

GEOGRAPHIC SOCIETY OF THE REPUBLIC OF SRPSKA

GLASNIK / HERALD

GUIDELINES FOR AUTHORS

GENERAL INFORMATION

- The Journal is dedicated to publication of scientific articles in the field of Geography and related disciplines.
- The Journal publishes original scientific papers, scientific review papers and professional papers. Original scientific paper represents the first publication of original research results that are achieved using scientific methods, which are textually described and which enable the research to be repeated as needed, and the established facts to be verified. Scientific review paper presents an overview of the latest papers on a specific subject area in order to summarize, analyze, evaluate or synthesize the published information, and bring new syntheses that also necessarily include the results of the author's own research. Professional work represents a useful contribution to the profession and does not have to contain original research.
- The submitted manuscripts should not have been previously published or submitted for publication elsewhere while they are under consideration by the Journal GLASNIK/HERALD.
- The submitted manuscripts are subjected to a double-blind peer review process. At least two competent reviewers engaged by the Editorial board review the articles. At least one of the reviewers must not be employed in the same institution as an author. The articles must have at least two positive reviews.
- Authors are obliged to respect scientific and ethical principles and rules when preparing and publishing article, in accordance with international standards.

MANUSCRIPT PREPARATION

- Authors must strictly follow the Guidelines for manuscript preparation. Manuscripts that fail to meet the guidelines will be rejected without a review.
- Authors should submit articles written in Serbian and English (both British and American variants are accepted).
- A manuscript should be written in MS Word (format .doc or .docx). Page format is 21.0×29.7 cm (A4), all margins are 3 cm. Font is Times New Roman, size 12 pt. Use single line spacing. The total manuscript should not exceed 16 pages, including all components: title, abstract and key words, main text, figures, tables and references. The Editorial board decides on publication of articles exceeding 16 pages.
- A manuscript should contain a title, authors' names and affiliations, abstract, key words, text of the manuscript (with tables and figures incorporated in the text), acknowledgments (optional) and reference list.

- **The main title** (font size 12 pt, capital letters, bold, center): The length of the title is not limited, but it is recommended to be clear, concise and explanatory.
- **Authors' names** (font size 12 pt, bold, center): Below the title and one blank line full first name and surname for the first author and all co-authors should be written.
- **The authors' affiliation(s)** (font size 10 pt, regular, center): Name and location (city and country) of the institution where the author is employed should be written below authors' names and one blank line. When there is more than one author, each name should be marked with number at the end indicating different institutions.
- **The corresponding author** should be marked with the asterisk in the exponent at the end of the surname. Full name, affiliation, address and e-mail address of the corresponding author should be given in a footnote.

- **Abstract** (100–250 words, font size 10 pt, heading Abstract bold and text regular, text alignment justify): It should be placed after general information about the authors and one blank line. It should contain research subject, a short description of method used in the study and most important research results, so that it can be used in referential periodicals and databases.
- **Key words** (3–8 words, font size 10 pt, heading Key words bold and text regular, text alignment justify): It should be listed in a separate line at the end of the Abstract. Key words must be relevant to the article topic and efficiently represent the manuscript content, in order to ensure correct indexing of the article in referential periodicals and databases. Abbreviations should be avoided (unless they are firmly established).

- **The main text of the manuscript**: Use font size 12 pt, text alignment justify and single line spacing. The paragraphs first line should be left-indented by 0.7 cm. No blank lines between paragraphs. Apply none hyphenation. Abbreviations and acronyms should be explained in parenthesis after their first appearance in the text. Footnotes should be avoided; they should not be used as substitution for the Reference list; they can be used only if necessary for some additional explanations or source information – in that case for text in footnote use font size 10 pt, regular, text alignment justify. For formulas and equations, equation editor should be used. Simple formulas should be given in the line with the text, so that the spacing between lines does not increase. More complicated formulas should be given in a separate line. Measurement units have to be in accordance with International System of Units (SI).

- **Tables:** Tables are marked as Tab. Tables should be numbered consecutively as they appear in the text using Arabic numerals and titled. Table captions are placed above tables (font size 12 pt, regular, center). Table content should be written in font size 10–12 pt. Table content is written in both Serbian and English. Tables should not be wider than the text format. If necessary, large tables can be placed vertically on a separate page.
- **Figures:** All illustrations (maps, graphs, photos, drawings and other) are marked as Fig. Figures should be numbered consecutively using Arabic numerals and titled. The figure caption (font size 12 pt, regular, center) is placed below the illustration. Title must not be included in figure. The content in the figures is written in both Serbian and English. Figures should be of a good quality (with a resolution of at least 300 dpi and a maximum dimension of the text size). The acceptable image formats include TIFF, JPEG and EPS. All figures should be submitted as a separate file.

