

GUIDELINES FOR CONTRIBUTORS

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- (a) the title of the contribution;
- (b) the full name the author(s), their academic or professional title(s), current institutional affiliation(s) and email address(es);
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Submitted manuscripts will not be returned to the authors.

TECHNICAL AND STYLISTIC REQUIREMENTS

Headings and subheadings: Articles longer than 10,000 characters should have clear, meaningful headings and subheadings. First-level headings should be in **bold print**, second-level headings should be *italicized*, and third-level headings should be in regular print. **Do not number** any headings or subheading. Please **do not use BLOCK CAPITALS**.

Abstract and keywords: Abstracts in the **Slovene and English** languages should be placed under the title of the article. The abstracts should not exceed 1,500 characters (including spaces). Place keywords under the abstracts. For both, use Times New Roman, font size 10.

Charts, tables, images: Charts, tables, images and other graphical representations should be included in the manuscript in black and white. Charts, tables and images should be titled and numbered consecutively; use Times New Roman, *italicized*, font size 10 (e.g. *Chart 1: The title of the chart*).

Articles should use Times New Roman, font size 12, with the text justified on both sides. The phrases and expressions you wish to highlight should be *italicized* (not in bold print!). **Notes** should be numbered consecutively and formatted as footnotes (not endnotes), appearing at the bottom of each page. Use font size 10.

Contributions should not exceed 45,000 characters (including spaces, keywords and list of references) if they are scientific or scholarly articles or 15,000 characters (including spaces) if they are statements, discussions, comments, reports, reviews, presentations of new books, master's degrees and doctoral dissertations or suchlike. Scientific articles, longer than 45,000 characters with spaces will not be peer reviewed.

We recommend authors to cite references indexed in international bibliographic databases (e.g. Scopus and SSCI).

REFERENCES CITED IN THE TEXT

One work, one author:

- Sagadin (1991, p. xxx) discusses various types of pedagogical research.
- In his work *Studies on Pedagogical Methodology*, Sagadin (1991, p. xxx) presented various types of pedagogical research.

One work, more authors:

- If a work has two authors, cite both surnames consistently:
 - o (Štefanc and Mažgon 2010, p. xxx).
- If a work has more than two authors, only cite the first author's surname followed by "et al.":
 - o (Čagran et al. 2007, p. xxx).

Two or more works within the same parenthesis:

- Two or more works by the same author are cited according to their publication years (the older ones come first). The author's surname is only cited once; the years are separated by commas:
 - o (Sagadin 1991, 2009).
- Authors are cited alphabetically. They are separated by semicolons:
 - o (Sagadin 1991, 2009; Vidmar 2009a, 2009b).
- When the pages of two different works by the same author are cited, the author is cited the second time as well. The citations are separated by semicolons:
 - o (Sagadin 1991, p. xxx; Sagadin 2009, pp. xxx–xxx).
- The author who is specifically referred to is cited first, the others follow alphabetically:
 - o (Mažgon 2007, p. xxx; see also Kožuh 2003, p. xxx; Sagadin 1991).
- When referring to an author or work for the first time, add the full citation (Sagadin 1991, p. 120), in the consecutive instances use "ibid." (instead of the author and the year) and the page number if the page is different from the first instance (ibid., p. 45), or else only use "ibid." if referring to the same source and the same page (ibid.).
- "If a quotation consists of a complete sentence or more complete sentences, the citation follows the period." (Ibid., p. 45) The citation is followed by the next sentence.
- If the quotation is shorter, "only consisting of a phrase or part of a sentence", the citation precedes the period (ibid., p. 46).
- When citing page numbers (pp. 45–54) and time periods (1939–1945), use the dash.
- Use italics to mark the titles of books, articles and book chapters: Sagadin's work *Studies on Pedagogical Methodology*, where he writes about ...
- For each addition within a quotation that is not by the cited author (e.g. any contents or technical explanations, clarifications or corrections inserted by the author of the article) use square brackets "[]":
 - o "In the action research which combines research and innovating practice into a single process suitable models [i.e. those not deviating from the majority] of experimentation can be applied." (Sagadin 1991, p. 87)
 - o "In the action research which combines research and innovating practice into a *single process* [emphasized by J. M.] suitable models of experimentation can be applied." (Sagadin 1991, p. 87)

