**Guidelines for the Preparation of Papers for Publication in the Serbian Journal of Engineering Management**

**Title of Paper in Serbian**

**Authors’ Name and Surname1\*, Name and Surname2, Name and Surname3** [in this stage leave it empty for the peer review purpose]

1. Institution and E-mail address [in this stage leave it empty for the peer review purpose]
2. Institution and E-mail address [in this stage leave it empty for the peer review purpose]
3. Institution and E-mail address [in this stage leave it empty for the peer review purpose]

**Summary in Serbian:** This document is a template for formatting the papers in order to prepare them for printing. This summary provides briefly the information related to the content of the article so that the reader can rapidly and accurately assess its relevance. Authors should explain the goals of research or state the reason (reasons) why they have written the article. Then, it is necessary to describe the methods used in the study and briefly describe the results they have obtained in the research. The abstract should be between 100 and 250 words long.

**Keywords:** 3-5 keywords for indexing and search purposes

**Title of Paper in English**

**Abstract in English:** This document presents a template for preparing the print-ready papers thatwill be included in the Serbian Journal of Engineering Management. The abstract briefly summarizes the article and gives the reader the opportunity to assess its relevance. The authors should elaborate the goals of the research or state their reason (reasons) for writing the paper. It is additionally required for them to describe the methods used during the research and give a brief description of the results and conclusions of the research. The abstract should be between 100 and 250 words long.

**Keywords:** 3-5 keywords for indexing and search purposes

**1. Introduction**

The paper should be written using MS Word for Windows (on Serbian Cyrillic, Latin or English – UK keyboard). The length of work should not be more than 10 pages including text, diagrams, tables, references, and appendices.

The format is **A4**. Use **2 cm** for the lower and upper margin and **2.5 cm** for the left and right margin. The spacing within one paragraph should be one (single), while the spacing between paragraphs is double. To format the text, it is recommended to use font Times New Roman.

**2. Structure of the paper**

In the first line of the first page the title should be written in Serbian language (16 pt). Under the title of the paper the spaces for name(s) of the author and the names of the author’s institutions should be indicated as specified and aforementioned in this Guideline. After the space for the institution of the last author, leave one blank line and write the short summary (10 pt) in Serbian. After the summary, provide an overview of key words. After the paper title you indicated, include the summary and key words in the Serbian language, whereas they should be indicated in English like above.

Numbered subtitles of the first level must be formatted using the font 12 pt bold, a second-level sub-titles should be 10 pt bold. The text, and a list of references should be formatted using the font 10 pt.

**3. Graphs, tables and formulae**

All illustrations, regardless of whether they are diagrams, photographs or charts are referred to as images. The name and number of images should be displayed as centred.

Figure 1: Accommodation units according to the structure of hotel capacities in 2011 and 2012, written in the form of percentage



Source: (The Ministry of Finance and Economy, 2013)

The title and number of the table should be presented above the table as centred

Table 1: Accommodation units according to the structure of hotel capacities in 2011 and 2012, written in the form of percentage

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **Number****of accommodation units (2011)** | **Number****of accommodation units (2012)** |  |
| **Category** | **2011** | **2012** |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
| 5\* | **9,9** | **6,7** | 1452 | 990 |  |
|  |  |  |  |  |  |
| 4\* | **23,6** | **25,9** | 3486 | 3911 |  |
|  |  |  |  |  |  |
| 3\* | **39,8** | **37,3** | 5895 | 5636 |  |
|  |  |  |  |  |  |
| 2\* | **21,2** | **22,6** | 3102 | 3420 |  |
|  |  |  |  |  |  |
| 1\* | **5,6** | **7,5** | 1133 | 1132 |  |
|  |  |  |  |  |  |
| total | 100 | 100 | 15068 | 15089 |  |
|  |  |  |  |  |  |

Source: (The Ministry of Finance and Economy, 2013)

Submit your article, including tables, images, etc., as a single file. In addition, you should submit all figures and tables (which are entered in black and white) as separate files in TIFF or JPF format with a minimum resolution of 300dpi.

Formulae should be centered on the page and properly numbered, as in the following example. It is recommended that you format the rows with formulae in Microsoft Word (using MathType).

(1)

**4. Conclusion**

In conclusion, the authors should summarize the results they have obtained in the research.

**5. Literature**

When quoting the literature, the APA referencing system should be used. For more information, see the Publication Manual of the American Psychological Association (6th ed.).