- **The main text of the manuscript** should be divided into following sections (recommended): introduction, materials and methods, results, discussion, conclusion, acknowledgements and references. Sections should not be numbered. For the first order section titles use font size 12 pt, capital letters, regular, center, whereas for all other subtitles font size 12 pt, regular, center. There is a blank line between the section title and the text of the previous section. Each section/subsection title is also separated from the following text by a blank line.
- The **Introduction** should provide an overview of the most recent literature relevant to the research topic. It must contain a precise description of the problem addressed in the manuscript and the main aims of the research.
- The **Materials and methods** should provide description of data and methods used in the research.
- The **Results**, which constitute the main part of the paper, should provide main findings obtained in the study, clearly and concisely presented and commented. Results are usually presented in the form of tables and figures.
- The **Discussion** should provide an interpretation of the obtained results. This section should explain and generalize the results described in the previous section. Authors should assess realistically the significance of their own research and correlate obtained results with the results of other studies as contribution to resolving the research problem.
- The **Conclusion** should provide a brief summary of the presented findings. It should contain the answers to the aims set in the section introduction. Some potential applications of the results and future research plans should be indicated.
- The **Acknowledgements** (optional) should be given in a separate section at the end of the main text before the Reference list. All institutions and persons who supported the author's research should be mentioned.
- The **References** should include only the list of sources that were cited in the main text. For the reference entries use font size 12 pt, text alignment justify, hanging indent 0.7 cm. Cited references should be from top international and republic scientific journals and most recent. Entries should be arranged in alphabetical order by authors' surnames. References should be cited in the language they were published. For citations, journal GLASNIK/HERALD uses APA Style Citation – i.e. „*Publication Manual of the American Psychological Association* (Seventh Edition)“.

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- APA Style Citation requires both in-text citations and a reference list – for every in-text citation there must be a full citation in the reference list and vice versa.

IN-TEXT CITATIONS:

- In APA Style Citation, in-text citations are placed within sentences and paragraphs clearly indicating what and whose data or information is being quoted or paraphrased.
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..... (Popović, 2017).
Popović (2017) stated that ...
- Two authors: When a work has two authors, always cite names of both authors every time the reference appears in the text. In parenthesis include their surnames joined with an ampersand (&) and year, separated by a comma. In the narrative text, join the surnames with the word „and“.
..... (Popović & Marković, 2017)
Popović and Marković (2017) stated that ...
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Popović et al. (2017) stated that ...
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..... (Popović, P., 2017; Popović, T., 2007)
P. Popović (2017) and T. Popović (2007) stated that ...
- More sources by the same author in the same year: When you have two or more sources by the same author in the same year, use lowercase letters (a, b, c) with the year.
..... (Popović, 2017a, 2017b).
Popović (2017a) and (2017b) stated that ...
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... (Marković, 2012; Petrović, 2007; Popović, 2007, 2017)

- When the author and publisher are the same, the name of the publisher is omitted.
Geographical Society of the Republic of Srpska. (2017). *The Republic of Srpska*.
- When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report.
- Citing Specific Parts of a Source: To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that page, but not chapter, is abbreviated in such text citations.
..... (Popović & Marković, 2017, p. 10)
..... (Popović & Marković, 2017, Chapter 10)
- Works discussed in a secondary source (indirect citation): When you have an indirect citation (when the ideas of one author are published in another author's text but you have not read or accessed the original author's work) in the Reference list, you should provide the details of the work you have read.
For the in-text citation: In Name_of_the_original_work_author's study (as cited in Name_of_the_author_whose_work_you_have_read, Year). Indirect citation should be avoided and used only for references that are not available in the usual way or are not available in any of the common world languages.

CITATIONS IN A REFERENCE LIST:

- Book:
 - Provide the author, year of publication, title, and publisher of the book.
 - Include any edition information in parentheses after the title, without italics.
 - If the book includes a DOI, include the DOI in the reference after the publisher name.
 - Do not include the publisher location.

