

# JOURNAL OF THE GEOGRAPHICAL INSTITUTE “JOVAN CVIJIĆ” SASA

## THE INSTRUCTIONS FOR AUTHORS

Journal is a periodical publication of the Geographical Institute “Jovan Cvijić” of the Serbian Academy of Sciences and Arts (SASA) in Belgrade (Serbia). Journal frequency is three times a year. Articles should be original contributions in the field of geography and related sciences. Submission of a paper to the Editor implies that it has not previously been published, that is not under consideration for publication elsewhere, and that, if accepted, it will not be published elsewhere in the same form in any language, without the written consent of the copyright holder. The manuscript should contain following sections: title, abstract, introduction, methodology, results, discussion, conclusion and references. Proofreading of papers is strongly recommended. Manuscripts in English should be delivered to the Editorial Board in electronic form via Journal’s official website: <http://www.gi.sanu.ac.rs/zbornik/index.php/zbornik/index> or to the e-mail address: [zbornik@gi.sanu.ac.rs](mailto:zbornik@gi.sanu.ac.rs) (MS Word in doc. format). Manuscripts written by authors from Serbia should be delivered in both English and Serbian languages. Authors should use a template file ([form for writing articles](#)), to prepare their manuscripts.

**Page size:** B5 (17.6 x 25 cm), top margin 4 cm; bottom, left and right margins 2.5 cm. Length of the manuscripts: minimum 6, maximum 16 pages.

**Font:** Times New Roman, single spaced; justified.

**THE MAIN TITLE:** (11 pt) **bold**, CAPS LOCK, 5 blank lines from the top of the page (11 pt). The length of the title is not limited, but it is recommended to be concise and clearly defined. Subtitles of 2<sup>nd</sup> order: Sentence case (11 pt) **bold**. Other subtitles: Sentence case (11 pt) *italics*. All titles should be centered. The text below the titles is separated with a blank line (11 pt).

**Author(s):** Name and surname (*italic*) (11 pt); if there are more co-authors; their names proceed in the same line; marked with one or more asterisks -\* (depending on the number of various affiliations). Institutional affiliation(s) are indicated below the name of the author(s) in the following order, e.g.: University, Faculty, Department, City, Country, after asterisk(s) (\*) (9 pt). E-mail address of the corresponding author should be indicated in a footnote (9 pt) marked with number 1. Other footnotes are marked with ordinal numbers, 9 pt.

**Abstract:** bold, 9 pt, 150-250 words, put no references.

**Keywords:** bold, 9 pt, 3-5 words.

**The main text:** 11 pt; the beginning of the paragraph is not indented. Blank line between the paragraphs. Classifications (systematic reviews) in the text should be given with indented tabulator 1.5 cm and en dash (–) (Ctrl+Num-). Units of measurement should be written according to International System of measurement units SI.

**Tables:** content 9 pt, formatting as in the example below. Each table should be numbered sequentially; using the regular font 9 pt. Tables and table captions should be centered. Size of the table should be adjusted to the page size. Large tables can be placed vertically on a separate page. Source of data should be given below the table (Align Left).

Table 1. Description of contents

Column description	Column description	Column description
Row	x	x

Source: xxx

**Figures:** are sequentially numbered and centered. Figure captions and sources should be given below the figure (justify, 9 pt). If the figure content is a photo or a map, it should be indicated in the caption; e.g. Figure 1. Photo of the Vratna canyon or Figure 1. Map of the Vratna drainage area. Resolution for the figures is minimum 300 dpi. Clearly visible black and white version of the figures is preferred. If the color version is necessary, CMYK Image mode should be used instead of RGB. When submitting your paper, all figures remain displayed in the text, but as separate files should be send in .jpg format.

