

## INSTRUCTIONS FOR AUTHORS

The *Sociological Annual (Godišnjak za sociologiju)* journal publishes original research, review papers and work done by experts from all areas of sociology (and other socio-humanistic disciplines), papers which have previously not been published, nor submitted for publication to any other journals.

**The review process and publication.** The submitted manuscripts will be reviewed by two independent and anonymous reviewers (not coming from the same institution as the author[s]). Based on the review results, the journal editorial board will make the decision on whether to publish the manuscript and will inform the author of its decision. The possible decisions include the following: a) acceptance of the manuscript in the form it has been received; b) acceptance with minor changes; c) publication with major changes to the manuscript and d) rejection.

**The text of the manuscript.** The manuscript must be in Microsoft Word .doc format, font Times New Roman, size 11, line spacing single, B5 format. All papers should contain the page number, flush right, in the header of every page. Use the automatic page-numbering function of your word-processing program to insert page numbers in the top right corner; do not type page numbers manually. The title page is page number 1. The main body of the text (without the references and appendices) should contain no more than 30.000 characters with spacing, but the editorial board does reserve the right to publish longer manuscripts as well. Text preparation should be in accordance with the standards and rules defined in the 7th edition of the *APA Publication Manual*, and the manuscript should contain a title and abstract with key words, as well as an introduction section, Method, Results, Discussion, Conclusion (optional), References and Appendices (optional) section. The problem, objectives and hypotheses of the research should be presented at the end of the introduction section. Indent the first line of every paragraph 0.5 in/1.27 cm.

Use a numbered list to display complete sentences or paragraphs in a series (e.g., itemized conclusions, steps in a procedure). Use a lettered or bulleted list rather than a numbered list if the items are phrases (if the order of the phrases is not relevant). When quoting the instruments used in the research, the response format should also be provided, with the answers provided being in *Italic* style (e.g. 1 - *generally disagree*; 2 - *partially agree*; 3 - *nor agree, nor do they agree I agree...*). The text should be proofread prior to submission.

**The title of the manuscript.** On the first page of the manuscript the title should be written in bold letters (all significant words are capitalized), centered. The title should be as concise as possible, and such that it unambiguously allows the reader to conclude what the manuscript will be about. Beneath the title, the names of the authors and their affiliations should be stated. After the name of the first author insert a footnote containing the email address of the author.

**The abstract.** The length of the abstract should not exceed 250 words. The abstract should be in one paragraph and contain the most relevant information on the text (the aim of the research, the method, results and conclusion). The abstract as a rule does not contain any references. After the abstract, the key words should be included in a new paragraph. Do not include more than five key words.

At the end of the text, after the reference section, the title should be written in bold, centered in Serbian. Beneath the title, the names of the authors with their affiliations translated into Serbian, followed by the abstract with key words in Serbian. All the rules for writing the abstract in English also apply to writing the abstract in Serbian. If authors do not speak Serbian the journal will provide the translation.

**Titles and subtitles.** The **paper title**, that should be at the top of the first page of text (all significant words are capitalized), and section titles (**Method**, **Results**, etc.) are written in **bold**, centered. Second and third level headings are written in **bold**, left alignment.

**The names of the instrument are written in bold letters** with a dot at the end, and other necessary data for the instrument are given below. Provide the full name of the instrument, abbreviation and reference.

Example: **Inventory for the assessment of positive and negative affect (PANAS-X; Watson et al., 1988; for Serbian adaptation see Mihić et al., 2014).**

**Tables, images and graphs.** Tables, images and graphs should be provided in Word format. The text in the tables, graphs and images can be in a language other than the language of the text only when that is justifiable based on the topic and content of the manuscript (for example a comparison of the test items in various languages, followed by an overview of how each item is translated into the two languages, etc.). The distribution of the data in the tables should be achieved solely through organizing the cells and using the tools for working with tables. The use of formatting in the tables or using spaces and similar characters to achieve the desired distribution is not permitted.

Each table needs to be marked by a number and appropriate title (for example. Table 7. *The results of the parallel analysis*). Each category (image, graph, table) should be numbered sequentially. If the image has been taken from somewhere else, it is obligatory to cite the source.

