

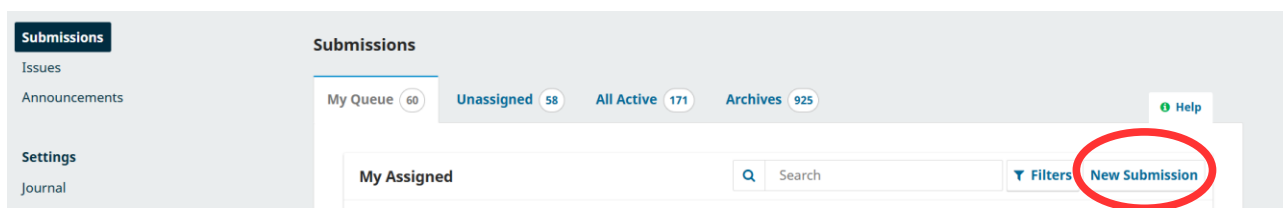
Technical instructions for submitting papers through the journal's electronic editing system (OJS)

Journal uses electronic editing platform based on Open Journal Systems (OJS), so all the papers have to be submitted via the platform using the following [LINK](#).

In case you don't have an account, you are required to register. In case you already have an account, after logging in you can start the submission process.

Submitting a new contribution

After logging into the system, select the manuscript option and click on "New Submission".



Step 1 – Getting Started

Be sure to fill in all fields marked with an asterisk (*), otherwise you will not be able to proceed to the next step. If you miss a field, the system will inform you what you need to fill in before allowing you to proceed to the next step.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English ▼

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

▼

*Articles must be submitted to one of the journal's sections. **

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in .doc or .docx document file format.
- Where available, DOIs/URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font for article text and 11-point for abstract(s) and reference list; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#).
- If the manuscript has more than one author, each coauthor's contribution should be described according to the [CRediT taxonomy](#) for specifying individual contributions. Please be advised that one author may have multiple roles, and roles of several authors can overlap. Not all roles have to apply to every manuscript - you are asked to determine only the roles applicable to your paper.

Comments for the Editor

First, you need to select the language in which you primarily wrote the article (Serbian or English) in the Submission Language field.

Then you should select the appropriate Section for your contribution. You must select a section, and if the Editor-in-Chief, based on the reviewer's assessment, believes that your contribution does not belong in the selected section, he/she will make the necessary change. If you are unsure where to place your contribution, you can select the “articles” section.

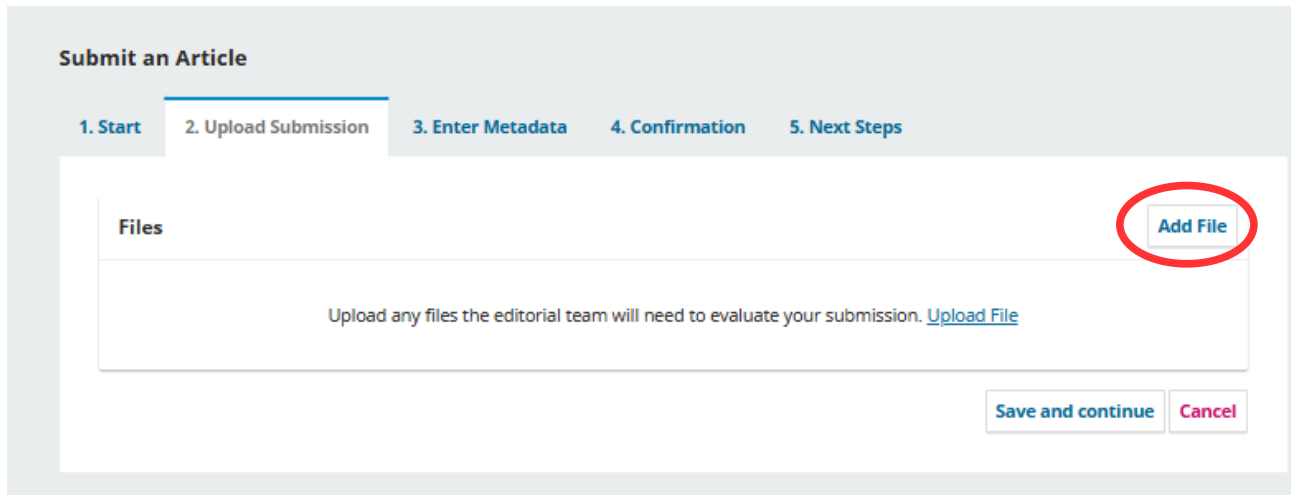
It is essential that your submission meets all the technical requirements set, regardless of how many of them were set at the time of submission and whether they have changed since the last time you submitted your contribution. By reading and acknowledging the submission requirements, you assume responsibility for ensuring that your contribution truly meets the requirements, on the basis of which a decision will be made on whether to proceed with the editorial process.