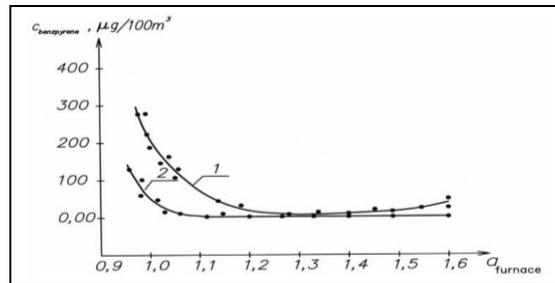


Figure 1. Description of contents (Source: xxx)

**Acknowledgements:** are given at the end of the paper, before the reference list; justified (9pt).

**Reference citations in text:** APA citation style is used for reference citations. APA style requires both in-text citations and a reference list. For every in-text citation there should be a full citation in the reference list and vice versa. In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what and whose data or information is being quoted or paraphrased.

Examples:

*Papers by a single author*

The last name of the author and the year of publication are inserted in the text at the appropriate point.

From theory on sustainable development (Bjeljac, 2010) ...

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Bjeljac (2010) posited that...

If you have two or more sources by the same author in the same year, use lower - case letters (a, b, c) with the year. (Bjeljac, 2010a), (Bjeljac, 2010b), etc.

### *Papers by multiple authors*

When a paper has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

As has been shown (Radovanović & Milovanović, 2009) ...

In the narrative text, join the names with the word "and".

As Radovanović and Milovanović (2009) demonstrated...

When a paper has up to five authors, cite all authors the first time the reference occurs.

Ćalić, Milošević, and Milivojević (2008) found...

(Ćalić, Milošević, & Milivojević, 2008)

In all subsequent citations, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Ćalić et al. (2008) found...

(Ćalić et al., 2008)

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

Two or More Papers in the Same Parentheses: When your parenthetical citation includes two or more papers, order them the same way they appear in the reference list, separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

Authors with the Same Last Name: To prevent confusion, use first initials with the last names.

(L. Johnson, 1998; E. Johnson, 2001)

### *Papers by associations, corporations, government agencies, etc.*

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(European Environment Agency [EEA], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(EEA, 2007)

### *Papers with no author*

When a paper has no author, use the first two or three words of the paper's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

On climate change ("Climate and Weather", 1997) ...

*Guide to Agricultural Meteorological Practices* (1981)

### *Specific parts of a source*

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Milanović & Milijašević, 2006, p. 35)

Urošev (2007) concluded that "winter flow is the most constant in ..." (p. 120).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Panić & Miljanović, 2008, para. 7)

**Reference List:** subtitle bold, centered, 9 pt. Below, the references are written in 9 pt, justified, with one blank line between each reference. References cited in the text of a paper must appear in a Reference List or Bibliography. Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list. The first line of the entry is flush with the left margin, and all subsequent lines are indented 0.5 cm to form a "hanging indent". Titles of the papers outside of the English-speaking area should be translated into English, while the original title should be given in parenthesis. Serbian diacritical characters should be used for references that are originally written in Serbian language. Please note that articles published in this Journal should be cited in other scientific publications as following: *Journal of the Geographical Institute "Jovan Cvijić" SASA*. Official abbreviation for references in all journals is *J. Geogr. Inst. Cvijic*.

### Examples:

#### **Articles in On-line and Printed Journals**

The APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case followed by the volume, both italicized, ending by the issue and pages. Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

#### **Article from an Online Journals with DOI Assigned**

Author, A. A., Author, B. B., & Author, C. C. (Date of publication). Title of article. *Title of Journal*, *Volume*(Issue number), Pages. doi: <http://dx.doi.org/0000000/000000000000>

Radovanović, M. (2010). Forest fires in Europe from July 22-25, 2009. *Archives of Biological Sciences*, 62(2), 419-424. doi: <http://dx.doi.org/10.2298/ABS1002419R>

#### **Article from an Online Journals with no DOI Assigned**

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, *Volume*(Issue number), Pages. Retrieved from <http://www.journalhomepage.com/full/url/>

Petrović, M. D., Pavić, D., Marković, S. B., Mészáros, M., & Jovičić, A. (2016). Comparison and Estimation of the Values in Wetland Areas: A Study of Ramsar Sites Obedska Bara (Serbia) and Lonjsko Polje (Croatia). *Carpathian Journal of Earth and Environmental Sciences*, 11(2), 367-380. Retrieved from <http://www.ubm.ro/sites/CJEES/viewTopic.php?topicId=625>

### **Article in a Magazine**

Henry, W. A. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

### **Article in a Newspaper**

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

### **Letter to the Editor**

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

### **Review**

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

### **Articles in Books**

#### **Basic Format**

Author, A. A. (Year of publication). *Title of paper: Capital letter also for subtitle*. Location: Publisher.

