

INSTRUCTIONS FOR AUTHORS

The *Godišnjak za psihologiju* journal (the *Psychology Annual* in English) publishes original research, review papers and work done by experts from all areas of psychology, papers which have previously not been published, nor submitted for publication to any other journals. All submissions should be sent by email to the following address: godisnjak.psi@filfak.ni.ac.rs along with a completed Author Statement (Author checklist, Declaration of authorship and the Copyright notice form), which can be found at the end of these instructions.

The review process and publication. The submitted manuscripts will be reviewed by two independent and anonymous reviewers. Based on the review results, the journal editorial board will make the decision on whether to publish the manuscript and will inform the author of its decision. The possible decisions include the following: a) acceptance of the manuscript in the form it has been received; b) acceptance with minor changes; c) publication with major changes to the manuscript and d) rejection.

The text of the manuscript. *Godišnjak za psihologiju* published work written in the Serbian and English language. The manuscript must be in Microsoft Word .doc format, written in the Latin alphabet, font Times New Roman, size 12, line spacing 1.5, 2.54 cm margins. The pages must be sequentially numbered in the lower right-hand corner. The main body of the text (without the references and appendices) should contain no more than 30.000 characters with spacing, but the editorial board does reserve the right to publish longer manuscripts as well. Text preparation should be in accordance with the standards and rules defined in the 6th edition of the *APA Publication Manual*, and the manuscript should contain a title and abstract with key words, as well as an Introduction, Method, Results, Discussion, Conclusion (optional), References and Appendices (optional) section. The problem, objectives and hypotheses of the research should be presented at the end of the Introduction section.

If there are quotations in the text, use the format: 1); 2); 3); and n). When quoting the instruments used in the research, the response format should also be provided, with the answers provided being in *Italic* style (e.g. 1 - generally disagree; 2 - partially agree; 3 - nor agree, nor do they agree I agree ...). The text should be proofread prior to submission.

The title of the manuscript. At the beginning of the page include, one beneath the other, the names of the authors and their affiliations. After the name of the first author insert a footnote containing the email address of the author. Beneath that include the title written in bold capital letters. The title should be as concise as possible, and such that unambiguously allows the reader to conclude what the manuscript will be about.

The abstract. Irrespective of the language the manuscript is written in, it should include an abstract and key words in either Serbian or English. The length of the abstract should not exceed 250 words. The abstract should be in one paragraph and contain the most relevant information on the text (the aim of the research, the method, results and conclusion).

The abstract as a rule does not contain any references. After the abstract, the key words should be included in a new paragraph. Do not include more than five key words.

At the end of the text, after the reference section, the names of all the authors should be listed, one beneath the other, with their affiliations translated into English, followed by the

title of the manuscript and the abstract with key words in English. All the rules for writing the abstract in Serbian also apply to writing the abstract in English.

Tables, images and graphs. Tables, images and graphs should be provided in Word format, and in the language of the manuscript in their entirety. The text in the tables, graphs and images can be in a language other than the language of the text only when that is justifiable based on the topic and content of the manuscript (for example a comparison of the test items in various languages, followed by an overview of how each item is translated into the two languages, etc.). The distribution of the data in the tables should be achieved solely through organizing the cells and using the tools for working with tables. The use of formatting in the tables or using spaces and similar characters to achieve the desired distribution is not permitted. Tables, images and graphs must not be wider than 13 cm. Each table needs to be marked by a number and appropriate title (for example **Table 7**. The results of the parallel analysis). Each category (image, graph, table) should be numbered sequentially. If the image has been taken from somewhere else, it is obligatory to cite the source.

The tables should also be organized according to APA standards. The table should have a left adjustment. Each table should be labeled with the number (e.g. Table 7) and the appropriate name, which should be above the table, having a left adjustment and being listed below one, with the name being *Italic* style (e.g., *Parallel Analysis Results*). The tables should not contain vertical lines, the font should be 11 pt (unless the table needs to be reduced), and the line spacing should be 1 (Single). You should not bold the values in the table. If the representation of the p value of a table represents an unobtrusive, statistically significant value can be marked by the stars, and it will be necessary to include their meaning below the table (e.g. Note. * $p < .05$; ** $p < .01$; *** $p < .001$). You can find more information on formatting the table in the writing form (template).

As far as images and graphs are concerned, the application of the APA standard is also expected. Each image or graphic should be labeled with the number in *Italics* and the name that is below the image or graphics and have a reset (e.g., *Graph 5*. Distribution of results in the experimental group).

Statistical data. The displayed statistical data must be relevant, that is, should display only the results of those statistical procedures which are relevant to the topic of the text. **The same data should not be presented in both graph and table form.** It is recommendable to use conventional means of concluding based on statistical data (for example, the levels of significance p (for example: .05, .01, .001). The results of the statistical tests should be given in the following form: $F_{(5, 109)} = 2.42, p < .05$, and likewise for other tests (for example $\chi^2_{(3, N = 323)} = 3.44, p < .01$ or $t_{(120)} = -33.63, p < .01$).

Statistical indicators should be in *Italic* style (e.g. F , r , p , N , M) except for Greek characters. If decimal numbers are decimal, two decimal places are required, unless the value of the statistical indicator is such that it requires guidance and treatment. Decimal numbers should be separated by a dot, instead of a comma. If the range of the value of the parameter is 0 to 1, 0 is not written before.

