

# **Journal Vojno delo**

## **Instructions for authors – how to format text**

### Page formatting

Format:	A4
Left margin:	2.54 cm
Right margin:	2.54 cm
Top margin:	2.54 cm
Bottom margin:	2.54 cm

### Text formatting

Font:	Times New Roman
Font size:	12
Titles in text:	Without number and aligned with left margin
Text alignment:	left
Paragraph indent:	1.27 cm; only first line
Spacing:	Single
Citation:	Citation format – APA Style

### Text structure

Volume:	1 author's sheet (30,000 characters in length inclusive of spacing and footnotes); paper volume does not include a list of references and summary
Title:	Bold, centre; up to 12 words
Author's name:	1-3 authors, centre; first name, middle initial, last name
Affiliation:	Centre; full name of institution, headquarters
Abstract:	150-250 words (objective of research, methods, results and conclusion)
Key words:	5 to 10 words
Obligatory parts:	Title, author's name, affiliation, abstract, key words, introduction, body (titles are not numbered), conclusion, literature, summary
Literature:	Reference format – APA Style

## Remarks

### **The paper title**

Title should describe the paper content as precisely as possible. Words suitable for indexing and searching are used. If there are no such words in title, it is preferable to add a subtitle to title.

Title is written both in Serbian and English. These titles are written before abstract.

### **The author's name**

The full name and surname of (all) author(s) is indicated. It is highly desirable to include the author's middle initials. The names and surnames of local authors are always written in their original form (with Serbian diacritical marks in Latin script), regardless of the paper's language.

### **The name of the author's institution (affiliation)**

The full (official) name and headquarters of the institution where the author is employed, and possibly also the name of the institution where the author conducted the research, are indicated. In complex organizations, the overall hierarchy is indicated (for example, University of Belgrade, Faculty of Philosophy - Department of Sociology, Belgrade). At least an organization in the hierarchy has to be a legal entity. If there are several authors, and some of them work in the same institution, it has to be indicated, with special marks or in some other way, which of the mentioned institutions each of the mentioned authors comes from.

Affiliation is written immediately after the author's name. The author's function and title are not mentioned.

### **Contact information**

The author's address or e-mail is given in a note (footnote) at the bottom of the paper's first page. If there are several authors, only the address of the first author and the ORCID number for each author (<https://orcid.org/>) are given. This footnote is marked with an asterisk (\*).

### **Language and script**

The language of paper can be Serbian (Cyrillic or Latin) or English.

### **Abstract**

Abstract is a short informative presentation of the paper content that enables reader to quickly and accurately evaluate its relevance. Abstracts should include terms frequently used for indexing and searching papers.

Abstract includes the main problem, subject, hypotheses, objective, research methods and results, and the final conclusion.

Abstract should be 150 to 250 words long and should be written between heading (title, the author's name and affiliation) and key words, followed by the paper text.

### **Key words**

Key words are terms or phrases that best describe the paper content for indexing and searching purposes. They should be chosen based on an international source (list, dictionary or thesaurus) that is most widely accepted, e.g. *Web of Science*'s key word list.

The number of key words cannot be less than 5 and more than 10, and the frequency of their use should be as high as possible.

Key words are written immediately after abstracts, i.e. summaries.

### **Thank-you note**

The name and number of the project, i.e. the name of the programme which paper has been written within, as well as the name of the institution that has financed the project or programme is indicated in a special note (footnote) at the bottom of the first page of the paper. This footnote is marked with an asterisk (\*).

### **Previous versions of the paper**

If the paper, in its previous version, has been presented at a conference in the form of an oral communication (under the same or similar title), information about this should be indicated in a special note (footnote) at the bottom of the first page of the paper. This footnote is marked with an asterisk (\*).

### **Tables and graphs**

Tables and graphs should be provided in a uniform manner, in accordance with the selected disciplinary standard of paper formatting. It is desirable that titles of all tables and graphs, and preferably the textual content, are given bilingually, in the language of the paper and in English. The number and name of the table are written above it, and the number and name of the picture are written below it.

### **Citation in the text**

The journal *Vojno delo* uses the APA referencing style, 7th edition, which implies giving bibliographic parentheses (brackets) according to the author-date system in the text, as well as a list of references used in the text with bibliographic data after the concluding part of the paper. Citing literature in small brackets has to be done in Latin script, as well as a list of literature (references) at the end of the text, regardless of the fact that the text of the paper is written in Cyrillic.

As a rule, bibliographic parenthesis is indicated at the end of the sentence, before the punctuation mark, and contains the author's surname, the year of publication and the corresponding number of pages, according to the following example: (Blagojević, 2020, pp. 74–77).

If authors from different references have the same last name, use the initials of the author's name in the citation, e.g. (Hamilton, C. L., 1994) or C. L. Hamilton (1994). If two or more authors are cited in the same place, they should be listed in alphabetical order within the same citation, separated by a semicolon, e.g. (Brown, 1991; Smith, 2003).

Foreign names should be written transcribed, and when first cited, after the name in parentheses, put the name in the original along with the year of publication of the paper, e.g. Pijaže (Piaget, 1960) or Mišel Fuko (Michel Foucault). When there are two authors of the paper, the surnames of both are given, while in the case of several authors, the surname of the first one and the abbreviation "et al." is indicated.

