

## **Instructions to Associates**

### **General Remarks**

The Collection of Papers published by the Institute for Serbian Culture, three issues per year, publishes scientific papers, materials, and reviews from all fields of social, and humanistic sciences. Papers already being published in other publications cannot be accepted. Texts which were under the same or similar title orally exposed at other scientific conference should bear details on it in a special remark in the bottom of the first page, marked with stars. In case the paper appeared within some project, it should also be indicated at the first page of the text.

Manuscripts, which must be done as per this instruction, the Editorial Board of the Collection of Papers is receiving them during the given period. After the editorial reading, and approval, the paper is being sent to reviewers. Both reviews must be positive in order the text be to published.

Text are published in Serbian language, by ekavski or ijekavski literary pronunciation, Cyrillic, where norms determined by the Spelling of Serbian Language of Mitar Pešikan, Jovan Jerković, and Mate Pižurica (Matica Srpska: Novi Sad 2010) are applied. In the agreement with the Editorial Board, the paper may be published in English, and all Slavic languages; in that case, summary must be written in Serbian language. The volume of paper must not exceed one author's tab.

The paper should be typed on the page format A4, with margins of 1 inch (option *Normal*), in letter in which you wish to be published in a way you would choose adequate keyboard (*Serbian Cyrillic* or *Serbian Latin*) and, font *Times New Roman*. In case you use special signs (for example: Old Greek, Old Slavic, Hebrew etc.), you are due to send the type of non-standard font you have used. If not indicated in another way, font size should be 12 points, text to be typed with spacing (*Multiple*) 1, justify with both sides (*Justified*), and retract a new passage for 0, 5 inch including remarks.

Papers should be sent at electronic address of the Editorial Board of the Collection of Papers: institut.skp@gmail.com, enclosed – as open document (*Word*). Before the sending to the Editorial Board, the paper should be saved in the version Word 1997–2003 (File – Save as type – Word 1997–2003) in order to avoid technical problems due to incompatibility of different versions of Word programmes on computers.

### **Composition of the Paper**

**1. Name, medium letter, and surname** of the author is to be written in upper left angle, in italics, whereas surname is to be written in capital letters. Below that it should be put affiliation (official title, and seat of the institution in which s/he is employed), and behind surname a remark should be noted by star, in which scientific title, and address of e-mail of the author should stand. If there are more than two authors, it is necessary to mention the addresses for the first two ones.

**2. Title of the paper** is written below the author's name with one space row, capital letters with 14 computer's points size. Subtitles are written with letter size of 12 points in capital letters; the author chooses alone whether the subtitle is going to be written with capital or small letters in accordance with the volume of the whole, or eventual further division. Title, and

subtitles should have a central justifying without retracting, and they should not be written in bold letters except it is about necrologue.

**3. Summary (abstract) of paper in Serbian**, up to 150 words is written below the title, with one row space, retracted 0,5 inch in relation to left margin, letters size of 10 points, with the designation Abstract.

**4. Key words in Serbian**, up to 10 words, are written below abstract with one row of space, retracted 0,5 inch with regard to left margin, letter size 10 points, with designation Key words, and full stop behind the last word.

**5. Text of the paper** is written below key words, with two rows of space.

**6. Remarks** are written at the bottom of each page, and not behind the text, with font size of 10 points.

**7. List of sources, and quoted literature** are written at the end of the text, after two rows of space, letter size 10 points. For bibliographic units in sources, and literature after two rows of space so called hanging paragraph should be chosen (*Hanging*), that is, retract text for 0,5 inch, except the first row. List of sources should be given first, and of the quoted literature afterwards.

**8. Resume in English**, up to 300 words, should be put below the literature list.

**9. Key words in English** are written below the resume, with one row space.

**10. Enclosures** (pictures, tables, charts) may be inserted in the text. In case it is about such size that can disturb the paper sending to lecturing, and review without separate packing, they should be submitted at the end of the paper with exact indication (digits) in what place in the text they should be printed. Enclosures are not printed in colour.

## Quotation in the Text of the Paper

**1. Titles of separate publications** (monograph studies, collections, magazines, dictionaries) which are mentioned in the text are written in italics, while titles of chapters in books, articles in newspapers, and magazines, papers published in collections and so on, are written under quotation marks.

