

## **GUIDE FOR ABSTRACTS (SENT VIA EMAIL)**

Language: any of the official languages of Bosnia and Herzegovina (Latin alphabet) and English

- **Font:** Calibri (Body), size 9 pt.
- **Format:** A4 page (Page layout–Size–A4), margins normal (Page layout–Margins–Normal)
- **Spacing:** single (Paragraph–Line spacing–Single), no spaces before or after paragraph (Paragraph–Spacing–before/after= 0 pt.)
- **Alignment:** left, except for titles (which should be centered)
- **Word count:** 300 words, keywords not included (Review–Proofing– Word Count)
- Both abstracts must fit on one page

Please pay attention to the following:

- All words and abbreviations in foreign languages (English, Latin, etc.) must be written in Latin alphabet and italicized, e.g. “*Streptococcus pneumoniae*”.
- Decimal numbers are written with a comma in the official languages of Bosnia and Herzegovina (e.g. 0,0005) and with a decimal point in English (e.g. 0.0005)

**NOTE:** The [APA referencing style](#) is used for Social Sciences and Humanities. The [Vancouver referencing style](#) is used for all other fields.

Abstracts should contain the following information:

### **TITLE**

(all capital letters, centered, bold, 12pt)

(blank line)

**Author** (Bold): lead author's first and last name (all capital letters). If there are more (co)authors, list them in the same line after the lead author's name

**Email** (Bold): address (not italicized; after typing it, press Space key to make a hyperlink)

**Mentor** (Bold): title (TA, Assist. Prof., Assoc. Prof.)—mentor's first and last name  
Name of the institution where the research was conducted (department, clinic, institute...)  
Name of the Faculty, name of the University

(blank line)

**Introduction** (Bold): ...

**Aim** (Bold): ...

**Materials and Methods** (Bold): ...

**Results** (Bold): ...

**Conclusion** (Bold): ...

**Keywords** (Bold) (separate keywords with a semicolon ";"): ...

...

(2 blank lines)

\*blank lines and text in bold should be used only where instructed

\*no words other than those specified in the Guide should be emphasized, italicized or bold

### **GUIDE FOR PAPERS**

Papers should include 6 parts: Introduction (where the aim of the paper is described), Materials and Methods, Results, Discussion, Conclusions, and References. Titles of all parts should be written in all capital letters, bold and centered. Use a **12pt** font without numeration. Text should be separated from the titles by a single blank line. Number of pages is not limited.

SI units, symbols, and abbreviations can be used, but abbreviations should be used only in case of long titles. Full name of the paper should be used when mentioned for the first time unless it contains standard units of measurement.

Figures, graphs, and tables should be inserted **below** the reference list (one per page) and marked within the text (e.g. Image 1). Numbers and names should be written below figures, graphs, and tables (e.g. Table 1 Clinical manifestations of syphilis). Tables, graphs, and figures are numbered consecutively (1, 2, 3...). Font for Appendix is 10pt.

In Introduction and Discussion the sources must be cited. The APA referencing style is used for Social Sciences and Humanities. The Vancouver referencing style is used for all other fields.

Arabic numerals in brackets are used for referencing. A number is allocated to a source in the order in which it is cited in the text. If the source is referred to again, the same number is used. In-text citation numbers should be placed after the relevant part of a sentence. Either square [ ] or curved brackets ( ) can be used as long as it is consistent.

## *Vancouver referencing style examples*

“Cardiovascular diseases are the leading cause of mortality in most developed systems [1] and also a major cause of disability and increasing health care costs [2-5].”

If the same reference is used again within the text, use the same number.

Sources in the reference list are cited in the following way:

- reference number, author’s last name, author’s initials (if the article has 1 to 6 authors, list all authors; if there are more than 6 authors, list the first 6 authors then add ;et al.);, article title, magazine name, year of publication, volume number, pages, and possibly DOI (Digital Object Identifier)

### Example

[1] Petrovic P, Markovic M, Stefanovic S, Peric P, Nikolic N, Duka D, et al. Guide for writing papers, StES journal, 2018, 5, 62–68, doi:124.154523/125.56868.

References are inserted before or after punctuation marks, in brackets: (1) or [1].

Books and monographs are cited in the following way:

- author’s last name, author’s initials (year of publication): Book/monograph title. Edition number (if it is not the first edition). Name of publisher. Place of publication.

### Example

[2] Markovic, M. (2018): Citing and referencing. 3rd ed. University of Banja Luka. Banja Luka.

## *APA referencing style examples*

APA referencing style uses in-text citation and references, which means that every citation in the text requires a reference in the reference list and vice versa.

### *In-text citation*

In-text citations form part of sentences and paragraphs, and they clearly indicate the information cited or paraphrased and its author. In-text citations are listed in brackets and include the author’s last name and the year of publication, separated by a comma.

### *One author*

If there is only one author, their last name and the year of publication are referenced in the brackets, separated by a comma.

(Peters, 2020)

## Two authors

If there are two authors, they are both listed every time the reference is used in the text. An ampersand (&) is used between their last names.

(Peters & Johnson, 2020)

## Reference list

Books and monographs are referenced in the following way:

- author's last name, author's initial(s) (year of publication): Book/monograph title. Place of publication. Name of publisher

### One author

Crystal, K. (2011). *The story of English in 100 words*. St. Martin's Press.

### Two authors

Dawson, J., & Lucas, R. (1993). *Lifestyles of New Zealand forest plants*. Victoria University Press.

### Multiple authors

If there are multiple authors, they are all listed. An ampersand (&) is used before the final author's last name.

- author's last name, author's name initial(s) (year of publication): Book/monograph title. Place of publication. Name of publisher

Stillings, N. A., Weisler, S. E., Chase, C. H., Feinstein, M. H., Garfield, J. L., & Rissland, E. L. (1995). *Cognitive science: An introduction* (2nd ed.). The MIT Press.

If more information about APA referencing style is needed, visit <http://www.apastyle.org/>.