

# 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. 77/16). 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 <http://univerzitetpim.com/sted-journal/>. All articles must be designed in accordance with these Guidelines and sent to the email address of the editor in chief, and then they go into the process of anonymous review by two 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

## GUIDELINES TO AUTHORS FOR WRITING PAPERS

When preparing these guidelines, the editorial board of the journal places an emphasis on the APA standards of the academic writing. It means that applying them consistently we also bring the papers of our authors closer to the global audience, that is, to readers. The guidelines to authors consist of two parts. The first part is related to the content aspect of the paper, that is, its necessary basic elements, based on which the reviewers evaluate the content adequacy of the paper. The second part of the guidelines is related to the technical aspect of formatting the paper based on which the editorial board, after receiving the paper, decides whether to send the paper to be reviewed or return it to the author to be finished before reviewing.

STED JOURNAL, the journal of the PIM University on social and technological development publishes the papers which are subject to review and which are classified into the following categories:

- Original scientific article,
- Review scientific article,
- Short or preliminary communication,
- Scientific critique,
- Professional article,
- Presentations at scientific meetings.

Authors suggest the category of their papers, but the final decision is made by the Editorial Board and reviewers.

**Original scientific paper** is a paper which is basically organised according to the IMRAD scheme (Introduction, Methods, Results And Discussion) for experimental research or in a descriptive way for descriptive scientific fields, in which one for the first time publishes the text on results of their own research carried out applying the scientific methods, which are described textually and which enable that the research is repeated in case of need, and the established facts are checked.

**Review scientific article** represents a review of the latest papers of a certain subject field, with the aim to summarise, analyse, synthesise and evaluate the information already published, and moreover it brings new syntheses which also necessarily include the results of the author's own research.

**Short or preliminary communication** is an original scientific paper, but of a less extent or preliminary character, in which some elements of the IMRAD can be omitted, and it is about summarised presenting the results of a finished original research paper or article which is still in development (Working Paper).

**Scientific critique, that is, a polemic or overview** is a discussion to a certain scientific topic based specifically on scientific argumentation, in which the author proves the correctness of a certain criterion of their opinion, that is, they confirm or reject other authors' findings.

**Professional paper** is a contribution in which experience useful for improving the professional practice is offered, but which is not necessarily based on a scientific method, that is, the emphasis is on the usability of the results of original research and on spreading knowledge, and the text has to be adjusted to the professional and scientific level of the professional community for who the paper is intended.

The papers classified into these categories are subject to review by two reviewers. Reviews are double-blind, the authors' identity is not revealed to the reviewers and vice versa. The paper shall be published only based on positive reviews about which the Editorial Board shall inform the author. The reviewers are selected among experts in the direct field of research to which the paper submitted for publication is related.

The STED JOURNAL can include contributions from conferences, congresses, consultations and symposia.

The author is fully responsible for the content of the paper. The Editorial Board assumes that before submitting the paper the authors regulated the issue of publishing the content of the paper pursuant to the rules of the institution or company where they work.

The speed of publishing the paper will depend on how much the manuscript (text) complies with the guidelines. The papers requiring major modifications and amendments shall be returned to the author to be revised before reviewing.

## **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 should include maximum 10 A4 pages and consist of 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 summary in English.

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, normal.

The titles of a part of the paper– of the first level, left alignment, Times New Roman, normal, 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 (Times New Roman, 12 pt), one-sided spacing with one empty row above, between the subheadings and paragraphs, with margins of 2.54 cm (1"). The beginning of the paragraph should be typed at the beginning of the row.

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 possible technically. 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

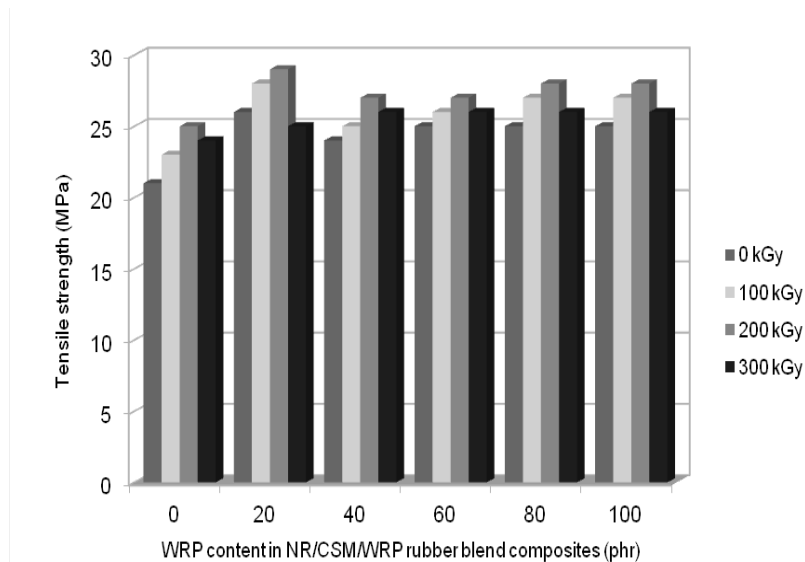
rows. If the author assumes that data should be presented in a larger number of columns and rows, it is necessary to split the content of the table into two or more smaller tables or deliver it as a special attachment. They have to be drawn according to the computer template (Insert Table), and not using 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					
	$M_l$ , dNm	$M_h$ , dNm	$\Delta M$ , 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