#### *One author*

Urošev, M. (2007). *Golijaska Moravica Basin – hydrological analyses (Слив Голујске Моравице – хидролошка анализа)*. Belgrade, Serbia: Geographical institute "Jovan Cvijić" SASA.

#### *Two authors*

Radovanović, M., & Pereira Gomes, J. F. (2008). *Solar activity and forest fires (Сунчева активност и шумски пожари)*. Belgrade, Serbia: Geographical institute "Jovan Cvijić" SASA.

### **Edited Book, No Author**

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

### **Edited Book with an Author or Authors**

Plath, S. (2000). *The unabridged journals* K.V. Kukil, (Ed.). New York, NY: Anchor.

### **A Translation**

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original paper published in 1814).

**NOTE:** When you cite a republished paper, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

### **Edition Other Than the First**

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5<sup>th</sup> Ed.). Chicago, IL: University of Chicago Press.

### **Article or Chapter in an Edited Book**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Radovanović, M. (2010). On the Relationship between Solar Activity and Forest Fires. In H. E. Johannson (Ed.), *Handbook on Solar Wind: Effects, Dynamics and Interactions* (pp. 1–81). New York, NY: Nova Science Publishers.

### **Multivolume Paper**

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

### **Corporate Author, Author as Publisher,**

Statistical Office of the Republic of Serbia. (2009). *Municipalities in Serbia 2008. (Општине у Србији 2008)*. Belgrade, Serbia: Statistical Office of the Republic of Serbia.

### **Other Print Sources**

#### **An Entry in an Encyclopedia**

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

#### **Paper Discussed in a Secondary Source**

List the source the paper was discussed in:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, *100*(4), 589-608.

**NOTE:** Give the secondary source in the references list; in the text, name the original paper, and give a citation for the secondary source. For example, if Seidenberg and McClelland's paper is cited in Coltheart et al. and you did not read the original paper, list the Coltheart et al. reference in the References. In the text, use the following citation: In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993) ...

#### **Dissertation Abstract**

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International*, *62*, 7741A.

#### **Dissertation, Published**

Last name, F. N. (Year). Title of dissertation. (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

#### **Dissertation, Unpublished**

Last name, F. N. (Year). Title of dissertation. (Unpublished doctoral dissertation). Name of Institution, Location.

### **Government Document**

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

### **Report from a Private Organization**

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2<sup>nd</sup> Ed.). Washington, DC: Author.

### **Conference Proceedings**

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

### **Electronic Sources (Web Publications)**

#### **Abstract**

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "[Abstract]" after the article or source name.

Paterson, P. (2008). How well do young offenders with Asperger Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1), 54-58.

#### **Newspaper Article**

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

#### **Electronic Books**

Electronic books may include books found on personal web-sites, databases, or even in audio form. If the paper is not directly available online or must be purchased, use "Available from" rather than "Retrieved from" and point readers to where they can find it. For the books, available in print form and electronic form, include the publish date in parentheses after the author's name.

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

#### **Chapter/Section of a Web document or Online Book Chapter**

Author, A. A., & Author, B. B. (Date of publication). Title of article. In *Title of book or larger document* (chapter or section number). Retrieved from <http://www.someaddress.com/full/url/>

Engelshcall, R. S. (1997). Module mod rewrite: URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules). Retrieved from [http://httpd.apache.org/docs/1.3/mod/mod\\_rewrite.html](http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html)

Peckinpugh, J. (2003). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from GoldStar database.