Citations and including references in the text. Every quotation or claim which is not based on the research findings presented in the text should be accompanied by a reference

provided in parentheses immediately following the quote in the following format: (Buttermore, 2009). If text is literally being quoted from the source, that part of the text is included in quotation marks, and the page on which the quote can be found is also included in parentheses following the reference (for example, Rot, 1985, pg. 56). For each quotation longer than 350 characters, it is necessary to provide written consent from the authors for publishing these quotes in the text.

When citing foreign authors, first cite the Serbian transcription of their last name, then in parentheses cite the last name in its original form (for example, Klark i Vels (Clark & Wells, 1995)). If the reference consists of two authors, both names are included, for example, (Bjekić i Zlatić, 2006) if the publication is written in Serbian, that is, (Coplan & Rubin, 2010) if the publication is in the English language. If the text has 3 to 5 authors, during the first citation it is necessary to include the last names of all the authors, while in every subsequent one only the last name of the first author with the abbreviation “i sar.” or “et al.”. For example in Serbian, the first citation would be (Smederevac, Mitorvić i Čolović, 2010), and every following one (Smederevac i sar., 2010). In English, the first citation would be (for

example, Weeks, Heimberg, & Rodebaugh, 2008), and each following one (Weeks et al., 2008). If the text has six or more authors, first cite only the last name of the first author and the abbreviation “i sar.” or “et al.”. If there are several sources cited in parentheses, they should be listed in alphabetical order based on the authors’ last names, and not in chronological order (for example, Beck, Emery, & Greenberg, 1985; Clark & Wells, 1995; Ollendick & Hirshfeld-Becker, 2002; Rapee & Heimberg, 1997; Rapee & Spence, 2004; Schenker & Leary, 1982).

List of references. Complete biographical data for all the quotations should be cited in accordance with APA guidelines (6th edition) (<http://www.apastyle.org/>), and at the end of the text (preceding the abstract in English), and in the section titled References. All of the references included in the text must also be included in the list of references (and vice versa).

Books (monographs) are cited in the following manner:

Stojiljković, S. (1998). *Ličnost i moral*. Beograd: Institut za pedagoška istraživanja.

Chapters in a book or proceedings are cited in the following manner:

Widiger, T. A. (2005). Classification and diagnosis: Historical development and contemporary issues. In J. E. Maddux & B. A. Winstead (Eds.), *Psychopathology: Foundations for a contemporary understanding* (pp. 63-83). Mahwah, NJ: Erlbaum.

Journal articles are cited in the following manner:

Tracy, J. L., & Robins, R. W. (2004). Putting the self into self-conscious emotions: A theoretical model. *Psychological Inquiry*, 15(2), 103-125.

When citing **web documents** it is necessary to cite the name/s of the author/s, the year of publication, the name of the manuscript (*in italics*), the date the website was accessed, and the internet address of the website. A general example is: Autor, A., Autor, B., & Autor, C. (year). *Manuscript name*. Found at <http://xxxxxxx>.

Citing **unpublished manuscripts** (for example, abstracts from scientific conferences, unpublished papers, etc.) is not desirable. If it is impossible to avoid, complete data regarding the source should be provided, based on the following general format:

Author, A. (year). Title of the master’s or doctoral dissertation (*Unpublished master’s or doctoral dissertation*). The name of the institution, Location.

Referring to secondary sources or citing them (for example, Gray, 1982; according to Smederevac, Mitrović, Čolović, & Nikolašević, 2014) should be avoided.

If one author is cited more than once, the publications are included based on the year of publication, that is (if there are any co-authored works) according to the last name of the co-author. If more than one work of the same author published in the same year is being cited, the years need to be marked out in letters a, b, c, for example (1995a), (1995b), both in the text itself and in the reference section.

Appendix. The appendix should include only those descriptions of material which would be of use to the readers for understanding, evaluating or reproducing the research.

Footnotes and abbreviations. Footnotes should be avoided, except when necessary (for example, citing that the work originated as part of a project, etc.). Abbreviations should also be avoided, with the exception of frequently usual ones. Abbreviations which are included in tables and images should be explained.

In addition to these instructions, the authors can also use the template for preparing their submissions.

AUTHOR STATEMENT

The author checklist should be signed and sent to the editorial board of the journal *Godišnjak za psihologiju* during the first submission of a manuscript, while signed copies of the Declaration of authorship and the Copyright notice form should be submitted after the manuscript has been accepted for publication.

AUTHOR CHECKLIST

I hereby declare:

- that this manuscript has not previously been published, nor submitted for publication elsewhere;
- that all the authors have agreed to submit the manuscript to the journal *Godišnjak za psihologiju* and that they have approved the submitted version of the manuscript;
- that the manuscript was written in accordance with valid ethical standards;
- that if the manuscript is the result of work done on a project, after the title a footnote has been included which contains the name of the financers of the project and the project number;
- that if the same analyzed sample has already been used to write another paper or for presentation at a conference, that this will be indicated in a footnote on the first page;
- that if some portion of the data have already been presented at a conference, information on the conference will be provided in a footnote on the first page;
- that at least one of the authors has permission to use the instruments and software.

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The manuscript, having received positive reviews, has been submitted to the editorial board of the journal *Godišnjak za psihologiju* in its final version, ready for technical processing and preparations for publication, without any further changes needed in the text. The manuscript has been prepared in accordance with the guidelines for the technical preparation of the manuscript.

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