

INSTRUCTIONS FOR AUTHORS

Article Title

The article title should be in capital letters (Serbian Cyrillic or Latin alphabet). It is necessary to check grammatical and technical correctness of a written title because its contents (in proofreading) must not be changed.

Alignment is centrally set and the font Myriad Pro Bold, size 16 pt is used for writing.

Author(s)

Name, middle initial and surname of the author of the article are written below the article title. The function and position of the author should not be written. They are centrally set and the font Myriad Pro Bold, size 12 pt is used.

In case of two or more authors of the article, the names are listed in sequence, one after another, separated by a comma, as can be seen in the following example:

**Name Middle initial. Surname^a, Name Middle initial. Surname^b,
Name Middle initial. Surname^c**

a Name and address of the institution where the first author is employed

E-mail of the author

b Name and address of the institution where the second author is employed

c Name and address of the institution where the third author is employed

The name and address of the institution where the author is employed, as well as an e-mail address of the (first) author are written below the names and surnames of (all) the authors (as in the example above). In complex organizations, the overall hierarchy is written (eg. University of Niš, Faculty of Arts, Department of Music Art, Niš, Republic of Serbia). The font Myriad Pro Italic, size 9 pt is used.

Footnotes (behind a surname of the author) provide, in addition to transparency, that the names of institutions are not repeated (in case that the authors come from the same institution).

This information is omitted in the first files version, so that the author's anonymity would be guaranteed during reviewing, and is entered after the positive article review.

DOI

It is located in the top right corner - right alignment (above the title), and the font Myriad Pro Regular, size 8 pt is used.

Article type

The font Myriad Pro Regular, size 8 pt is used to write the article type (eg. Original Scientific Paper, Review Paper, Short Report, Preliminary Report, Scientific Criticism, Professional Paper, Professional Practice, Editorial, Commentary, Review, Historical item, Project). It is located in the top left corner (above the title) - left alignment.

Example:

Article type: Write the article type

Language

The font Myriad Pro Regular, size 8 pt is used. It is located in the top left corner (above the title, and below the article type) - left alignment.

Example:

Article language: Serbian or English.

Abstract

Summary (abstract) is a short informative presentation of the article contents allowing the reader to assess its relevance quickly and accurately. Summary contains terms that are often used to index and search articles. The research goal, methods, results and conclusion are components of the abstract. The abstract should contain between 100 to 250 words.

The font Myriad Pro Bold, size 10 pt is used for the title, and the font Myriad Pro Regular, size 8 pt is used for the text body.

Keywords (key words, no more than 10) are located below the summary text. The font Myriad Pro Bold, size 8 pt is used for the term "Keywords" and the font Myriad Pro Regular, size 8 pt is used for the listed words.

Keywords are omitted in the first files version, and are entered in the process of electronic editing after the system ASEESTANT has assigned keywords to the article by using KWASS (automatic extraction of keywords from disciplinary vocabulary), and are then accepted by the author and subsequently entered.

Acknowledgements

If the article is financially supported, acknowledgement is mandatory in the bottom of the first page. The author acknowledges the financial support (eg. to Ministry of Education, Science and Technological Development of Republic of Serbia (project name: ..., project code: ...)).

The font Myriad Pro Regular, size 8 pt is used.

Introduction

Introduction, which is not numbered, conceptually represents the introductory part of the article. The font Myriad Pro Regular, size 10 pt, is used for the basic text of the article, Single-spaced, the text format Justify, Serbian Cyrillic or Latin alphabet.

Main subtitle of the article

The main subtitles are not numbered, but there can be more of them in the article elaboration.

The font Myriad Pro Bold, size 12 pt is used for the main subtitle of the article.

Secondary subtitle of the article (hierarchy of subtitles)

Level 1: **Research Methodology** (Myriad Pro Bold, size 12 pt)

Level 2: **Research Methodology** (Myriad Pro Bold, size 10 pt)

Level 3: *Research Methodology* (Myriad Pro Italic, size 10 pt)

Text writing method

The font Myriad Pro Regular, size 10 pt (1.0 spacing) is used to write the basic text of the article - Serbian Cyrillic or Latin alphabet. Text alignment, both sides (Justify).

The passages are separated by line breaks and indentation of the text (4 pt).

The enumeration in the text shall be in ordinal numbers or with large dashes, by pulling in the first line (4 pt) and without pulling in of other lines (without function Format/Bullets and Numbering).

The decimal numbers should be separated by comma (not by point).

Artefact for referencing (citation and references)

APA style is applied for citation and references (see: *Publication Manual of the American Psychological Association*, www.apastyle.org). The surname of the cited author, the year of publication from which is cited and possibly the number of pages, should be written in ordinary parentheses in the text in the place where reference is made, i.e. references to literature listed at the end of the article, for example (Jovanović, 2012, p.10–12)

References to literature in parentheses should be written in Latin alphabet, as well as a list of literature, regardless of the article text which is written in Cyrillic.

It is necessary that references to literature in the text should be done in accordance with these instructions.