**2. Foreign names** are written transcribed (adapted to Serbian language) as per the rules of the mentioned *Spelling* (2010), and if the name is not widely known in scientific field from which the paper is, it is desirable in parentheses to give original writing when foreign name is quoted for the first time.

**3. Quotations from foreign languages papers**, depending on the function they have they may be quoted in original language, in translation, or to choose a side the source to be in the text, and translation in the note, or vice versa, and the name of the translator should be indicated, (that is, if the author translated himself, initials should be indicated). It important to be stick consistently to the chosen way of quoting.

**4. Verses** are retracted 1, 2 inch from left margin.

**5.** It is desirable that **quotations longer than three rows** to be singled out in a separate paragraph with one empty row, by retracting 0, 5 inch from left margin, and letter size of 10 points.

**6. Parenthetical way of quotation** is used (adapted MLA style). In the inserted bibliographical abbreviation (parenthesis) author's surname is quoted in the form, and letter of

the oeuvre which were consulted or quoted. After that year of publishing is followed, colon, and page number from which the quotation is taken, for example: (Делић 1995: 41).

– If in paper we refer to two or more sources, abbreviated bibliographic remarks are written in the same parenthesis, and are separated by point, and comma, for example: (Јовановић 1997; Поповић 2010).

– If the paper has more than two authors, the names of the first two are quoted, separated by comma, and it is written afterwards *and others*. For example: (Ивић, Клајн, and others 2007).

– It is desirable to quote as per original text, and letter, but if it is not possible in the parenthesis should be put the indication that secondary source was used, in the language, and the letter of the source, for example: (according to Тешић 1997).

– If the name of the author is quoted in the sentence or paragraph in which the quotation is listed, or it is clear from the context, it is enough to put in parenthesis the year of publishing, and page number. For example: Grđinić's work is based on the attitude that "concepts on halfway" should mitigate terminological contradictions in the mentioned diada. (2005: 101–112)

– If two or more authors with the same surname appear, and we refer to the oeuvres published in the same year, by the surname the name or initials of the name are quoted (it is important to stick to the chosen form consistently), for example: (Сретен Петровић 1984; Светозар Петровић 1984).

– If many oeuvres which one author published in the same year are quoted, and by the same letter, the author may choose one of two ways: 1) each of the published oeuvre is marked with one letter per alphabetical order behind the year of publishing, for example: (Настасијевић 2000а: 18); 2) behind the author's name it is written in italics the title of the oeuvre (if the title is multi-particle, only the first word may be written), and afterwards page number; this kind of marking is suitable for referring to collected works, that is, where the one author's opus is studied so that titles are important for text following, for example: (Андрић, *Историја и легенда*, 16).

– If we refer to the whole collection, encyclopaedia or anthology, in parenthesis it is designated by the abbreviation ed. or org. before the name of editor/organizer, for example: (ed. Палавестра 1992: 34).

– If the oeuvre does not contain the author, or his name is unknown, in parenthesis in italics is quoted (abbreviated) title, and page number, for example: (*Бугаритице*, 55).

– Daily press may be quoted as per the title of the daily newspaper, and year that is date (in case in paper we refer to many issues published at the same year), behind which it follows page number at which the quotation is to be found, for example: (*Политика*, 14. 12. 2016: 4); as per the author's name of the article, for example: (Савић 2012: 9); exceptionally, as per the article's title, if the author's name is unknown, and the article itself is subject to analysis („Шта ће нама Бранко“2013: 3).

– In case the literature from the Internet is quoted, the year of publishing is written in parenthesis (if it is known), and not the year of site visit.

– If the quotation was downloaded from many adjacent pages of the same paper, the number of the first, and last page which was quoted was entered, and between them is put hyphen, for example: (Ивић 1986: 128–130). Omitted places in the text itself of quotation are marked with three points in squared bracket: [...].

– If many non-adjacent pages are quoted of the same paper, page number is separated by comma, for example: (Ивић 1986: 128, 130).

**7. Footnotes** are serving for explicative notes (details, additional explanations, indications on the sources used, archive material etc.), and they cannot be the space for bibliographic reference. Footnotes should be marked by Arabic numbers (in the text they always go behind the punctuation mark), and they are put in the bottom of each page, and not behind the paper text. They should be typed as per the scheme: *Insert – Reference – Footnote*, and not by adjustment of different frames, since only in that way we can guarantee in the text paging they will appear in the right position.

