stated by Avramović, “it is necessary to have more than 50% of journal references in STED journal” (2011, p 5);
- two authors: As stated by Žiravac-Mladenović and Đurica, “it is necessary to have more than 50% of journal references in STED journal” (2018, p 10).
- three to five authors: first citation in the text: As stated by Mitic, Nikolic, Cakic, Nikolic, & Ilic “it is necessary to have more than 50% of journal references in STED journal” (2012, p 12); second and each subsequent citation in the text: (Mitić, et al., 2012, p 20);
- six and more authors: (Špírková, et al., 2009).

If the citation quoted in the text contains more than 40 words, quotation marks should not be used but the citation should be written in a separate block.

If the citation was created by paraphrasing or summarizing, then the information on the page number is not necessary;

In the text:

- one author: (Avramović, 2011);
- two authors: (Žiravac-Mladenović i Đurica, 2018); (Haleem, & Javaid, 2019);
- three to five authors: first citing in text: (Mitić, Nikolić, Cakić, Nikolić, & Ilić, 2007); second and every next citing in text: (Mitić, et al., 2007);
- six and more authors: (Špírková, et al., 2009).

In the reference list:

- Avramović, D. (2011). Metode i okviri rasta vrijednosti banke. *Anali poslovne ekonomije*, 5(1), 28-37.
- Žiravac-Mladenović, M. i Đurica, F. (2018). Komparativna analiza trgovanja na Banjalučkoj i Sarajevskoj berzi. *Anali poslovne ekonomije*, 10(1), 25-35.
- Haleem, A., & Javaid, M. (2019). Additive manufacturing applications in industry 4.0: a review. *Journal of Industrial Integration and Management*, 4(04), 193-200.
- Mitić, Ž., Nikolić, G., Cakić, M., Nikolić, R., & Ilić, LJ. (2007). The investigation of Co (II)-dextran complexes. *Hemijska industrija*, 61(5), 257-262.
- Špírková, M., Strachota, A., Urbanová, M., Baldrian, J., Brus, J., Šlouf, M., Kuta, A. & Hrdlička, Z. (2009). Structural and surface properties of novel polyurethane films. *Materials and Manufacturing Processes*, 24(10-11), 1185-1189.

An example of citing a book

The general form of citing author's books is as follows: author's last name [comma], name initial(s) [dot], [open round bracket] [year of publication] [closed round bracket] [dot] title of the work - in italics [dot], city (and country) [two points], publisher [point].

In the text:

- one author: (Suzić, 2010);
- two authors: (Peterlin i Mladenović, 2007);
- three to five authors: first citing in text: (Đuranović, Todorović i Tešić 2016); (Mitić, Nikolić, Cakić, Nikolić, & Ilić, 2012); second and every next citing in text: (Đuranović i sar., 2016); (Mitić, et al., 2012);
- six and more authors: (Stefanović i sar., 2008); (Špírková, et al., 2009).

In the reference list:

- Suzić, N. (2010). *Prvila pisanja naučnog rada: APA i drugi standardi*. Banja Luka, BiH: XBS.
- Peterlin, J. i Mladenović, M. (2007). *Finansijski instrumenti i menadžment finansijskih rizika*. Banja Luka: Univerzitet za poslovni inženjering i menadžment.
- Đuranović, D., Todorović, S. i Tešić, R. (2016). *Strategijski menadžment*. Banja Luka: Univerzitet za poslovni inženjering i menadžment.
- Stefanović et al. (2008). *Kretanje šinskih vozila*. Banja Luka: Društvo za energetske efikasnost.

An example of citing a chapter of a book

In the text: (Harly, 1981, pp 69-78)

In the reference list:

Harley, N. (1981). Radon risk models. U A. Knight, & B. Harrad (Eds.), *Indoor air and human health* (pp 69-78). Amsterdam: Elsevier.

An example of citing a paper published in the Scientific Conference Proceedings

In the text:

- one author: (Grgurević, 2014);
- two authors: (Medić i Živadinović, 2014);
- three to five authors: first citing in text: (Krstić, Skorup, Skorup, 2014); second and every next citing in text: (Krstić, et al., 2014);
- six and more authors: (Kojić, et al., 2019).