One author:
Author, A. A. (Year Published). *Title*. Publisher. <https://doi.org/xxxxxxxx>

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Author, A. A., & Author, B. B. (Year Published). *Title*. Publisher. <https://doi.org/xxxxxxxx>

Three or more authors:
Author, A. A., Author, B. B., & Author, C. C. (Year Published). *Title*. Publisher.
<https://doi.org/xxxxxxxx>

Edited book:
Author, A. A. (Ed.). (Year Published). *Title*. Publisher. <https://doi.org/xxxxxxxx>
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<https://doi.org/xxxxxxxx>

Book by an organization or institution (corporate author):
Name of corporate author. (Year Published). *Title*. Publisher. <https://doi.org/xxxxxxx>

Different editions:

Author, A. A., & Author, B. B. (Year Published). *Title* (xx ed.). Publisher.
<https://doi.org/xxxxxxx>

Translation:

Author, A. A., Author, B. B., & Author, C. C. (Year Published). *Title*. (D. D. Author & E. E. Author, Trans.). Publisher. (Original paper published in Yearxxxx)

No date:

Author, A. A. (n.d.). *Title*. Publisher. <https://doi.org/xxxxxxx>

No author:

Title. (Year Published). Publisher. <https://doi.org/xxxxxxx>

Work in several volumes:

Author, A. A., Author, B. B., & Author, C. C. (Eds.). (Yearxxxx–Yearxxxx). *Title*. (Vols. xx–xx). Publisher.

Republished book, with editor:

Author, A. A., & Author, B. B. (Year Published). *Title*. (C. C. Author, Ed.). Publisher.
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Author, A. A. (with Author, B. B.). (Year Published). *Title*. Publisher.
<https://doi.org/xxxxxxx> (Original work published Yearxxxx)

■ Book chapter:

- If the edited book chapter includes a DOI, include the chapter DOI in the reference after the publisher name.
- Do not include the publisher location.
- Include any edition information in the same parentheses as the page range of the chapter, separated with a comma.

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Chapter title. In D. D. Author (Ed.), *Book Title* (pp. xx–xx). Publisher. <https://doi.org/xxxxxxx>

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Author, A. A., Author, B. B., & Author, C. C. (Year Published). Chapter title. In D. D. Author, E. E. Author, & F. F. Author (Eds.), *Book Title* (pp. xx–xx). Publisher.
<https://doi.org/xxxxxxx>

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Chapter Title. In D. D. Author, E. E. Author, & F. F. Author (Eds.), *Book Title* (xx ed., pp. xx–xx). Publisher.
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■ Journal article:

- If a journal article has a DOI, include the DOI in the reference.
- Always include the issue number for a journal article.
- If the journal article does not have a DOI but does have a URL that will resolve for readers (e.g., it is from an online journal that is not part of a database), include the URL of the article at the end of the reference.
- If the journal article has an article number instead of a page range, include the word “Article” and then the article number instead of the page range.
- If the journal does not use volume, issue, and/or article or page numbers, omit the missing element(s) from the reference.

One author:

Author, A. A. (Year Published). Article title. *Title of Periodical*, Volume(Issue), pp–pp. <https://doi.org/xxxxxxx>

Two authors:

Author, A. A., & Author, B. B. (Year Published). Article title. *Title of Periodical*, Volume(Issue), pp–pp. <https://doi.org/xxxxxxx>

Three to 20 authors:

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Article title. *Title of Periodical*, Volume(Issue), pp–pp. <https://doi.org/xxxxxxx>

More than 21 authors:

Author, A. A., Author, B. B., Author, C. C. Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., ... Author, Z. Z. (Year Published). Article title. *Title of Periodical*, Volume(Issue), pp–pp. <https://doi.org/xxxxxxx>

Journal article with an article number:

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Article title. *Title of Periodical*, Volume(Issue), Article xxxx. <https://doi.org/xxxxxxx>

Journal article with missing information:

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Article title. *Title of Periodical*, (Issue), pp–pp. <https://doi.org/xxxxxxx>

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Article title. *Title of Periodical*, Volume, pp–pp. <https://doi.org/xxxxxxx>

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Advance online publication:

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Article title. *Title of Periodical*. Advance online publication. <https://doi.org/xxxxxxx>

If there is no DOI assigned and you retrieved the article electronically, give the URL of the journal home page.

Magazine article:

Author, A. A., Author, B. B., & Author, C. C. (Year, Month Date Published). Article title. *Title of Periodical*, Volume(Issue), pp–pp. <https://doi.org/xxxxxxx>

Author, A. A., Author, B. B., & Author, C. C. (Year, Month Date Published). Article title. *Title of Periodical*. <https://www.xxxxxxxx>

Newspaper article:

Author, A. A. (Year, Month Date Published). Title of article. *Title of newspaper*, page number(s).