**8. Quotation marks, and semi-quotation marks** should be marked as follows: „“ / ’’ (do not write two commas instead of the open quotation mark, two quotation marks instead of open, and closed quotation mark and so on). For literature quotation in foreign language it is used the form of quotation marks being used in that (not in Serbian) language.

**9. For emphasize** are used *italics*, but not **boldface**, except of the title of necrologue.

## Quotation of the Literature Sources in the List at the End of the Paper

Detail on the oeuvre is written in language, and letter in which the same is published, that is, by which the words are given in the original source (for example: if the title of the publisher of some book written in Cyrillic is in foreign language, only it is given in Latin).

The sequence in the literature list should be organized by Alphabetical (Cyrillic) order as per the surnames of authors if the basic letter is Cyrillic, and Alphabetical (Latin) order if the basic letter is Latin. Surnames in foreign languages, in the text written in Cyrillic, are sequenced as per pronunciation, and not as per the first letter in which book was written.

### 1. Monograph publication (book)

For example: Матицки 2003: Миодраг Матицки. *Језик српског песништва*. Нови Сад: Прометеј

– If many bibliographic units refer to the same author, they should be ordered chronologically as per year of publishing.

– If it is about collection, anthology or similar, in the beginning it is quoted the name of organizer or editor with adequate abbreviation, which goes behind the name:

For example: Петковић 2000: Новица Петковић (ур.). *Кратак преглед српске књижевности*. Београд: Лирика.

– If it is about two authors:

For example: Велек–Ворен 2004: Рене Велек Остин Ворен. *Теорија књижевности*. Transl. Александар Спасић и Слободан Ђорђевић. Београд –: Утопија.

– If the book does not contain the author:

*Title. Place of publishing. Publisher: year*

For example: *Бугаристице* 1979. Избор и предговор Новак Килибарда. Београд: Рад.

– If the book was published within collected oeuvres, it is desirable to list that detail:

For example: Андрић 1982: Иво Андрић. „О причи и причању“. *Историја и легенда: есеји, огледи и чланци. Collected oeuvres of Иво Андрић*, књ. 12. Београд: Просвета; Загреб: Младост; Сарајево: Свјетлост; Љубљана: Државна zaloжба Словеније; Скопје: Мисла; Титоград: Побједа, 68–72.

– The name of translator, organizer and so on is written behind the title with adequate indication (organized, edited, chose, translated and so on), which is written in abbreviated form: For example: Настасијевић 1991: Момчило Настасијевић. *Поезија*. Org... Новица Петковић. Горњи Милановац: Дечје новине.

– In accordance with the *Spelling* (2010), two-particle female surnames are written without hyphen.

– Associated publishers are separated by colon:

For example: Фрајнд 1996: Марта Фрајнд. *Историја у драми – драма у историји: огледи о српској историјској драми*. Нови Сад: Прометеј; Стеријино позорје; Београд: Институт за књижевност и уметност.

– Monograph publication with corporative author (commission, association or organization with which at front page the name of individual author is not listed, takes over the role of corporative author) and is quoted in the following way:

Београдска филхармонија 2005: *Сезона 2005—2006: Циклус Ханс Сваровски*. Београд: Београдска филхармонија.

## **2. Article from serial publication**

For example: Шоп 1980: Љиљана Шоп. „Уточиште у времену“. *Књижевност*, год. XXXV, књ. LXIX, 6–7, 1127–1133.

## **3. Article from collection of papers, anthology**

For example. Славнић 1996: Иво Славнић 1996. „Историјски роман – дефиниције и дилеме.“ *Историјски роман*. Collection of papers. Ed. Миодраг Матицки. Београд: Институт за књижевност и уметност; Сарајево: Институт за књижевност, 209–223.

## **4. Entries from encyclopaedia, dictionary or similar references**

If the author of the entry may be determined:

For example. Slavnić 1992: Ivo Slavnić. „Istorijski roman.“ *Rečnik književnih termina*. Editor Dragiša Živković. [Drugo, dopunjeno izdanje.] Beograd: Institut za književnost i umetnost: Nolit, 307–309.