**NOTE:** Use a chapter or section identifier and provide an URL that links directly to the chapter section, not the home page of the Web site.

### **Online Book Reviews**

Cite the information as you normally would for the paper you are quoting. (The first example below is from a newspaper article; the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed paper. Provide the web address after the words "Retrieved from", if the review is freely available to anyone. If the review comes from a subscription service or database, write "Available from" and provide the information where the review can be purchased.

Zacharek, S. (2008, April 27). Natural women [Review of the book *Girls like us*]. *The New York Times*. Retrieved from <http://www.nytimes.com/2008/04/27/books/review/Zachareck-t.html?pagewanted=2>

Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce*, *Joyce's critics: Transitions in reading and culture*, and *Joyce's messianism: Dante, negative existence, and the messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site: [http://muse.jhu.edu/journals/modern\\_fiction\\_studies/toc/mfs52.1.html](http://muse.jhu.edu/journals/modern_fiction_studies/toc/mfs52.1.html)

### **Dissertation/Thesis from a Database**

Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

### **Online Encyclopedias and Dictionaries**

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Feminism. (n.d.). In *Encyclopedia Britannica online*. Retrieved from <http://www.britannica.com/EBchecked/topic/724633/feminism>

### **Online Bibliographies and Annotated Bibliographies**

Jürgens, R. (2005). *HIV/AIDS and HCV in Prisons: A Select Annotated Bibliography*. Retrieved from [http://www.hc-sc.gc.ca/ahc-asc/alt\\_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral\\_e.pdf](http://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf)

### **Data Sets**

Point readers to raw data by providing a Web address (use "Retrieved from") or a general place that houses data sets on the site (use "Available from").

United States Department of Housing and Urban Development. (2008). *Indiana income limits* [Data file]. Retrieved from [http://www.huduser.org/Datasets/IL/IL08/in\\_fy2008.pdf](http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf)

### **Graphic Data (e.g. Interactive Maps and Other Graphic Representations of Data)**

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of what type of data is there and in what form it appears. Finally, provide the project name and retrieval information.

Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Spectral Plot May 8, 2008]. *Solar Spectral Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from [http://lasp.colorado.edu/cgi-bin/ion-p?page=input\\_data\\_for\\_spectra.ion](http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion)

### **Qualitative Data and Online Interviews**

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day, and year in the text. If an audio file or transcript is available online, use the following model, specifying the medium in brackets (e.g. [Interview transcript, Interview audio file]):

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: [http://www11.jsc.nasa.gov/history/oral\\_histories/oral\\_histories.htm](http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm)

### **Online Lecture Notes and Presentation Slides**

When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Hallam, A. *Duality in consumer theory* [PDF document]. Retrieved from Lecture Notes Online Web site: <http://www.econ.iastate.edu/classes/econ501/Hallam/index.html>

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

### **Non-periodical Web Document, Web Page, or Report**

List as much of the following information as possible, e.g. If an internet page like <http://www.somesite.com/somepage.htm>, and [somepage.htm](http://www.somesite.com/somepage.htm) doesn't have the information you're looking for, move up the URL to <http://www.somesite.com/>):

Author, A. A., & Author, B. B. (Date of publication). Title of document. Retrieved from <http://Web address>

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010, May 5). General format. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>

NOTE: When an Internet document is more than one Web page, provide a URL that links to the home page or entry page for the document.

### **Computer Software/Downloaded Software**

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Software that is downloaded from a Web site should provide the software's version and year when available.

Hayes, B., Tesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software (Version 2.1) [Software]. Available from <http://www.linguistics.ucla.edu/people/hayes/otsoft/>

### **Online Forum or Discussion Board Posting**

Include the title of the message, and the URL of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newsgroups, forums) are not italicized. If the author's name is not available, provide the screen name. Place identifiers like post or message numbers, if available, in brackets. If available, provide the URL where the message is archived.

Frook, B. D. (1999, July 23). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.htm>

### **Data set from a database**

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

\* \* \*

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