

## INSTRUCTIONS FOR AUTHORS

Respected,

On the conference, only original scientific papers, short scientific announcements, case reports, reports and notifications from the specific area will be presented. The papers should be in the frames of the given topics and not published or presented on other conferences. One author can submit maximum two scientific-professional papers, of which only on one paper can be the first author.

**If you are interested for participation on the conference with your own presentation you should follow the next steps:**

- **To submit an abstract of the paper no later than 15.05.2022, within the published areas and topics.** The abstract should be written in Macedonian and English language, and should contain the following elements:
  - Title of paper; name/s of the author/s and institution/s they work in; short content; key words (from 6 to 8); e-mail address for correspondence in footnote.
  - The abstract for original scientific papers should have the following structure: Introduction; Subject/problem of research; Methodology; Results; Conclusion.
  - The abstract for scientific announcements, reports and notifications should have the following structure: Introduction; Subject and goals of the report; Conclusion.

Abstract should be formatted accordingly:

- Abstract length: maximum 300 words (not including the title, name/s of the author/s and institution/s they work in and key words).
  - Format: B5.
  - Margins: left and up 2,5 cm, right and down 2,0 cm.
  - Font: Times New Roman, with Macedonian support.
  - Letter size:
    - o Title: 14pt, **bold**
    - o Name/s of the author/s and institution/s they work in: 10pt
    - o Text: 11pt, italic
    - o Key words (from 6 to 8): 12pt, regular.
- **You will receive a notification for acceptance of the abstract, not later than 20.05.2022. After notification you should prepare the paper and submit it till 30.06.2022.**

Papers should to be written in **Macedonian or English language.**

Papers which are not according the technical requirements will not be given for a review. **Papers should not be longer than 10 pages (for original scientific papers), up to 5 pages (for preliminary scientific reports and professional papers) and 2 pages (for reports).**

Papers should be written according the following instructions:

- papers should be written with **1,0 spacing (Times New Roman, with Macedonian support, 11pt), B5 format, margins: up and left 2,5 cm, down and right 2,0 cm;**
- all acronyms and abbreviations should be written with full name before;
- citation of the literature is according Harvard referencing style.

The international system of measures (SI) and standard internationally accepted terms must be used in the papers.

### **Tables and images**

Images, tables and other graphic units in width must not exceed the margins, and in length must not be longer than one page. Tables and pictures are numbered with Arabic numerals (the number and title are written above the table, and under the picture in Macedonian or English) only black and white pictures with a resolution of 300 dpi and more.

### **Preparation of papers**

The paper contains: **cover page, abstract with keywords, text and literature.**

#### **1. Cover page**

- The title (in English and Macedonian) should be short, clear, informative and correspond to the content of the paper (Times New Roman, 14pt, Caps Lock, central alignment);
- Full names and surnames of all authors are written (Times New Roman, 12pt, central alignment)
- Indicate the full names of the institutions and organizational units in which the authors work and the places where the institutions are located (indicated by subtitle, Times New Roman, 10pt, central alignment).

**2. Abstract and keywords** (Times New Roman, 10pt, justify). For original scientific and professional papers on the second page there is a structured abstract with the title of the paper. Abstract is written in Macedonian and / or English language (**250 words**) and must consist **introduction, the purpose of the paper, methods, results** (specific data and their statistical significance) and **conclusion**. Below the abstract 3-6 keywords are presented which reflect the content of the paper should, and they are given after the subtitle "Keywords".

#### **3. Text of the paper** (Times New Roman, 11pt, justify)

The text contains the following chapters: **Introduction, Methods, Results and Discussion, and Conclusion**. Briefly state the reasons for the study or observation. Give only relevant data from the literature and do not present extensive reviews about the paper subject, as well as data or conclusions from the paper. State the hypothesis (if any) and the objectives of the paper. Clearly describe the choice of observation methods or experimental methods. Identify **methods**, cite data from the literature on selected methods, including statistical. **Results** should be given in logical order in the text, tables and illustrations. Emphasize or summarize only important remarks in the text. In the **discussion** emphasize only new and important aspects of the study and the conclusions drawn. Link observations to other relevant studies. Relate the **conclusions** to the objectives of the paper, but avoid conclusions that do not fully support the data presented in the paper.