Direct quotations (literally - word for word) should be followed by a reference with a page number (Weber, 1989 : 59) with mandatory quotation marks at the beginning and in the end of the quotation. When quoting the text that is not in the original language of the paper in which it is quoted, no quotation marks are used because there is no direct match of words in search engine, but the source of the quotation has to be indicated, as in all other cases. If a direct quote is longer than 40 words, quotation marks are not used, but such a quote is presented in a text block, which is 1.27 cm indented, with the source cited before the block or at the end of the block, before the last punctuation mark.

When the same author is cited several times, the order of the years in which the papers have been published is followed. If a great number of papers by the same author published in the same year is cited, the papers should be marked with letters along with the year of publication, e.g. 1999a, 1999b... The citation of unpublished papers is not desirable, and if necessary, the source information should be provided as completely as possible.

### **Literature (a list of references)**

As a rule, cited literature includes bibliographic sources (articles, monographs, etc.) and is given exclusively in Latin in a separate section of the paper, in the form of a list of references arranged alphabetically according to the last name of the (first) author and without numbering. In the APA style, a list of references has to be presented in alphabetical order, which could not be done if references were in any other script. When citing sources written in other language, in the reference list, the title of such a source (article/book/book chapter, etc.) has to be translated into English in square brackets immediately after the original title, without using italics in square brackets. The title of the journal or the title of the collection, as well as the name of the publisher, has to also be written in Latin, but not translated. References are not translated into the language of the paper.

#### *– Citing a book (monograph)*

If there is 1 author:

Last name, first name's initial(s) (if the author uses a middle name, first write the initial of the first name, space, then the initial of the middle name). The year of publication in round brackets. Title. Publisher (without indicating the address of the publisher, unless the address is an integral part of the name of the publisher, such as the University of Defence in Belgrade).

EXAMPLE

in text: (Mearsheimer, 2001: 95)

at the end of the paper: Mearsheimer, J. J. (2001). *The Tragedy of Great Power Politics*. W.W. Norton.

in text: (Đurić, 2013: 235)

at the end of the paper: Đurić, S. (2013). *Istraživanje bezbednosti – kvalitativni pristup*. Fakultet bezbednosti Univerziteta u Beogradu.

If there are several authors:

Last name, initial(s) of the first name (if the author uses a middle name, first write the initial of the first name, space, then the initial of the middle name), last name, initial(s) of the first name and last name, initial(s) of the first name. The year of publication in round brackets. Title. Publisher.

EXAMPLE

in text: (Buzan et al., 1998: 126)

at the end of the paper: Buzan, B., Ole Wæver, O. & de Wilde, J. (1998). *Security: A New Framework for Analysis*. Boulder: Lynne Rienner Publishers

in text: (Keković et al., 2011: 56)

at the end of the paper: Keković, Z., Savić, S., Komazec, N., Milošević, M., i Jovanović, D. (2011). *Procena rizika i zaštita lica, imovine i poslovanja*. Centar za analizu rizika i upravljanje krizama.

– *Citing journals*

a paper in a journal in printed form (one author):

Last name, initial(s) of the first name. (Year of publication). The title of the paper. Journal title, Volume (number), number of pages. DOI number (if available)

EXAMPLE

in text: (Dragišić, 2010: 225)

at the end of the paper: Dragišić, Z. (2010). *Nacionalna bezbednost – alternative i perspektive*. *Srpska politička misao*, 28(2), 217-232.

– *Citing a doctoral dissertation*

Last name, initial of the first name. (Year of publication). Dissertation title: subtitle. [Type of dissertation, name of the university where it has been defended: faculty (if necessary)]. The name of the archive or website. URL

EXAMPLE

in text: (Ejdus, 2012: 145)

at the end of the paper: Ejdus, F. (2012). *Uzajamno konstituisanje identiteta političke zajednice i njene bezbednosti*. Doktorski rad. Fakultet političkih nauka Univerziteta u Beogradu.

– *Citing websites*

Last name, initial(s) of the author's first name or Name of the organization. (Full date).  
The name of the website. Site name (if not the same as the author's organization). URL

**EXAMPLE**

in text: (Žižek, 2013)

at the end of the paper: Žižek, S. (2013). Die Krise des Westens betrifft sowohl Demokratie als auch Finanzwirtschaft. Downloaded on November 14, 2013 from <http://www.egs.edu/faculty/slavoj-zizek/articles/die-krisedes-westens-betrifft-sowohl-demokratie-als-auchfinanzwirtschaft/>

**Summary**

A summary is given at the end of the paper, after the References section. It is written in the language of the paper as an extended summary in a structured form up to 1/10 of the length of the paper (about 400-600 words).

**APA style**

These instructions list the most common cases of citation in social sciences, and more detailed information can be found on the website:

<https://apastyle.apa.org/style-grammar-guidelines>

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Manuscripts found to contain plagiarized parts will be automatically rejected, and the authors will be prohibited from publishing in the journal.

Manuscripts that do not comply with the mentioned guidelines will not be considered for review.

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**During a calendar year (volume) the author can publish only one paper in the journal, regardless of whether it is an independent or co-author paper.**