The tables should also be organized according to APA standards. The tables should have a left adjustment. Each table should be labeled with the number, bold (e.g. **Table 7**) and the appropriate name, with the name being *Italic* style, and all significant words are capitalized (e.g., *Parallel Analysis Results*). The number of the table and its name should be above the table having a left adjustment, and the title of the table is single line below the number of the table. The tables should not

contain vertical lines, the font should be 10 pt (unless the table needs to be reduced), and the line spacing should be 1 (Single). You should not bold the values in the table. If the representation of the  $p$  value of a table represents an unobtrusive, statistically significant value can be marked by the stars, and it will be necessary to include their meaning below the table (e.g. *Note.* \*  $p < .05$ ; \*\*  $p < .01$ ; \*\*\*  $p < .001$ ). The data shown in the table should be aligned by points. You can find more information on formatting the table in the writing form (template).

Example of the table formatting:

**Table 1**  
*Correlation between subjective well-being and loneliness*

	Social loneliness	Loneliness in love	Loneliness in family
Satisfaction with life	-.51**	-.34**	-.34**
Positive affect	-.21**	-.04	-.11
Negative affect	.16	.07	.19**

*Note.* \*\*  $p < .01$ .

Images and graphs should also be organized according to APA standards. Each image or graphic should be labeled with the number, bold (e.g. **Graph 5.**) and the appropriate name, with the name being *Italic* style, and all significant words are capitalized (e.g., *Distribution of results in the experimental group*). The number of the image/graph and its name should be above the image/graph having a left adjustment, and the title is single line below the number of the image/graph. The abbreviations listed in the tables and figures should be explained below the table or figure.

**Statistical data.** The displayed statistical data must be relevant, that is, should display only the results of those statistical procedures which are relevant to the topic of the text. **The same data should not be presented in both graph and table form.** It is recommendable to use conventional means of concluding based on statistical data (for example, the levels of significance  $p$  (for example: .05, .01, .001). The results of the statistical tests should be given in the following form:  $F(5, 109) = 2.42, p < .05$ , and likewise for other tests (for example  $\chi^2(3, N = 323) = 3.44, p < .01$  or  $t(120) = -33.63, p < .01$ ). Statistical indicators should be in *Italic* style (e.g.,  $F, r, p, N, M$ ) except for Greek characters ( $\alpha, \beta, \chi, \lambda$ ). If decimal numbers are decimal, two decimal places are required, unless the value of the statistical indicator is such that it requires guidance and treatment. Decimal numbers should be separated by a dot, instead of a comma. If the range of the value of the parameter is 0 to 1, 0 is not written before.

**Citations and including references in the text.** Every quotation or claim which is not based on the research findings presented in the text should be

accompanied by a reference provided in parentheses immediately following the quote in the following format: (Buttermore, 2009). If text is literally being quoted from the source, that part of the text is included in quotation marks, and the page on which the quote can be found is also included in parentheses following the reference (for example, Rot, 1985, p. 56). For each quotation longer than 350 characters, it is necessary to provide written consent from the authors for publishing these quotes in the text.

If the text has one or two authors, list author(s) in every citation (Tracy & Robins, 2004). If the text has three or more authors, cite only the last name of the first author and the abbreviation “et al.”. If there are several sources cited in parentheses, they should be listed in alphabetical order based on the authors’ last names, and not in chronological order (for example, Beck et al., 1985; Clark & Wells, 1995; Ollendick & Hirshfeld-Becker, 2002; Rapee & Heimberg, 1997; Rapee & Spence, 2004; Schenker & Leary, 1982).

**List of references.** The reference list should be on a new page after the text. Place the section label “**References**” in bold at the top of the page, centered. Order the reference list entries alphabetically by author. Complete biographical data for all the quotations should be cited in accordance with APA guidelines (7th edition) (<http://www.apastyle.org/>), and in the section titled References. All of the references included in the text must also be included in the list of references (and vice versa).