In case you have any comments for the Editor, you can place them in the designated field.

Proceed to the next step by pressing the Save and Continue button at the bottom.

Step 2 - Adding paper

At this step, you submit your article to the system **in .doc/.docx format**. Your entire article must be in one file, written in accordance with the Instructions for Authors.



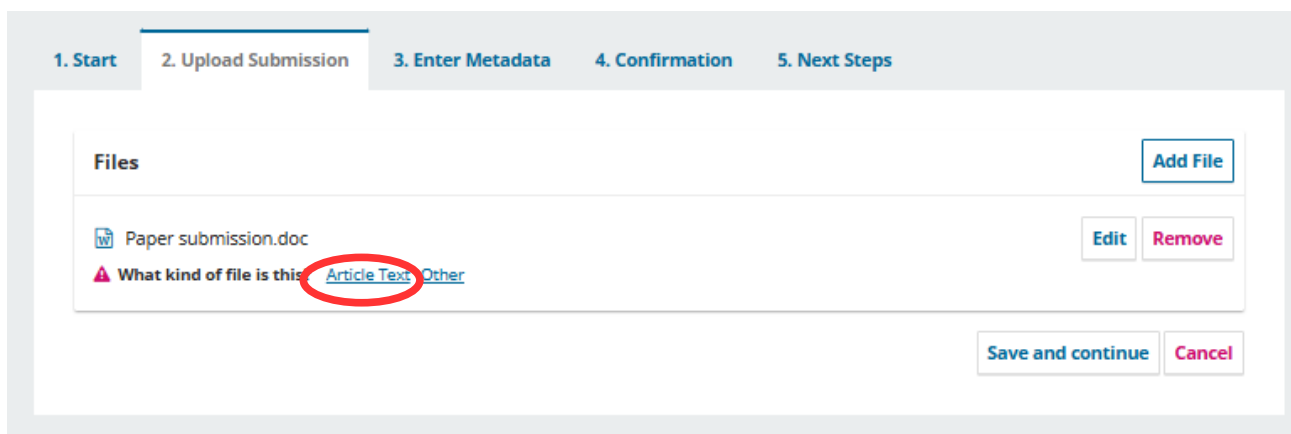
The screenshot shows the 'Submit an Article' interface with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Step 2 is active. The 'Files' section is empty, with a red circle highlighting the 'Add File' button. Below the files list, there is a text prompt: 'Upload any files the editorial team will need to evaluate your submission. [Upload File](#)'. At the bottom right, there are 'Save and continue' and 'Cancel' buttons.

Please make sure that your paper is submitted in the version that is yet to be reviewed (the file you attach does not contain your last name and first name, i.e. affiliation below the title, all with the aim of remaining anonymous to the reviewer). You will enter this information as instructed by the editor in the final stage of preparing the article for publication, and after a positive review.

The file must contain all metadata (title, summary...) in both Serbian and English, identical to those you will enter in the next step (Step 3: Enter metadata)

If metadata changes during the review process, the author should update the metadata before submitting revised versions of the article.

Please carefully follow the detailed instructions for attaching the file containing your attachment, which are provided to you on the page you are on:



The screenshot shows the 'Submit an Article' interface with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. Step 2 is active. The 'Files' section now contains one file: 'Paper submission.doc'. Below the file name, there is a red triangle icon and the text 'What kind of file is this: [Article Text](#) [Other](#)'. The 'Article Text' link is circled in red. To the right of the file name are 'Edit' and 'Remove' buttons. At the bottom right, there are 'Save and continue' and 'Cancel' buttons.