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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.

/ (1)\*

## Figures

Figures have to be prepared for black-and-white printing, that is, if the original figure is in colours which cannot be distinguished in black-and-white printing, the colours have to be replaced by "raster", that is, different graphic signs which need to be explained in the legend. We insert in figures only the most essential text necessary for understanding, such as measure variables with their dimensions, short explanation on curves and similar. The rest is stated in the legend under the figure. 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 include successfully 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 give their full official address, telephone number and e-mail 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 m<sup>3</sup>, kg, Pa, °C, K. Quantities and units of measurement have to be used pursuant to the International System of Units (SI).

### **Citing references in the text**

When citing references one should use full formats of references which are supported by the leading international bases intended for evaluation, and which are issued by the guidelines of the Publication Manual of the American Psychological Association (APA), that is, author-year method of citing.

We recommend using the function of the Microsoft Word® text editor (reference, citation), as by using it during the course of writing the text we ensure automated citation of the list of used literature at the end of the paper. When citing the sources in the text, you should use the model:

- Article: (Avramović, 2011, str. 12),
- Book: (Džombić, 2008, str. 25–27),
- Book with two authors: (Peterlin i Mladenović, 2007, str. 187),
- Paper from a conference: (Harley, 1981, str. 58),
- Chapter from the book: (Saks, 2005, str. 478–489),
- Document downloaded at the web site: (Zavod za statistiku Republike Srpske, 2009), Electronic source, from the web site: (Pearlin & Schooler, 2011).
- When you cite more than one source one after the other, you should separate the authors by a semicolon; for example, „Several studies (Pearlin & Schooler, 1978; Petrović & Marić, 2003; Koh et al. 2005) support this conclusion.“
- When it comes to three or more authors, you should state all the names in the note of that reference, and in the text there appears the name of the first author and „i sar.“ if the work in our language is concerned, that is, „et al.“ if it is about a foreign source.
- When it comes to direct citing, the text has to be placed into quotation marks, and the page number is written after the year, separated by a comma, For example: „Boddewyn argues that for something to happen it must be not only 'favorable and possible but also wanted and triggered' (1988, pg. 538)“.

### **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.

### **Examples of citing**

### *An example of citing a scientific journal*

In the text:

(Avramović, 2011)

(Špírková et al., 2009)

In the reference list:

Avramović, D. (2011). Metode i okviri rasta vrijednosti banke. *Analiza poslovnje ekonomije*, 5(1), 28-37.

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*

In the text:

(Peterlin i Mladenović, 2007, str. 187)

(Suzić, 2010)

In the reference list:

Peterlin, J. i Mladenović, M. (2007). *Finansijski instrumenti i menadžment finansijskih rizika*. Banja Luka: Univerzitet za poslovni inženjering i menadžment.

Suzić, N. (2010). *Prvila pisanja naučnog rada: APA i drugi standardi*. Banja Luka: XBS.

### *An example of citing a chapter of a book*

In the text:

(Harly, 1981, str. 69-78)

U popisu literature:

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

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

In the text:

(Krstić i sar., 2014)

In the reference list:

Krstić, M., Skorup, A. i Skorup, S. (2014). Inovativnost – ključni element preduzetničke strategije rasta i razvoja privrednog subjekta. U M. Žiravac-Mladenović, *Zbornik radova sa međunarodne naučne konferencije o društvenom i tehnološkom razvoju*. (str. 51-58). Banja Luka: Univerzitet za poslovni inženjering i menadžment.

### *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). *Dehidratacija 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:

(Zavod za statistiku Republike Srpske, 2009)

(Pearlin & Schooler, 2011)

In the reference list:

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

Pearlin, L., & Schooler, C. (2011). The structure of coping. Journal of Health and Social Behaviour. Retrieved March 23, 2011, from <http://palgrave.jibs.1500217>

## CONCLUSION

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