## **5. Daily press**

For example. Вукадиновић 2008: Алек Вукадиновић. „Човек је постао машина.“ *Вечерње новости*, 29. јануар, 19.

## **6. Review:**

For example. Ђуричковић 2000: Милутин Ђуричковић. „Логос и парадигма.“ (Петар Милосављевић. *Логос и парадигма*. Београд: Требник, 2002, 196 стр.) *Борба* 29. јун, 18.

## **7. Electronic sources**

– **Monograph publication on network**

Surname, Year: Name Surname. *Title*. <URL address>. [Date of download].

Нпр: Childs–Fowler 2006: Peter Childs–Roger Fowler. *The Routledge Dictionary of Literary Terms*. <[http://www.uv.es/fores/The\\_Routledge\\_Dictionary\\_of\\_Literary\\_Terms.pdf](http://www.uv.es/fores/The_Routledge_Dictionary_of_Literary_Terms.pdf)>. [15. 9. 2012].

– **Article from magazines on network**

Surname Year: Name of download].

For example: Рибникар 2006: Владислава Рибникар. „Историја и траума у романима Давида Албахарија“. *Зборник Матице српске за књижевност и језик*, март 2006. <<http://www.maticasrpska.org.yu/download/knj543.pdf>>. [5. децембар 2008]. Surname. Title of article. *Title of magazine*, date of magazine. <URL address>. [Date

– If the magazine, and individual articles are approached via some subscriber's base, after the magazines details the name of the base, and, eventually, library which is its subscriber, and via which the author approached the base. URL address of magazine or article does not have to be listed, but only if it is available, the address of initial page of magazine's base.

– **Article from encyclopaedia on network**

Entry title. *Title of encyclopaedia*. <URL address>. [Date of taking].

For example: Wilde, Oscar. *Encyclopaedia Americana*. <http://www.encyclopedia.com/doc/1G1-92614715.html>. [15.12.2008].

– **Issues on compact-disc (CD-ROM)**

SURNAME, Name. *Title*. CD-ROM. Place of publishing Publisher, year.

For example: Детелић 2004: Мирјана Детелић. *Градови у хришћанској и муслиманској епизи*. CD-ROM. Београд: Балканолошки институт САНУ.

**8. Manuscript or copywriting on typewriter**

For example: Николић, Јован. *Песмарица*. Темишвар. Архив САНУ у Београду, sign. 8552/264/5, 1780–1783.

The manuscript should be quoted as per foliation (for example: 2a–3b), and not as per pagination, except in cases when the manuscript is paginated.

**9. Non-published dissertation**

For example: Гајић 1965: Драгутин В. Гајић, *Карактеристике развоја банкарства у Југославији између два светска рата*. Doctoral dissertation. Београд: Економски факултет.

**10. Non-published archive material** is quoted in accordance with the rules of the archive concerned (in almost all cases it is started from general to individual: archive, fund, box, folder, and document).

For example: Архив Југославије (АЈ), fund 66, Министарство просвете Краљевине Југославије, folder 2209, archive unit 7, Извештај просветног одељења Дринске бановине министру просвете бр. 2086, 8. јануар 1932.

## Reviews, polemics

Reviews, polemics and so on should have centrally set title size of 14 computer points, below which in bracket bibliographic unit should be written with relation to the review:

(Name, Surname [If it is collection, with usual indication Ed.]. Title of the reviewed publication. Place: Publisher, year of publishing, page numbers.)

The Author signs himself in italics with two rows of space behind the text, to the right margin. Behind the author's surname a note marked with star should stand in which affiliation, and e-mail address is written.

**For additional instructions, and information** on the way of quotation you can contact the Editorial board of the Collection of papers (institutskp@gmail.com) or consult literature:

ВРАНЕШ, Александра. *Од рукописа до библиотеке. Појмовник*. Београд: Филолошки факултет, 2006.

*MLA Style Manual and Guide to Scholarly Publishing*. 3rd edition. New York: MLA, 2008.

Russell, Tony et al. "MLA Formatting and Style Guide". *The Purdue OWL*, Purdue U Writin

g Lab, 2 Aug. 2016. <<https://owl.english.purdue.edu/owl/resource/747/01/>>. [16. 12. 2017].

Editorial Board of the *Collection of Papers*