

## INSTRUCTIONS FOR PAPER SUBMISSION

*Reči: a Journal of Language, Literature and Culture* is categorised as an interdisciplinary scientific journal by the Serbian Ministry of Education, Science and Technological Development (M53). Instructions for the preparation of manuscripts conform to the Act on Scientific Journal Editing, No 110-00-17/2009-01, Belgrade, 9 July 2009.

All submitted papers are reviewed by qualified scholars after the editor's assessment. The authors' identities are not disclosed to the reviewers, nor do the authors receive information about the reviewers. Upon receiving the reviews, the Editorial Board decides on the publication, correction or rejection of the papers. The authors whose papers have been rejected or returned to be corrected are sent the reviews.

Only the articles that have not been previously published can be accepted for publication. If the article is a previously amended or modified work, the author is required to submit a copy of the earlier version.

The *Reči* Journal can exceptionally publish critical editions of scientific, historical, archival, lexicographic or bibliographic materials as well as non-scientific texts that may be of use to researchers.

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### **Basic information on the manuscript length and style requirements**

If a paper is in Serbian, it should be written in Cyrillic alphabet. Texts in Serbian should be prepared according to the official Orthography of 2010 and the Normative Grammar of 2013. Papers can be published in English or other foreign languages complying with the norms of those languages.

**Manuscript length** should not exceed 30,000 characters (with blanks) not counting the footnotes. The **font** is Times New Roman, size 12, line spacing 1.5; for footnotes Times New Roman size 10 should be used. Footnotes should be used for further clarification and not for references. Italics should be used to emphasize words or phrases.

## **Article structure**

**Information on the author** should be provided at the beginning of the paper, formatted in the same way as the main text (Times New Roman 12). It should include the author's first name, middle initial(s), last name and affiliation. Affiliation means the institution in which the author is employed, it should be printed immediately after the author's name, and the function and position of the author should not be mentioned. In the case of a more complex organization, the entire hierarchy should be provided. For example: University of Belgrade, Faculty of Philosophy, History Department, Belgrade.

A footnote with the author's e-mail address should be included after the author's last name. In the case of collaboration, the e-mail address of the first author is given. The authors' positions and titles should not be included. If the paper is written as part of a project, a footnote with the information on the project number, its leader and the institution financing the project should be provided after the title of the paper. Acknowledgments and comments may also be given in this part of the paper.

**The title of the paper** should be precise and informative in order to facilitate search and indexing. The title should be written two lines below the affiliation, centered, in capital letters.

**The abstract** should contain introductory information on the research, a brief explanation of the problem addressed, the methods used, clear and concise results, and an opinion on the effect and implications of the discovery. The abstract should contain only the most important details necessary for understanding the relevance of the article. The abstract should be written in the language of the paper, Serbian and English and contain 150 to 200 words. The Journal will provide Serbian translation for the abstracts of foreign authors.

**Keywords** are given after the abstract. They should not contain words used in the title, but essential words drawn from the paper's content. There should be up to 10 keywords.

**After the main text**, a Reference List should be provided (use APA (American Psychological Association) citation style). The Reference List is followed by the Title of the paper, Summary, and Keywords in a foreign language if the paper is written in Serbian; if the paper is written in a foreign language, these three segments should be in Serbian. **The summary** should contain concisely formulated key ideas of the paper. In contrast to the abstract, it should concentrate on the results, findings and conclusions. The summary should be longer than the abstract, containing up to 250 words.

**At the end of the text**, in the lower right corner, the Editorial Office will provide the dates of submission, approval and resubmission (if applicable) of the paper in a chronological order.

The paper may contain **subtitles**. They should be indented and should not be written in capital, but bold letters.

The article should be organized into **paragraphs**. Paragraphs must contain more than one sentence.