**4. Literature** - Literature is cited according Harvard referencing style. The Harvard system prescribes writing the authors' surnames and the year of publication (e.g. Smith, 2007) within the text. The last name and the year should be in brackets, if the last name is not part of the sentence. In case of two authors, both surnames (without initials) and year are given in brackets (e.g. Smith and Mauri, 2007). If there are more than two authors, only the last name of the first author is written followed by "et al". When two or more references by the same author from the same year

are cited, in the first quoted place in the text, besides the year of publication "a" is added, then "b", and so on. For foreign cited literature all authors, if there are 6 or less, should be listed by adding the listed letters after the year. In the final list of literature, the order of references is given in alphabetical order, according to the surname of the first author.

### **5. Tables**

All tables are printed in single spacing, Times New Roman, 10pt. They are marked with Arabic numerals, in the right corner (Table 1.), and for each a short title in Macedonian or English is given. Each table must be mentioned in the text. If someone else's data is used, it is obligatory to state it like any other data from the literature.

### **6. Images**

Images are all forms of graphic attachments. The legend for the image is written below the image, using Arabic numerals. If symbols, arrows, numbers or letters are used to explain a particular part of the image, each should be explained individually in the legend.

### **7. Acronyms/abbreviations and symbols**

Use only standard acronyms/abbreviations. Acronyms/abbreviations in the title and abstract should be avoided. A full name with an acronym/abbreviation in brackets should be given when the term is mentioned of in the text for the first time.

### **8. Ethics**

When reporting on human experiments, it should be noted whether these procedures were in line with ethical standards (institutional or regional). Do not use patient names, initials or hospital numbers.

### **9. References (Times New Roman, 10pt, justify)**

Literary references should be written in accordance with Harvard Rules, as following: surname, initial of the name, names (of all authors), period, title of the paper, period, name of journal, year of publication, semicolon (;), volume, bracket with issue of the journal, two dots (:), number of the first and last page of the paper, period.

#### **Examples of citations:**

##### *a) A book:*

Surname(s), initial(s) of the name(s) of the author(s) separated by commas using the conjunction "and" before listing the last author. (year of publishing). Book title. Edition (edition is stated only in case if is not the first edition, e.g. 4th edition or 3rd ed.). Place of publication of the book (the city should be indicated, not the country): Publisher.

Example: Vantić-Tanjić, M. i Nikolić, M. (2010). Inkluzivna praksa – od segregacije do inkluzije. Tuzla: OFF-SET.

##### *b) For edited book chapters:*

Surname(s), initial(s) of the name(s) of the author(s) and chapters of the edited book. (year of publication of the chapter). Title of the chapter followed by: Editor's initial(s) and surname with ed. or eds. After the last name. (year of issue). Name of the book. Place of publication of the book: Publisher. Number on the first and last side of the head followed by a dot.

Example: Samon, C. (1970). Problems of information studies in history. In: S. Stone, ed. 1980. Humanities information research. Sheffield: CRUS, str. 44-68.

##### *c) A paper published in a scientific journal:*

Surname(s), initial(s) of the name(s) of the author(s). (year of publication). Name of the paper. Full name of the journal. Volume (issue number / name), page number.

Example: Huremović, A. i Iličković, M. (2007). Sposobnosti organizacije leksičkih znanja u osoba oštećenog sluha. Defektologija. 13 (2), str. 169-177.

*d) For graduate or master thesis and dissertations:*

Surname, initial of the author. (year of publication). Title. Type of thesis, Place of publication: Faculty, University.

Example: Mrkonjić, Z. (2009). Povezanost verbalne komunikacije sa kvalitetom života u osoba sa afazijom. Doktorska disertacija, Tuzla: Edukacijsko-rehabilitacijski fakultet, Univerzitet u Tuzli.

*e) When citing sources from web sites:*

Author or source (year of publication). Title of the document or website. [media type] Available at: web address [content access date]. If the URL is too long, it is necessary to provide details that will allow the reader to access the data through a central web page (i.e. homepage).

Example: Ministarstvo civilnih poslova BiH (2009). Strategija razvoja nauke u Bosni i Hercegovini 2010.–2015. [Internet] Dostupno na: [http://www.mcp.gov.ba/zakoni\\_akti/Archive.aspx?template\\_id=19&pageIndex=1](http://www.mcp.gov.ba/zakoni_akti/Archive.aspx?template_id=19&pageIndex=1) [pristupljeno 12. maj 2010].

### ***10. Acknowledgements***

In appendix you can express acknowledgements to:

- department;
- technical assistance;
- financial and material assistance.

List financial relations that could cause a conflict of interest.

**Papers that are not prepared according to the instructions will be returned to the authors.**

**You need to pay the registration fee by 20.05.2022 in order for your paper to be published in the Conference proceedings.**