When attaching a file, you must select the type of work. Select the “article text” option.

Step 3 - Entering metadata

Metadata is data about a work that, regardless of whether it is included in the work itself, is separately entered into the system itself to track the work and enable further monitoring of the work's citation rate and other relevant parameters.

Metadata includes:

- information about the author,
- title and summary,
- other data (e.g. keywords, list of references).

You need to enter metadata exclusively in Serbian Latin script (with visible diacritics for the letters č, ć, d, š and ž), whether you enter it in Serbian or English.

Be sure to fill in all fields marked with an asterisk (*). In case you forget any information, the system itself will tell you what else you need to fill in before allowing you to proceed to the next step. It is advisable to fill in the remaining fields as well.

Fill out the page **twice, both in Serbian and English**, as the system will automatically generate keywords only if the page in English is also filled out. Complete the form as follows:

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Examples: A, The

Title *

This field is required.

Subtitle

Abstract *

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Text Color, Background Color, Link, Unlink, Source Code, Undo, Redo, Image, and Upload. Below the toolbar is a large text area for entering the abstract.

List of Contributors

[Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Aleksandra D. Višekruna	avisekruna@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Refinements

Keywords

Add additional information for your submission. Press 'enter' after each term.

The system itself takes the author's information from your profile. It must also be written in Serbian Latin. If it is not, it must be corrected in the profile. If the work is co-authored, you add the co-author in this step by selecting the “add contributor” option and filling in the co-author's information.

Add Contributor



Name

Given Name *

Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country


Country *

User Details

Homepage URL

ORCID iD

Affiliation




Bio Statement (e.g., department and rank)

Please enter just your name and surname without any titles or prefixes. When you enter ORCID, use full URL (always use https://).

Under affiliation write your research organization and country. If you are not affiliated with any scientific organization, please state the institution you are affiliated with (e.g. government agency, lawyer's office etc.).

Under Bio statement you can enter your title, department etc.

Competing Interests



Please disclose any competing interests this author may have with the research subject.

Contributor's role *

- Author
- Translator

- Principal contact for editorial correspondence.
- Include this contributor in browse lists?

*Required fields are marked with an asterisk: **

Journal requires authors to disclose any financial or other substantive conflict of interest that might have influenced the presented results or their interpretation. If there is no conflict of interest to declare, the following standard statement should be added: 'No conflict of interest was disclosed'. For further information on Conflict of interest, please refer to journal policies.

In the end, you are required to choose the role for each contributor.

Do not forget to fill in the References field, which should contain a list of references identical to the one you provided in the References section at the end of your article. References should be entered with one blank line between each reference. References should be written in accordance with the Harvard Citation Style and arranged alphabetically, without numbering, and must be in Latin. **Never translate the list of references - references should always be listed in the original language.** In case references are written in Cyrillic (Serbian, Russian, Bulgarian, Macedonian, Belarusian, Ukrainian), they should be written (transliteration) in Latin.

References

[Save and continue](#) [Cancel](#)

Only now, when you have completed this page, move on to the next step by pressing the Save and Continue button at the bottom.

If you are writing an article in English, in the first step of the paper submission process, you must select English as the manuscript language. In that case, the metadata must first be entered in English, and then in Serbian.

Step 4 – Confirmation

By clicking the “Finish submission” button, you complete the process and your work is submitted to the Editorial Board at that moment.

2. Procedure after submitting the contribution

After completing the submission process, your paper is in the editing process, and you will be notified of its progress from the very beginning via the email address you entered in the system during registration. Please check your email at the address you entered during registration regularly. The email address through which the system will notify you of your submission can be changed under *My Profile*.

In addition to being notified by email, you can see in which stage of the editorial process is your work at any time by logging into the system.

3. Assistance of the Editorial Board

In order to make it as easy as possible for authors and reviewers to work in the electronic system and to contact the editor faster and more efficiently, you can contact us at redakcijaspz@gmail.com.