**Numbering** of pages, paragraphs and subtitles is not necessary.

**Additional materials** (figures, tables, charts, graphs, photographs, documents, transcripts) are welcome and will be published with the permission of the copyright owner. These materials should be submitted in a separate file, and their place in the main text should be marked by square brackets. The materials should not be inserted in the text. For example: [Figure 1] [Table 3]. Black and white reproductions should be submitted as TIFF (300 d.p.i. resolution) or EPS (800 d.p.i.) files. Tables should be simple, without shading or color, and should always have captions in the language of the paper and the language of the summary.

### **Reference style**

**APA citation style** is used.

**Quotations** should be put in quotation marks. In Serbian, quotes are written according to the Orthography of the Serbian language („“); in English, they are written according to the norm of the English language (“ ”). Only verses are italicized. Quotations exceeding 40 words should be set in a separate paragraph, without quotation marks. When quoting a foreign author in the main body of the text, translation or transcription of the author's name is first given, and then the author's original name in square brackets [ ], e.g. Džonatan Kaler [Jonathan Culler]. The same principle applies to foreign terms and expressions. If sentences in a foreign language are quoted, translation is given in the main text, and original text in the footnote, always citing the source.

**In-text references** are given in parentheses containing the author's surname, year of publication, a colon and the page number, e.g. (Culler, 1997: 32). In the case of multiple authors, the surnames of the first two authors are given separated by commas, e.g. (Samardžija, Juhasz et al., 2011: 34).

### **Reference list**

The reference list should be separated into sources and references.

#### **How to cite:**

##### ➤ **Books and monographs:**

- single author

Culler, J. (2007). *The Literary in Theory*. Stanford: Stanford University Press.

- multiple authors

Ward, G. C., & Burns, K. (2007). *The War: An Intimate History, 1941-1945*. New York: Knopf.

- electronic books

Eckes, T. (2000). *The developmental social psychology of gender*. Retrieved from: <http://www.netlibrary.com>

➤ **Chapter in a book**

Hemingway, E. (1999). The killers. In J. Updike & K. Kenison (Eds.), *The best American short stories of the century (78-80)*. Boston, MA: Houghton Mifflin.

➤ **Journal or newspaper article**

The reference must contain the author's name, the year of publication, title of the article, name of the journal (italicized), volume number, and page number.

Haraway, D. (1988). Situated Knowledges: The Science Question in Feminism and the Privilege of Partial Perspective. *Feminist Studies*, 14 (3), 575-599.

Stolić, A. (2001). Društveni identitet učiteljice u Srbiji 19. veka. *Godišnjak za društvenu istoriju*, Beograd, 3: 205-232.

Bowman, L. (1990, March 7). Bills target Lake Erie mussels. *The Pittsburgh Press*, p. A4.

➤ **Conference proceedings**

Singh, K., & Best, G. (2004). Film induced tourism: motivations of visitors to the Hobbiton movie set as featured in *The Lord of the Rings*. In *Proceedings of the 1st International Tourism and Media Conference, Melbourne (98-111)*. Melbourne: Tourism Research Unit. Monash University.

➤ **Unpublished doctoral dissertation or master's thesis**

Kassover, A. (1987). *Treatment of abusive males: Voluntary vs. court-mandated referrals* (Unpublished doctoral dissertation). Nova University, Fort Lauderdale, FL.

➤ **Electronic sources**

The reference should contain the name of the author, the date of publication, title of the document, the date when the site was accessed and the URL.

Wood, J. (2014, May 19). The World As We Know It. *The New Yorker*. Retrieved from: [http://www.newyorker.com/arts/critics/books/2014/05/19/140519crbo\\_books\\_wood](http://www.newyorker.com/arts/critics/books/2014/05/19/140519crbo_books_wood) [30.06.2014]

➤ **Archival sources**

Tarkington, B. (1924, May 8). [Letter to George Ade]. George Ade Papers, 1878-2007, The Virginia Kelly Karnes Archives and Special Collections Research Center (Box 10, Folder 5), Purdue University Libraries, West Lafayette, IN.

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