

AUTHOR GUIDELINES

The scientific journal “METODIČKI OBZORI” (Methodical Horizons) publishes original scientific papers, preliminary communications, review papers, professional papers and book reviews indirectly or directly dealing with educational issues. Only previously unpublished papers will be published.

The journal publishes scientific and professional papers in the area of pedagogy, psychology, teaching methodology, sociology, education and rehabilitation sciences, philosophy, but also other scientific areas in which the topic of the paper is related to education.

After two positive reviews (one of which is international and the other national), the papers are published in English, while the special issues are in Croatian. The members of the editorial board are international and national scientists and experts in the field of social sciences and humanities. The editorial board of the journal enables scholars and educators to publish papers resulting from scientific, theoretical, empirical and practical research and studies.

The papers are to be submitted in digital form only, at the journal e-mail address metodicki.obzori.unipu@gmail.com.

Scientific papers should have between 22,000 and 40,000 characters with spaces, while professional papers and book reviews should have up to 12,000 characters with spaces. The paper is submitted in the following format: A4 size, all margins 2 cm, font size 12 pt. Times New Roman, single spacing (1.0). The words should not be underlined, but italics should be used. Submitted papers and appertaining attachments are not to be returned.

The title of the paper should be clear, centred, capitalized, Times New Roman, font size 14 pt., bold. The title should include information on the author(s): first and last name, academic degree, name of the institution where the author(s) works and contact email, font size 12 pt. Times New Roman, single spacing (1.0).

The manuscript must contain an abstract (600 to 1,000 characters with spaces) indicating the purpose of the paper, theoretical and methodological starting points,

the most important (main) results and conclusion, Times New Roman, font size 12 pt. the Abstract subtitle, font size 12 pt., bold. At the end of the abstract, up to five keywords should be listed under “Keywords” that are expertly and scientifically relevant to the issue being addressed.

The abstract, together with the keywords and title of the paper, is to be submitted in English and Croatian, in the formats indicated. Abstracts and keywords in the language in which the paper has been written are placed at the beginning of the paper, while the title of the paper, abstract and keywords in other languages are placed at the end of the paper, after the literature.

The text of a scientific paper principally consists of the following sections: Introduction; Methods; Results and Discussion; Conclusion. Non-numbered subtitles should be written in Times New Roman, 12 pt., bold, with one line of empty space above the subtitles.

Graphic attachments (figures, drawings, tables, charts) should be clear, sharp and clearly visible, in black, white and grey and appear in a separate document. The text of the paper should indicate where it will be inserted in the publication (Times New Roman, font size 10 pt.). Each graphic attachment and table should have a title and be numbered sequentially (e.g.: Table 1.) associated with the text. The table title is located above the table and the title of the image or chart goes below them. Title, for example: Table 1., Times New Roman, 11 pt., bold, while the continuation of the title is the same without bold.

The acceptance of categorized papers for publication obliges the author(s) not to publish the same article elsewhere until the review process is completed.

Whenever a text is referenced in a work, the source should be cited in the text, not in the notes, for example: (Tatković et al., 2015) or if it is a citation (Matijević, 2001, 51). If there are two authors, both should be mentioned (Radetić-Paić, Blažević, 2018), and if there are more than one, then surname of the first author and associates (Zovko, 2020).

The footnotes should be used solely for commenting or supplementing, i.e. clarifying what has been said in the text. All works that are referenced or cited should be listed at the end of the paper in alphabetical order by the author's surname. “METODIČKI OBZORI” (Methodical Horizons) uses the APA system of reference.

“METODIČKI OBZORI” (Methodical Horizons) will be published at least once a year, and some issues will be published thematically and/or in Croatian language as agreed by the editorial board.

Categorization of papers:

An original scientific paper contains original theoretical and practical research results.

A preliminary communication contains one or more new scientific data, but without sufficient details that might enable verification as in original scientific works. It may contain results of an experimental research, that is, the research which is still underway, the results of which, due to their relevance, need to be published as soon as possible.

A review paper contains a complete review of conditions and tendencies in the development of a certain theoretical field, methodology or application with a critical view or assessment. The cited references have to be sufficiently whole to enable a quality insight and participation in the presented area.

Other works are professional paper, practical experiences, reviews, representations, news etc.

The Editorial Board of *Metodički obzori* (Methodical Horizons) and the editor in chief retain the right to select the papers for publication, as well as to define the sequence of publishing the reviewed papers.