Text illustration (graphic attachments)

The text illustrations (photos, graphs, drawings, music sheets...) should be set to the desired location in the text. They are necessary to be clear, transparent and suitable for reproduction and magnification (**JPEG or TIFF format and a resolution of 300 dpi**).

When sending, graphic attachments (besides specified in *Word*) must be found in a separate folder, which is attached to the text. Attachments within the folder must be clearly labeled - with an ordinal number and the name under which they are put in the text (the abbreviated form of the name is also acceptable).

Each text within the picture must be accompanied by an alphabet in which it was written (in Cyrillic or Latin).

It is desirable that the names of all graphic attachments should be given bilingually (in Serbian and English), including the text content on the picture.

Example:

Picture 1. Enter the name of the picture here (description)

The font Myriad Pro Italic, size 9 pt (centrally) is used to write the name (description) of pictures.

Tables

The font Myriad Pro Italic, size 9 pt is used for the table title, while the font Myriad Pro Regular, size 9 pt is used for the textual content of the table.

It is desirable that all table attachments should be given bilingually (in Serbian and English)

There is a description of the contents of the table below the indicated table number (*Table 1*). The table itself aligns with the edge of the text, as in the following example:

Table 1

Description of the contents of the table

Enter details	0	0	0
Enter details	0	0	0

Conclusion

The aim of the article and the results are stated in the conclusion.

The rules for the main subtitle are applied in writing.

References

List of references is written obligatory in Latin alphabet below the bilingual subtitle Bibliography/References.

APA Style Manual as a way of listing references is applied in *Artefact*.

References should be listed in alphabetical order, stating first author's surname, without numbering.

If the reference written by the author is stated in the reference list, then the word "author" is put in the first version of the article instead of the name of author (due to the need of the author's anonymity during reviewing). A full surname and name are entered after the positive article review.

In the final stage of editing the article, the author re-enters the list of references upon the editors invitation, in accordance with the printing tool that is generated by a special system ASEESTANT – *ReffFormatter*: control of designing references according to *APA Style Manual*.

The font Myriad Pro Bold, size 12 pt is used for the title, while the font Myriad Pro Regular, size 8 pt is used for the list of references. It is important that each entered reference should be separated from the next by single-spacing.

Article title in English

Summarized part of the article in English is written at the end of the article. The article title should be written in capital letters and set centrally and the font Myriad Pro Bold, size 12 pt is used.

Names of authors in English

Names, middle initials and surnames of the authors (written in Latin alphabet), retain writing form from the beginning of the article, with a change in font size (Myriad Pro Regular, size 11pt).

The name and address of the institution in English in which the authors are employed, also retain the form, by changing the font size (Myriad Pro Italic, size 8 pt).

This information is omitted in the first files version, so that the author's anonymity would be guaranteed during reviewing, and is entered after the positive article review.

Article type

Example:

Article type: Indicate the type of article (Original Scientific Paper, Review Paper, Short Report, Preliminary Report, Scientific Criticism, Professional Paper, Professional Practice, Editorial, Commentary, Review, Project)

The font Myriad Pro Regular, size 8 pt is used.

Article language

Example:

Artical language: Serbian (or English)

The font Myriad Pro Regular, size 8 pt is used.

Summary

It is desirable that the summary in English is given in the expanded form, as so-called Summary. It is particularly preferable that the summary should be in a structured form. The summary length should be up to 1/10 of the article length (more detailed than summary in Serbian). Summary is given at the end of the article, after *References* section. The beginning of the summary can be a translated summary in Serbian (from the beginning of the article), then the article conclusion basics should follow (references should not be translated). It is necessary to translate the text part below the title and subtitle in a structured summary, taking into account that it is proportionate to their size, and reflecting the essence. For a summary in English, the editorial team provides qualified proofreading, i.e. grammatical and orthographic correctness.

It can be concluded that the Summary, in fact, represents a shortened version of the article, but in English (up to 1/10 of the length of the article in Serbian).

The font Myriad Pro Bold, size 8 pt is used for the title, while the font Myriad Pro Regular, size 8 pt is used for the text body.

The key words are written below the text, as in the example below:

Key words: List key words, no more than 10 words.

The font Myriad Pro Bold, size 8 pt is used for the term "Keywords", while the font Myriad Pro Regular, size 8 pt is used for the listed words.

It is necessary to add a Serbian translation of the structured summary in English (Summary), so that English proofreader would make comparison.

Dates

The dates are stated at the end:

Paper received on:

Manuscript corrections submitted on:

Paper accepted for publishing on:

The font Myriad Pro Regular, size 8 pt is used.

Copyright

© 2016 The Authors. Published by Artefact (<http://www.artf.ni.ac.rs/index.php/casopis-artefact/>). This article is an open access article distributed under the terms and conditions of the Creative Commons Attribution license (<https://creativecommons.org/licenses/by/4.0/>).

The font Myriad Pro Regular, size 8 pt is used.

The scope of the article

The scope of the article should be 1 author sheet = 16 pages, or up to 30 000 characters (total of 30 000 characters with spaces).