**Text formatting in reference list:** Times New Roman, 11 pt., Line spacing: single; Paragraph alignment: Justify, Paragraph Indentation: Hanging, indent of 0.5 in/1.27cm (meaning that the first line of the reference is flush left and subsequent lines are indented 0.5 in. from the left margin.).

**Title of the paper or the book which are not on English,** should be translated in English (for example, Stojiljković, S. (1998). *Ličnost i moral.* [Personality and morality.] Institut za pedagoška istraživanja.)

### **Instruction and examples of citing in reference list:**

**Books (monographs)** are cited in the following manner:

Palmore, E. (1999). *Ageism: Negative and positive.* Springer

Stojiljković, S. (1998). *Ličnost i moral.* [Personality and morality.] Institut za pedagoška istraživanja.

**Chapters in a book or proceedings** are cited in the following manner:

Widiger, T. A. (2005). Classification and diagnosis: Historical development and contemporary issues. In J. E. Maddux & B. A. Winstead (Eds.), *Psychopathology: Foundations for a contemporary understanding* (pp. 63-83). Erlbaum.

**Journal articles** are cited in the following manner:

Tracy, J. L., & Robins, R. W. (2004). Putting the self into self-conscious emotions: A theoretical model. *Psychological Inquiry*, 15(2), 103-125.  
[https://doi.org/10.1207/s15327965pli1502\\_01](https://doi.org/10.1207/s15327965pli1502_01)

In-text example: (Tracy & Robins, 2004)

**Webpage on a website** - Author Surname, Initial(s) *or* Organisation Name. (year).  
*Title of webpage*. Site Name. URL

In text (Author, year)

If there is no information about the year then in parentheses should be given abbreviation n.d.

Citing **unpublished manuscripts** (for example, abstracts from scientific conferences, unpublished papers, etc.) is not desirable. If it is impossible to avoid, complete data regarding the source should be provided, based on the following general format:

**Unpublished dissertation or thesis**

Author, A. (year). *Title of the master's or doctoral dissertation* [Unpublished master's or doctoral dissertation]. The name of the institution.

**Published dissertation or thesis**

Author, A. (year). *Title of the master's or doctoral dissertation* [Master's thesis or Doctoral dissertation, The name of the institution]. Date base/Archive. URL.

Referring to **secondary sources or citing them** (for example, Gray, 1982; as cited in Smederevac et al., 2014) should be also avoided.

**If one author is cited more than once**, the publications are included based on the year of publication, that is (if there are any co-authored works) according to the last name of the co-author.

**If more than one work of the same author published in the same year** is being cited, the years need to be marked out in letters a, b, c, for example (1995a), (1995b), both in the text itself and in the reference section.

**Appendix.** The appendix should include only those descriptions of material which would be of use to the readers for understanding, evaluating or reproducing the research.

**Footnotes and abbreviations.** Footnotes should be avoided, except when necessary (for example, citing that the work originated as part of a project, etc.). Abbreviations should also be avoided, with the exception of frequently used ones. Abbreviations which are included in tables and images should be explained.

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I hereby declare:

- that this manuscript has not previously been published, nor submitted for publication elsewhere;
- that all the authors have agreed to submit the manuscript to the journal *Godišnjak za sociologiju* and that they have approved the submitted version of the manuscript;
- that the manuscript was written in accordance with valid ethical standards;
- that valid consent was obtained from all persons who participated in the study as respondents, which means that the consent for the participation was taken in accordance with the code of ethics and legal provisions governing the collection of personal data (for testing minors this means that the parental consent was obtained);
- that if the manuscript is the result of work done on a project, after the title a footnote has been included which contains the name of the financiers of the project and the project number;
- that if the same analyzed sample has already been used to write another paper or for presentation at a conference, that this will be indicated in a footnote on the first page;
- that if some portion of the data have already been presented at a conference, information on the conference will be provided in a footnote on the first page;
- that at least one of the authors has permission to use the instruments and software.

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The manuscript, having received positive reviews, has been submitted to the editorial board of the journal *Godišnjak za sociologiju* in its final version, ready for technical processing and preparations for publication, without any further changes needed in the text. The manuscript has been prepared in accordance with the guidelines for the technical preparation of the manuscript.

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