

# INSTRUCTIONS FOR AUTHORS

The manuscript that the author wants to publish in the *Matica Srpska Social Sciences Quarterly* (ZMSDN) is sent electronically to the address: **npavlovic@maticasrpska.org.rs** or **zmsdn@maticasrpska.org.rs**. The statement form that the paper has not (nor will be) published or offered to another journal or publisher for publication electronically will be submitted by an expert associate of the Department. If the paper has co-authors (two or three), a co-author's note on the contribution of each of the authors in the paper is required, and the reviewers, the editor-in-chief and the Editorial Board will make a decision on co-authorship. The manuscript can also be submitted by mail to the address: Zbornik MS za drustvene nauke (msr Nikola Pavlović), Matice srpske 1, 21000 Novi Sad. You can also contact the expert associate on telephone: 021-6615798.

Along with the manuscript, a short biobibliographical note about the author / authors is attached, as well as the telephone number, e-mail address, name and address of the institution where the author is employed. Manuscripts offered to the quarterly should be in Serbian and Cyrillic script, in Microsoft Word, size (including summary in Serbian and summary in English, pictures, tables and other contributions) up to 35,000 characters (in total with spaces). In exceptional cases, works with a larger number of letters are also allowed. In these cases, the decision is made by the Editorial Board and the editor-in-chief of the quarterly. If the author is from another language area, he or she can submit the works in one of the world languages: English, French, German or Russian.

The basic text should be written in compliance with the following requirements - Typeface: Times New Roman; spacing: 1.5; font size: 12. First line indent in paragraph: 1.25 cm. The titles of the first level sections should be written in capital letters, centred, separated from the main text in one line before and after it. The titles of the second level sections should be given in small letters, centred, also separated from the main text in one line. Titles of the third line, within the second level section, should be written in italics, in small letters.

At the beginning of the paper, the ABSTRACT (10-15 lines) and KEY WORDS (4-6) are given. The abstract and key words are given immediately below the title of the paper and the name and affiliation of the author. Summaries and key words in English (or one of the common languages) are given at the end of the paper, after the list of cited literature, also under the title of the paper and the name and affiliation of the author in English.

Footnotes (text notes, abbreviations): line spacing, font size 10. Use footnotes only for accompanying explanations, not for quoting or citing references. Use bibliographic parentheses to quote or just refer to someone's work.

Foreign names in the paper should be written as they are pronounced (transcription into Serbian according to the Serbian spelling), with the name being given originally in parentheses.

Illustrative contributions to the works (photographs, graphs, geographical maps ...) should be exclusively in black and white and with the title of the contribution (specify the author of the photograph, i.e. the source of the photograph, geographical map and graph). The author should indicate the place of the attachment in the text.

At the end of the paper, a summary in a Foreign Language (SUMMARY) is given, which is an extended abstract, and in addition to the goal and subject of the paper, methodology and approach to research should contain results and originality / value of the paper. The abstract also contains the key words from the Summary. The volume of the Summary should be between 15 and 25 lines (1100-1800 letters in total). Along with the Summary submitted in English or in another of the world languages, enclose a Serbian translation.

## BIBLIOGRAPHICAL PARENTHESES

Bibliographic parentheses, as an inserted abbreviation in the text that refers to complete bibliographic data on the cited work, listed at the end of the paper, consist of an open square bracket, the author's surname (usually the year of publication of the cited work), and the page mark the quotation is taken from and closed square brackets. The author's surname is given in the original form and letter.

[Ivić 1986: 128] for bibliographic unit: Ivić, Pavle (1986). *Serbian people and their language*. 2nd ed. Belgrade: Serbian Literary Association.

If it is a foreign author, transcribe the surname out of parentheses into the language in which the basic text of the paper was written, for example, J. Short for John Rennie Short, but in parentheses the surname should be given according to the original form and letter, for example:

[Short 1996: 106] for bibliographic unit: Short, John Rennie (1996). *The Urban Order: An Introduction to Cities, Culture, and Power*. Oxford: Blackwell Publishing.

When several papers published by one author in the same year are mentioned in the paper, it is necessary to specify in the textual bibliographic note the bibliographic determinant from the final list of literature in the appropriate

alphabetical letter. In the same way, it is necessary, of course, to mark the bibliographic unit in the list of cited literature. Example:

[Murphy 1974a: 12].

If the bibliographic source has more than one author, the inserted bibliographic note states the surname of the first author, while the surnames of other authors are replaced by abbreviations and others. (or et al., if the bibliographic source is in foreign languages that use the Latin alphabet):

[Ivić et al. 2007] for bibliographic unit: Ivić, Pavle; Ivan Klein, Mitar Pešikan and Branislav Brborić (2007). Serbian language manual. 4th ed. Belgrade: Belgrade Book.

[Poss et al. 2000] for bibliographic unit: Poss, Christopher; Bryan Lowes and Leslie Chadwick (2000). Dictionary of Economics. 3rd ed. Glasgow: Harper Collins.

If it is clear from the context which author is quoted or paraphrased, it is not necessary to state the author's surname in the textual bibliographic note. Example:

According to Murphy's research [1974: 207], the first preserved treatise in this area was written by the Benedictine Alberic of Monte Cassino in the second half of the 11th century.

If the parentheses refer to the works of two or more authors, the data on each subsequent work should be separated by a semicolon (;). Example:

[Belic 1958; Stevanović 1968].

If, in the manuscript, due to the impossibility of using the primary source, the quotation from the secondary source is taken over, it is necessary to state the word "according to" in the parentheses with the information about the author of the secondary source:

The "oral" and "ethnicity" in the *bugarštice* songs Nenad Ljubinković relates to the adaptation to the environment [according to Kilibarda 1979: 7].

## CITED SOURCES AND LITERATURE

Cited sources and literature are given at the end of the paper in a separate section entitled CITED SOURCES AND LITERATURE. In this section, the bibliographic parentheses abbreviated in the text are resolved. Bibliographic units (references) are listed in alphabetical or alphabetical order of the surname of the first or only author as stated in the parentheses in the text. First, the surnames of the first or only author whose works were published in Cyrillic are listed in alphabetical order, and then the surnames of the first or only author whose works were published in Latin are listed in alphabetical order. If the description of the bibliographic item includes several lines, all lines except the first are indented to the right by two letters (hanging paragraph).

Since the cited literature is used for bibliometric and scientometric analysis of the authors, journals and the papers themselves, we ask the authors to carefully check the bibliography before submitting the manuscript, as well as the citations in the text.

REFERENCES are cited according to the standard of citation of Matica Srpska (MSC):

## THANK-YOU NOTE

The thank-you note is written as a separate section, before the section Cited literature. This note provides information on the research done before the work was offered for publication, on the financier of that research, as well as gratitude to the persons who contributed to the creation of the work in various ways.

## JEL CLASSIFICATION

For texts in the field of economic (and related) sciences, the JEL classification is mandatory, the standard method of classifying scientific literature in this field, according to the classification introduced and used by the

Journal of Economic Literature, and accepted by the vast majority of economic and related journals in the world.  
Codes from this classification can be found at: <https://www.aeaweb.org/econlit/jelCodes.php>