



## MANUSCRIPT SUBMISSION GUIDELINES

The manuscript (in Slovenian or English) should not exceed 35,000 characters without spaces, including references and abstract (in Slovenian and English) and should contain:

- the author's first and last name, affiliation and e-mail address,
- title of the paper in Slovene (maximum 14 words),
- abstract in Slovene (up to 150 words),
- keywords in Slovene (up to 5),
- title of the paper in English (maximum 14 words),
- abstract in English (150 words),
- keywords in English (5).

Follow these instructions for the preparation of the manuscript:

1. Submit your manuscript as a Microsoft Word document. Calibri light, size 12, line spacing 1.5. Do not format the text.
2. Quotations of 5 lines or more should be indented to the right with an empty line above the quotation.
3. Use a three-level headline structure. Do not write the title in capital letters. The title of the paper should be in bold and centred, second level titles should be in bold and aligned to the left and third level titles should be in bold, in italics and aligned to the left.
4. Do NOT number the titles and pages.
5. Use footnotes.

6. Enclose images (photographs, maps etc.) in separate files as jpg or tiff files, in high resolution (image width should be at least 1,500 pixels) and insert the title of the image in the text (e.g.: Image 1: Two-branch determination key) together with the source if necessary (e.g.: Brumen et al. 2004, 21.). For images acquired from other publications, the author should acquire a written permission by the image copyright owner and enclose it to the manuscript.

7. Enclose graphs in separate files in the xlsx format or similar and insert the graph in the text (e.g.: Image 2: Number of students by grades) together with the source if required (e.g.: Svizec 2007, 27.). It is also mandatory that the files include tables with data.

8. Insert tables in the text, with a title above the table (e.g. Table 1: Descriptive statistics), the source should be stated under the table if required (e.g. Muren 2016, 12)

#### Citing examples

When citing literature use the author-year system and The Chicago Manual of Style (University of Chicago Press 2010) but use the author's first names initials rather than full names. The bibliography should include all references and only those cited in the text.

#### Book/monograph

Duh, M. 2004. *Vrednotenje kot didaktični problem pri likovni vzgoji*. Maribor: Pedagoška fakulteta.

Citation in ongoing text: (Duh 2004, 99–100)

#### Edited volume or book with translator

Starc, S., ed. 2012. *Akademski jeziki v času globalizacije*. Koper: Annales.

Citation in ongoing text: (Starc 2012)

Goethe, J. W. 1998. *Učna leta Wilhelma Meistra*. Translated by Štefan Vevar. Ljubljana: Mladinska knjiga.

Citation in ongoing text: (Goethe 1998, 242–255)

#### Chapter in an edited volume

Fošnarič, S. 2002. "Obremenitve šolskega delovnega okolja in otrokova uspešnost." In *Šolska higiena: zbornik prispevkov*, ed. M. Juričič, 27–34. Ljubljana: Sekcija za šolsko in visokošolsko medicino SZD.

Citation in the text: (Fošnarič 2002, 31)

#### Articles by the same author, published in the same year

Fošnarič, S. 1996a. "Problemsko izvajanje pouka tehnične vzgoje v osnovni šoli." *Pedagoška obzorja* 11 (5–6): 250–256.

Citation in the text: (Fošnarič 1996a)

Fošnarič, S. 1996b. "Ergonomske obremenitve in njihov vpliv na nekatere mentalne funkcije učencev." *Sodobna pedagogika* 47 (3–4): 177–189.

Citation in ongoing text: (Fošnarič 1996b)

#### Articles: two authors

Cotič, M., and Valenčič Zuljan, M. 2009. "Problem-Based Instruction in Mathematics and its Impact on the Cognitive Results of the Students and on Affective-Motivational Aspects." *Educational Studies* 35 (3): 297–310.

Citation in ongoing text: (Cotič in Valenčič Zuljan 2009, 301)

#### Articles: three authors or more

Marhl, M., Gosak, M., Perc, M. and E. Roux. 2010. "Importance of Cell Variability for Calcium Signaling in Rat Airway Myocytes." *Biophysical Chemistry* 148 (1–3): 42–50.

For three or more authors, list all authors in the reference list; name only the first author, followed by "et al." (Marhl et al. 2010) in ongoing text.

#### Thesis or dissertation

Tavčar Kranjc, M. 1998. "Transformacija sociologije kot znanstvene discipline v šolski predmet." Doctoral thesis, University of Maribor, Faculty of Education.

Citation in ongoing text: (Tavčar Kranjc 1998, 29)

#### Dictionaries and reference books, printed and electronic editions

*Slovar slovenskega knjižnega jezika*. 2014. 2., amended and partially revised ed., electronic publication. Ljubljana: Cankarjeva založba. <http://www.fran.si/130/sskj-slovar-slovenskega-knjiznega-jezika>

Citation in ongoing text: (*Slovar slovenskega knjižnega jezika* 2014)

University of Chicago Press. 2010. *The Chicago Manual of Style*. 16. izd. Chicago: University of Chicago Press.

Citation in the text: (University of Chicago Press 2010)

Internet resources (we only cite Internet publications; temporary web sources should be avoided)

Novak, B. 2009. Prenova slovenske šole. Ljubljana: Pedagoški inštitut.

<http://www.dlib.si/details/URN:NBN:SI:doc-5jicfupt>

Citation in the text: (Novak 2013)

All participating authors should send their proofread papers to the e-mail address [cvzu@pef.upr.si](mailto:cvzu@pef.upr.si) no later than 25 March 2022. The language of the text must meet the requirements of academic publishing. The author is responsible for the language editing before submitting the manuscript.