Authors Guidelines

Submission of manuscripts

To ensure that papers are original and have not been previously published or submitted to another journal, they must follow specific guidelines. Any papers that do not meet these guidelines will not be considered.

The journal does not charge any fees during the submission, reviewing, and production stages.

When submitting a paper, the author must provide basic contact information, including their first name, surname, middle initial, scientific title, mobile and landline numbers, postal address, email address, institution of employment, and position. This information will not be published, but it will be used for editorial correspondence with the author. The metadata provided as part of the paper will be published in the journal.

If a paper has attachments, they must be submitted in electronic format. The paper text and graphic attachments, such as photographs and charts, should be in separate documents.

Rights and obligations of authors and publishers

Once the editor and reviewers have accepted a paper and it meets the journal's criteria for relevance and professional level, it will be published. However, the Editorial Board reserves the right to make adjustments to the paper to ensure it adheres to the general rules of journal editing and language standards. It is important to note that any opinions expressed in the published papers are solely those of the author and do not reflect the views of the editor, reviewers, or publisher. If a paper is accepted for publication, the publisher holds the rights to reproduce the paper in any other media from the date of acceptance. To ensure acceptance, the

paper should be prepared according to Svarog journal standards. If the criteria are not met, the Editorial Board may not accept the paper or may request additional adjustments, which could delay publication.

Paper scope, document formats, styles and formatting

The paper should not exceed 16 A4 pages or 30,000 characters in length. It is important to structure the paper accordingly. When submitting a paper in electronic format, it must be in one of the standard formats: doc, docx, or rtf in Microsoft Word. If you need to include images, photographs, charts, or other illustrative attachments, they should also be submitted in electronic format. The resolution of these attachments should be at least 300 pixels per inch in actual size. Attachments in electronic format must be submitted as separate documents in one of the standard formats: jpeg, tiff, gif, pdf, indd, or ai Adobe Illustrator. Please make sure to title the attachments appropriately and clearly mark the place in the paper where the attachment appears, using the attachment title as stated in the media. Regardless of the language used, the paper must be typed in a Unicode-supported standard, preferably using Times New Roman font.

All papers must be written in English language with titles, abstracts and keywords in Serbian. The language of the paper attachment should be in English. The costs of translation of parts of the papers from Serbian into English and vice versa are at the author's expense. The editorial staff must appoint the proofreaders for both Serbian and English.

Additional components of the paper

To ensure complete anonymity during the review process and to avoid any potential issues, it is recommended that the author's name, surname, email address, and affiliation be stated in a separate document rather than in the file attachment. The author's full name, including the middle letter, should be provided, and the names and surnames of local authors should be stated in their original form, with Serbian diacritic marks. Scientific titles of the authors should not be included. The journal should include the address or email address of the authors. If there are multiple authors, only the contact information of the first author should be provided.

The full (official) name and address of the institution where the author is employed, and possibly the name of the institution where the author carried out a survey, should be included. In complex organizations, the full hierarchy should be stated. At least one organization in the hierarchy

must be a legal entity. If there are several authors of the paper, and some are from the same institution, all institutions must be stated.

It is important to write the names, surnames, and affiliations of authors in both English and Serbian languages.

Abstract

The abstract is a concise summary of the paper's content that enables readers and editorial participants to quickly and accurately evaluate its relevance. It is in the author's best interest to include terms commonly used for indexing and searching articles. The abstract should include the objective, methods, results, and conclusion of the research and should be between 100 and 250 words. It should be placed at the beginning of the paper, between the title and keywords, and written in English. Additionally, an abstract should be included at the end of the paper, after the paper title in Serbian, and the names, surnames, and affiliations of the authors in Serbian language. The abstract at the end of the paper should be written in Serbian and should not contain references.

Content of the paper

The paper should be aimed at both scientific and professional audiences, with clear and prominent objectives, research results, conclusions, and references. The ideas presented in the paper must be original and make a significant contribution to the research subject, while the methodology used must be clearly described. Additionally, the paper should include a bibliographic unit at the end, listing all references cited in the text.

Keywords

Keywords are specific terms that accurately describe the content of a paper, making it easier to index and search for. These terms should be chosen retrospectively, using an internationally recognized source such as a list, dictionary or thesaurus that is widely accepted within the relevant scientific field. It is recommended to use 4-6 keywords, including frequent words. The English keywords should be listed after the abstract in the first part of the paper, while the Serbian keywords should be listed at the end of the article, after the Serbian abstract.

Previous versions of the paper

If you presented a previous version of your paper orally at a conference with the same or a similar title, it's important to include this information in a separate note. This note should be placed at the bottom of the first page and marked at the beginning of the text. It's not allowed to publish a paper that has already been published in other journals with the same or a similar title.

Tables and charts

Consistent formatting is crucial when presenting tables and charts in a paper. It is recommended to number each table, chart, or image in the order they appear on the paper, and provide an appropriate title (e.g., Table 1: Correlation of the Variables). The name of the table or graph should be written above it, while the source should be listed below it. If the table or graph presents the results of the author's research, the author's analysis should be provided below the source.

Quotation in the paper

When you are using quotes from sources, it is crucial to indicate them in the text by mentioning the author's last name, the year of publication of the quote (and the page number from which the quote was taken) in parentheses. It is important to ensure that the quote is an exact match with the original, including punctuation marks and diacritics. If any part of the quoted text is omitted, it should be indicated with three dots in square brackets. Additionally, all comments, objections, and reconstructed quotes should also be listed in square brackets.

Notes (footnotes)

Automated tools should be used to add footnotes for quoted text.

References

Academic papers rely heavily on references, which include bibliographic resources such as articles and monographs. These references are listed separately and require different formats for bibliographic data. It is crucial to adhere to APA standards to ensure proper formatting and

avoid rejection for publication. When summarizing sources of various types, it is important to follow APA citation guidelines.

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Source Type	List of References Entry	In-Text Citation
Book	Author(s). (Year). Title of book. Publisher.	(Author, Year)
Book with multiple authors	First author, Initial. Middle initial. Last name, Second author, Initial. Middle initial. Last name, & Third author, Initial. Middle initial. Last name. (Year). Title of book. Publisher.	(First author et al., Year)
Chapter in an edited book	Author(s). (Year). Chapter title. In Editor(s), Title of book (pp. Page numbers). Publisher.	(Author, Year)
Article in a journal	Author(s). (Year). Title of article. Journal Title, Volume(Issue), Page numbers.	(Author, Year)
Website	Author(s). (Year, Month Day). Title of article or webpage. Website Name. URL	(Author, Year)
Newspaper article	Author(s). (Year, Month Day). Title of article. Newspaper Title, Page number(s).	(Author, Year)
Journal article published only online	Author(s). (Year). Title of article. Journal Title, Volume(Issue), URL	(Author, Year)
Unpublished thesis or dissertation	Author(s). (Year). Title of thesis or dissertation [Type of thesis or dissertation]. University.	(Author, Year)
Legal source	Title of law or regulation. (Year). Law or Regulation Name. Publisher.	(Title of law, Year)
Standard	Organization. (Year). Title of standard. Publisher.	(Organization, Year)
Work without publication date	Author(s). (n.d.). Title of work. Publisher.	(Author, n.d.)