**When quoting within the text,** as in the sentence where you mention the author and specify his words, then after the author's name you should indicate the year of publication of the quoted text in parentheses, at the end of the sentence there should be the number of page in which the text should be indicated: according to Čerović (2012) ,,quoted text’’(p.10). When the author is not mentioned in the sentence, then his last name, the year of publication and the number of page should be indicated in parentheses at the end of a sentence, and if the quote was created by paraphrasing or summarizing, then data about the page number is not required: (Čerović, 2012). If there are two or more references by the same author, but they were published at the same time in the same year, the referencing should look like this (Harish, 2008a; Harish, 2008b). When two authors wrote the paper together, the surnames of both authors are written as follows (Petković and Pindžo, 2012), or (Tew & Barbieri, 2012). The call for references in the text requires working with more than two authors and should be stated as follows (Luque-Martinez et al., 2007). When citing a source that does not show the number of pages (such as electronic sources) use the author's name and year of publication if the author is known, and if the author is a corporation or an organization, write down the organization name and year of publication (Ministry of Finance and Economy, 2013).

**References should be given at the end of the main text in alphabetical order,** following the last name of the author. Below are shown examples of using APA style for citations appearing in various forms (books, journal articles, proceedings, electronic resources, etc.).

**A book with one author:**

Example: Hrabovski, Tomić, E. (2009). *Health tourism destinations.* Novi Sad: Prometheus.

**A book with several authors:**

When you have multiple authors, all of them are supposed to be mentioned, but as soon as the last surnames are added and if there are more than seven authors, mention the first six and then write … at the end of the last author.

Example: Barrows, C. & W. Powers, T. (2009). *Introduction to the Hospitality Industry.*

7th edition. Hoboken, New Jersey: John Wiley & Sons, Inc.

**A book which was translated:**

Example: Spic, E. H. (2011). *Art and psyche: a study of psychoanalysis and aesthetics.* (A. Niksic, prev.). Belgrade: Clio.

**A book with an editor for a collection of papers; proceedings:**

If the book is a collection of papers on the appropriate topic, the authors should mention the editor of their work with the surname and first initial in parentheses as they add "edit" if the person is editor, or "Ed." as editor if the book is written in a foreign language.

Example: Đurković, M. (ed.) (2007). *Serbia 2000-2006: state, society, economy, Belgrade:* Institute for European Studies.

**Papers in the proceedings:**

Example: Cerovic, S. (2012). *Modern concepts of strategic tourism destination management.* Scientific conference with international participation "Tourism: Challenges and Opportunities", Trebinje.

**Papers published in the journal by one author:**

Example: Harish, R. (2008). Brand Architecture and its Application in Strategic Marketing. *The Icfai University Journal of Brand Management,* 7 (2), 39-51.

**Papers in a journal with two authors:**

If the article to which you refer has a DOI number, references need to be added.

Example: Tew, C. Barbieri, C. (2012). The perceived benefits of agritourism: The provider's perspective. *Tourism Management*, 33 (6), 215-224. doi: 10.1016 / j.tourman.2011.02.005

**Papers in a journal with more than two authors:**

Example: Luque-Martinez, T. Castaneda-Garcia, A. J., Frias-Jamilena, D. M., Munoz-Leiva, F. & Rodriguez-Molina, M. A. (2007). Determinants of the Use of the Internet as a Tourist Information Source. *The Service Industries Journal*, 27 (7), 881 to 891. doi: 10.1080 / 02642060701570586

**Newspaper article with the aforementioned author:**

Example: Muscle, M. (days 1 February 2012). US Steel has reduced its losses. *Politika,* p. 11

**Newspaper article with no author specified:**

Example: Straževica ready in two months. (Days 1 February 2012). *Politika,* p. 10

**Thesis in the printed version:**

Example: Dewstow, R. A. (2006). *Using the Internet to enhance teaching at the University of Waikato* (Unpublished master's thesis). University of Waikato, Hamilton, New Zealand.

**Document or database from the Internet, the private or official web page for which we know the database author:**

Example: Kraizer, S. (2012). Safe child. Retrieved on 29 October 2012, from http://www.safechild.org/

**Document or databases from the Internet, the official web page for which we do not know the author:**

Example: Penn State Myths. (2006). Retrieved December 6, 2011, from http://www.psu.edu/ur/about/myths.html

**Document or databases from the Internet, private or official web page where the author is a corporation or organization:**

For example, the Ministry of Finance and Economy. (2013). Information on tourist traffic in Serbia. Retrieved on 06 February 2013 from [http://www.turizam.mfp.gov.rs/index.php/sr/2010- 02-11-17-24-30](http://www.turizam.mfp.gov.rs/index.php/sr/2010-%2002-11-17-24-30)

The sources which were not used in the paper should not be included in the list of references. References should be cited in the language in which they are published without translating them into the language of paper.