Author, A. A. (Year, Month Date Published). Title of article. *Title of Newspaper*. <https://www.xxxxxxxx>

■ Conference presentation:

- Provide the names of the presenters in the author element of the reference.
- Provide the full dates of the conference in the date element of the reference.
- Describe the presentation in square brackets after the title. The description is flexible (e.g., “[Conference session],” “[Paper presentation],” “[Poster session],” “[Keynote address]”).
- Provide the name of the conference or meeting and its location in the source element of the reference

Author, A. A., Author, B. B., & Author, C. C. (Year, Month Date–Date). *Title* [Conference presentation]. Conference Name, City, State.

■ Conference proceeding:

Author, A. A., Author, B. B., & Author, C. C. (Eds.). (Year Published). *Title*. Publisher. <https://doi.org/xxxxxxx>

Author, A. A., Author, B. B., & Author, C. C. (Year Published). Title. In D. D. Author (Ed.), *Proceedings Title* (pp. xx–xx). Publisher. <https://doi.org/xxxxxxx>

■ Report by a Government Agency:

- The specific agency responsible for the report appears as the author. The names of parent agencies not present in the group author name appear in the source element as the publisher. This creates concise in-text citations and complete reference list entries.
- If the report has a report number, include it in parentheses without italics after the report title.

Name of the Government institution. (Year Published). *Title of document* (Report No. xxxx). Publisher.

■ Report with Individual Authors:

- If the report has a report number, include it in parentheses without italics after the report title.
- Provide the publisher of the report and its URL in the source element of the reference

Author, A. A. (Year Published). *Title of work* (Report No. xxx). Publisher.
<https://www.xxxxxxxx>

■ Unpublished Doctoral Dissertations or Master's Theses:

Author, A. A. (Year Published). *Title of dissertation* [Unpublished doctoral dissertation]. Name of the institution that awarded the degree.

Author, A. A. (Year Published). *Title of thesis* [Unpublished master's thesis]. Name of the institution that awarded the degree.

■ Fact Sheet:

- Fact sheets follow the same format as reports.
- Include the description “[Fact sheet]” in square brackets after the title of the fact sheet.

Name of the Government institution. (Year Published). *Title of document* [Fact sheet].
Publisher. <https://www.xxxxxxxx>

Name of the Government institution. (n.d.). *Title of document* [Fact sheet]. Publisher.
<https://www.xxxxxxxx>

■ Data Set:

- The date in the reference is the year of publication for the version of the data used.
- Provide the title of the data set in italics. Then provide any numerical identifier and version number for the data in parentheses without italics, separated by a semicolon.
- The bracketed description is flexible (e.g., “[Data set],” “[Data set and code book]”).
- Provide the publisher of the data set in the source element.

Author, A. A., Author, B. B., & Author, C. C. (Year Published). *Name of data file*
(Numerical identifier; Version number) [Data file]. Publisher. <http://www.xxxxxxxx>

■ Webpage on a Website:

Webpage on a news website:

Author, A. A. (Year, Month Date Published). *Title of Webpage*. Name of news website.
<http://www.xxxxxx>

Webpage on a website with a government agency group author:

Name of specific agency responsible for the webpage. (Year, Month Published). *Title of Webpage*. Name of specific agency responsible for the webpage and names of parent agencies. <http://www.xxxx.htm>

Name of specific agency responsible for the webpage. (n.d.). *Title of Webpage*. Name of specific agency responsible for the webpage and names of parent agencies. <http://www.xxxx.htm>

Webpage on a website with an organizational group author:

Name of the organization. (Year, Month Date Published). *Title of Webpage*. <http://www.xxxx.htm>

Webpage on a website with an individual author:

Author, A. A. (Year, Month Date Published). *Title of Webpage*. Site name. <http://www.xxxx.htm>

Whole Website:

Do not create references or in-text citations for whole websites. To mention a website in general, and not any particular information on that site, provide the name of the website in the text and include the URL in parentheses.

We created our survey using Name of the website (<https://www.xxxxxxxx.com>).

■ Image that requires an attribution:

- The copyright attribution is used instead of an in-text citation. The copyright attribution consists of the same elements as the reference list entry, but in a different order (title, author, date, site name, URL), followed by the name of the Creative Commons License.
- The reference list entry for the image consists of its author, year of publication, title, description in brackets, and source (usually the name of the website and the URL).

Photographer, A. A. (Year Published). *Title of photograph* [Photograph]. Website. <http://www.xxxxxxxx>

Reference examples that have not been defined by these Guidelines can be found in the *Publication Manual of the American Psychological Association* (Seventh Edition).