

GUIDELINES

FOR SUBMISSION OF PAPERS FOR *KULTURA* JOURNAL

KULTURA is a scientific journal which was categorized at proposal of the Referent Scientific Board by the Ministry of Education, Science and Technological Development of the Republic of Serbia as the leading national journal, marked M 51.

1. Papers for publication in this journal are submitted in the following manner:

1.1 On an external memory stick (USB drive);

1.2 By e-mail to: kultura@zaprokul.org.rs

2. All papers need to be:

2.1 A word document including basic text, footnotes, key words (4 to 7 words in Serbian and 4-7 words in English) and an abstract in Serbian (max. 150 words),

2.2. A word document including title and an abstract in English (max. 300 words),

2.3. A word document with the list of illustrations (if any) with indicated places in the text where the illustrations should be placed. Only black and white illustrations are accepted, or those which are readable when printed in black and white (max. 7). Sources of illustrations must be stated.

2.4. Particulars of the author: name and surname, year of birth (necessary so we can check the Central data base of the National Library of Serbia and determine the UDK number of the article in the journal issue), postal address, mobile phone number, e-mail address, affiliation (full official name and seat of the institution the author is employed with or for which the research is done). In case of complex organizations the entire hierarchy is listed, e.g.: University in Belgrade, Faculty of Philosophy – Department of Sociology, Belgrade)

3. General recommendations

3.1. The text of the article, with the list of referent literature, should be from 10 to max 15 computer pages as defined herein, including graphs and illustrations.

3.2. Review texts should not exceed 5 pages, as described.

3.3. Scientific polemic articles should be treated as any other article, and should comply with the same limitations. Any personal attacks on the opponent should be avoided, and the paper should instead focused on argumentation. Without any special justification, the board of editors retain the right to deny to opponents further publications in the next round of polemics, after publication of the polemic article and the reply article.

3.4. Papers which are submitted for publication in the *Kultura* Journal are subject to anti-plagiarism checks performed by the Centre for Evaluation in Education and Science –CEON. Additionally, the authors must submit a signed digital declaration as a guarantee that the submitted text is original.

4. Technical instructions:

- 4.1. The texts written in English language are submitted in .doc format of the Microsoft Word Program package 97 or more recent. The font should be – Times New Roman, size 12, and the line spacing – Single.
- 4.2. The title is to be placed centrally, followed by an abstract in Serbian and the key words in Serbian.
- 4.3. If the paper is financed by an institution, the first footnote should specify the title and number of the project i.e. programme on which the paper was written, as well as the name of the institution funding such a project/programme.
- 4.4. When a foreign name is first mentioned in the text, the original spelling of the name should be given in the brackets; use of the name should be consistent throughout the text, with consistent transcription and no further mention of the original spelling.
- 4.5. Referent bibliography in footnotes and literature are specified without transcriptions, in original spelling. If the cited literature was published in Cyrillic, the references in the footnotes and in the bibliography lists should also be specified in Cyrillic. If they are published in Latin lettering, the Latin lettering should be used in the footnotes and bibliography references. Quotes and references to literature in the footnotes should fully match the list of referent bibliography given at the end of the paper.

5. Footnotes

Footnotes are listed at the bottom of each page. Their numeration is continuous, in Arab numbers, starting from 1, and they are placed after the punctuation marks. Footnotes are to be used less for comments and more for source references; one footnote can contain max. 100 words. Quoting system:

5.1. Monographic publications:

Full last name, first name initial. (year of publication) Title of the monograph (in italic); Place of publication, Name of the publisher, page.

Example: Adorno, T. (1968) *Philosophy of new music*, Belgrade, Nolit, p. 45

5.2 Periodicals:

Full last name, first name initial. (year of publication) Title of the article (in regular), Title of the periodical (in italic), number of the issue, Place of publication: Name of the publisher, page.

Example: Bugarski, R. (1973) Semiotic approach to music, *Kultura* no 23, Belgrade: Center for Study in Cultural Development, p 146

5.3. Collections, conference papers, lexicons, glossaries etc.:

Full last name, first name initial. Title of the article, in: Title (in italic), edited by Last name, First name initial. (year of publication), Place of publication: Title of the publisher, page.

Example: Park, R. E. The City: Suggestions for the Study of Human Nature in the Urban Environment, in: *Sociology of the City*, edited by Vujović S. (1988), in Belgrade: Institute for textbook publishing and teaching aids, p. 150

5.4. In case publications are in foreign languages:

Use conjunctions “and” and “in” (in place of Serbian “i” and “u”), use “ed.” or “eds.” (for editor/s, in place for Serbian “priređio/la/li”) and “p.” (for page, in place of Serbian “str.”).

Example: Brunet, R. and Ferras, R. *Identité*, in: *Les mots de la géographie. Dictionnaire critique*, eds. Brunet, R. Ferras, R. and Théry, H. (1992) Paris: Montpellier, p. 30.

5.5. Unpublished master and doctorate thesis:

Last name, First name initial. (year on the title page of the thesis or dissertation) Title of the thesis or dissertation (in italic), type of paper (master thesis or doctorate dissertation) (name of the Faculty where it was defended, name of the University, Place of publication, page.

Example: Crnobrnja, A. N. (2005) *Lux perpetua – the lights and lamps in the cults in Upper Moesia*, master thesis, Faculty of Philology, University in Belgrade, Belgrade, p. 120

5.6. Texts from daily publications:

Last name, First name initial. (date of publishing) Title of the text, Title of the daily publication (in italic), page.

Example: Tatić, D. (July 18, 1998) *The truth about master builders*, *Politika*, p. 15.

*If the author of the text is unknown, write the author is: anonymous.

Example: Anonymous, (November 13, 1938) *What our architects think about modern architecture*, *Vreme*, p. 10.

5.7. The same source is referred to further in the text by Ibid.

Example: 33 Bugarski, R. (1973) Semiotic approach to music, *Kultura* no. 23, Belgrade: Center for Study in Cultural Development, p. 147.

34 Ibid, p. 148.

5.8. When the same source is referred to later, in another part of the text (up to two pages after previous footnote), write as op. cit.

Example: 40 Bugarski, R. op. cit. p. 149.

5.9. Internet sources are to be quoted as follows: the author of the text as specified above (if known), title of the internet source, date of uploading or last website update (if stated), date of the website consulting, full link to the cited page.

Example: Rose, M. More on Bosnian “Pyramids”, June 27, 2004, July 18, 2006, <http://www.archaeology.org/online/features/osmanagic/update.html>