

## TECHNICAL GUIDELINES

The papers submitted for publishing in *The CCEDEP Conference* are accepted in **English** language.. **The papers must not exceed 6 pages of A4 format in length;**

The name(s) of author(s) and co-author(s) are written in 12pt, **Bold** font, Align Left. First name, middle initial (if possible), surname and title should all be included (see the example below the guidelines);

The name(s) of author(s) and co-author(s) should be followed by a footnote. The footnote should include the e-mail address(es) of the author(s) and co-author(s). The title follows the footnote;

Below the name(s) of author(s) and co-author(s) the affiliation should be written in 12pt Regular font;

The paper title is written in 14pt, **Bold** capital letters, Align Left. If the paper is part of a research project the paper title should be followed by an asterisk marked footnote (\*). The footnote should include the basic information about the project - name, mark, funding institution etc;

The paper title is followed by an **ABSTRACT** (this word alone Times New Roman, 12pt, Bold, capital). The Abstract text is written in 12pt Regular font and includes 100-250 words. Text spacing is not used. Both left and right margins are indented by 0.5;

Abstract is followed by *Key Words* (only the title in *Italic*). The text is written in Times New Roman, 12pt, Regular. Number of key words must not exceed 10. Their frequency should be as high as possible.

*Key Words* section is followed by the paper text;

**The paper text** is written in Times New Roman, 12pt, Justify. Margins are set as follows: Top: 1", Bottom: 1", Left: 1", Right: 1". Spacing is set as follows: Before Opt, After Opt, Line Spacing Single. The first line of every paragraph, as well as the headings of separate paper sections are indented by 0,5". Every heading is followed by a single blank line, and preceded by two blank lines and every subheading is preceded by a single blank line;

**Headings** are written in Times New Roman, 12pt, Bold, capital letters, Align Left, Indentation 0,5;

**Subheadings** are written in Times New Roman, 12pt, Bold, initial letter capital, Align Left, Indentation 0,5;

**References** within the text are put in **APA citation style** parentheses using commas to separate the surname of the author, the year of publication and the number of the page containing the citation; e.g. (Petrovic, 2004, pp. 56) or for multiple authors (Petrovic et al, 2005, pp. 74);

**Footnotes** are EXCLUSIVELY to be set in the main menu. If this is done right the first footnote will be the e-mail address(es) of the author(s) and co-author(s), followed by further footnotes in the text of the paper continually marked with numbers. Footnotes are written in Times New Roman, 10pt font and comprise comments on the text of the paper, additional explanations, notes on references and resources etc;

**Figures and Tables** are marked using ordinal numbers throughout the text (*Figure 1. Figure 2.* etc). The caption in *Italic font* should be followed by a hyphen and the title in Regular font (*Figure 1. – Negotiating skills*). Below the figure its reference **must** be stated, aligned Center. If the figure is originally created by the author it should also be stated in the same way (*Reference – Lovreta et al, 2010, pp. 78; or Reference – Author*). The same guidelines apply to **Tables**. Both figures and tables illustrated in the paper should also be sent separately in one of the following formats: jpg, pdf, xls...

**REZIME** is a section written in Serbian language, placed at the end of the paper, i.e. **after the Conclusion and before the References**. The title of the section in Serbian language is aligned Center, written in Times New Roman, 12pt font, **Bold**, capital letters. **Rezime** includes **the translation of the paper title into Serbian language**. It consists of the **Serbian language versions of Abstract and Key Words**. Similar to the text of Abstract, Rezime is written in 12pt Regular font with the whole text indented by 0,5" from both right and left margins;

**References (Literature/Bibliography)** section **follows the first section in Serbian language (REZIME)**. All bibliography items are listed in **alphabetical order by the APA citation style**.

**Books:** the surname of the author, the initial letter of the author's name, (year) the book title in *Italics*, the publisher, the place of publishing, pages;

*Example:*

Drucker, P.F., (1993) *Post-Capitalist Society*, HarperCollins, New York,

**Journal articles:** the surname of the author, the initial letter of the author's name, (the year of publishing) the title of the section or the article, the title of the book or proceedings in *Italics*, the issue number, the publisher, the place of publishing, page number;

*Example:*

Blauberger, M., (2009), Of 'Good' and 'Bad' Subsidies: European State Aid Control through Soft and Hard Law, *West European Politics*, Vol. 32, No. 4, July pp. 719–737.

**Online publications:** the surname of the author, the initial letter of the author's name, (year) the title of the paper or article in *Italics*, date of downloading, internet address;

*Example:*

Kotler, F. (1998) *How to create, win and dominate markets*, Vol. 1., date of downloading 15. November, 2013. [//www.amazon.com/Kotler-Marketing-Create-Dominate-Markets/](http://www.amazon.com/Kotler-Marketing-Create-Dominate-Markets/).