- To indicate omissions within sentences and between sentences, use three periods between square brackets “[...]”:

 - o Sagadin writes that “for the teachers participating in the preliminary experiment, Bloom specifically mentions the possibility [...] of the teachers writing diaries.” (Sagadin 1991, p. 139)

- Use single quotation marks “‘ ’” to enclose a quotation within a quotation, indicating the contents which appeared between double quotation marks in the original.
- When indirectly quoting an author or referring to him/her, we cite the original author, then add the word “in” and the author we are quoting from. The publication year of the original text is not cited:
 - o Creswell is one of the more prominent supporters of combining qualitative and quantitative paradigms (Creswell in Mažgon 2006, p. 100).
- When a work has no author, the title moves to the place of the author.

THE LIST OF REFERENCES

Periodicals:

- Sagadin, J. (2006). Methodological problems concerning the criteria for selecting gimnazija candidates. *Sodobna pedagogika*, 57, issue 5, pp. 90–103.
- Schmidt, M. and Čagran, B. (2005). The Classroom climate in an inclusive setting. *Sodobna pedagogika*, 56, issue 4, pp. 24–40.
- Kovač Šebart, M., Krek, J. and Vogrinc, J. (2006). About the educational plan in state primary schools – What the empirical data show. *Sodobna pedagogika*, 57, issue 5, pp. 22–44.
- Vidmar, T. (2010, 12. 2.). Razgibanih devetdeset: visok jubilej študija pedagogike na Univerzi v Ljubljani. *Šolski razgledi*, 61, issue 4, pp. 3.

Books:

- Sagadin, J. (1991). *Razprave iz pedagoške metodologije*. Ljubljana: Znanstveni inštitut Filozofske fakultete.

Collections of texts:

An edited book:

- Muršak, J. and Vidmar, T. (eds.). (2006). *Neformalno izobraževanje odraslih – nova možnost ali zgolj nova obveznost*. Ljubljana: Pedagoška fakulteta, Znanstveni inštitut Filozofske fakultete.

An article or a chapter in an edited book:

- Schmidt, V. (1970). Osnovna šola in osnovnošolska zakonodaja pred sto leti. In: V. Schmidt, V. Melik and F. Ostanek (eds.). *Osnovna šola na Slovenskem 1869–1969*. Ljubljana: Slovenski šolski muzej, pp. 9–29.

A book without an author or editor:

- *White paper on education and training in Slovenia.* (1995). Ljubljana: Ministrstvo za šolstvo in šport.

A work in more edited volumes:

- Rüegg, W. (ed.). (1993–2010). *Geschichte der Universität in Europa* (vol. 1–4). München: C. H. Beck.
 - o The reference in the text should be: (Rüegg 1993–2010).

An encyclopedia or dictionary:

- Fass, P. (ed.). (2004). *Encyclopedia of children and childhood: In history and society* (vol. 1–3). New York: Macmillan

An article in a reference work:

- Stearns, P. N. (2004). Comparative history of childhood. In: *Encyclopedia of children and childhood: In history and society*. New York: Macmillan, vol. 1, pp. 226–232.

Electronic sources:

- *Convention on the rights of the child.* (1990). Retrieved from <http://www.varuh-rs.si/index.php?id=105> (Accessed on 10. 12. 2010).
- The works of the same author (or more authors in the same sequence) with the same publication year are arranged in alphabetical order by the title – and lower case letters are added immediately after the year: a, b, c ...:
 - o Štefanc, D. (2008a). Neo-liberal ideas ...
 - o Štefanc, D. (2008b). Is it Possible ...
- For works with no available date and documents accessed online, “(n. d.)” is added if the date could not be identified.