In the reference list:

- Grgurević, N. (2014). Kuba i Nikaragva (Revolucija i postrevolucionarni period). U M. Žiravac-Mladenović (Eds.), *Conference proceedings, International Scientific Conference on Social and Technological Development* (pp 124-131). Banja Luka, B&H: University of Business Engineering and Management.
- Medić, Z. i Živadinović, J. (2014). Neravnoteže i krize savremenog doba i ekonomska politika. U M. Žiravac-Mladenović (Eds.), *Conference proceedings, International Scientific Conference on Social and Technological Development* (pp 102-1112). Banja Luka, B&H: University of Business Engineering and Management.
- Krstić, M., Skorup, A. i Skorup, S. (2014). Inovativnost – ključni element preduzetničke strategije rasta i razvoja privrednog subjekta. U M. Žiravac-Mladenović (Eds.), *Conference proceedings, International Scientific Conference on Social and Technological Development* (pp 51-58). Banja Luka, B&H: University of Business Engineering and Management.
- Kojić, D., Pavličević, J., Špírková, M., Aroguz, A., Jovičić, M., Bera, O., Marinović-Cincović, M. (2019). THE INFLUENCE OF SILICA ON THE SOLVENT RESISTANCE OF POLYURETHANE HYBRIDE MATERIALS. In M. Gligorić, A. Došić, D. Vujadinović (Eds.), *Proceedings VI International Congress "Engineering, Environment and Materials in Processing Industry"* (pp 568-572). Jahorina, BiH: University of East Sarajevo, Faculty of Technology.

An example of citing a master thesis or PhD thesis

In the text: (Petrović, 2001)

(Žiravac-Mladenović, 2009)

In the reference list:

- Petrović, R. (2001). *Dehidracija etera na mordenitnim katalizatorima*. Magistarski rad. Univerzitet u Banjoj Luci, Tehnološki fakultet, Banja Luka, BiH.
- Žiravac-Mladenović M. (2009). *Bankarski nadzor i regulative zemalja u tranziciji na Balkanu – globalizacija bankarskog sektora*. Alfa Univerzitet, Beograd, Srbija.

An example of citing a publication of an institution as the author, downloaded from the Internet and citing a text from the web site

Citing internet sites should be avoided, but if it is necessary, then they should include names of the authors, if they are available, the title, internet site and access date.

In the text:

- institution: first citing in text (Zavod za statistiku Republike Srpske [ZSRS], 2009); second and every next citing (ZSRS, 2009);
- call to authors: (Degelman, 2000);
- unknown author: (Compiere, 2017)
(Purdue University, n.d)

In the reference list:

Zavod za statistiku Republike Srpske. (2009). Saopštenja. Preuzeto 10.02.2009. sa <http://www.rzs.rs.ba/SaopstenjaRadLAT.htm>

Degelman, D. (2000). *APA Style Essentials*. Retrieved May 18, 2000 from <http://www.vanguard.edu/psychology/apa.pdf>

Compiere, (2017). Products. Preuzeto 11.10.2018. sa <http://www.compiere.com/products/>

Purdue University Writing Lab [Facebook page]. (n.d). Retrieved January 22, 2019, from <https://www.facebook.com/PurdueUniversityWritingLab/>

An example of citing laws, regulations, court decisions

In text:

- *laws and regulations*: first citing in text (Zakon o krivičnom postupku [ZKP], 2014); second and every next citing (ZKP, 2014);
- *court decisions*: first citing in text (Vrhovni sud Srbije [VSS], Rev. 1354/06); second and every next citing (VSS, Rev. 1354/06);

In the reference list:

Zakonik o krivičnom postupku, Službeni glasnik RS, 72/2011, 101/2011, 121/2012, 32/2013, 45/2013, i 55/2014; Regulation (EU) No. 1052/2013 establishing the European Border Surveillance System (Eurosur), OJ L 295 of 6/11/2013, 1; Directive 2013/32/EU on common procedures for granting and withdrawing international protection (recast), OJ L 180 of 29/6/2013, 60.

Vrhovni sud Srbije, Rev. 1354/06, (6. 9. 2006). Paragraf Lex; Vrhovni sud Srbije, Rev. 2331/96, 3. 7. 1996, Bilten sudske prakse Vrhovnog suda Srbije 4/96, 27; CJEU, case C-20/12, Giersch and Others, ECLI:EU:C:2013:411, para. 16; Opinion of AG Mengozzi to CJEU, case C-20/12, Giersch and Others, ECLI:EU:C:2013:411, para. 16.

CONCLUSION

The papers not written strictly according to these guidelines shall not be accepted.