

# SUBMISSION GUIDELINES FOR AUTHORS

*Metodika*, Journal of Theory and Application of Teaching Methodologies in Pre-school, Primary, Secondary and Higher Education, publishes original scientific papers and review papers directly and indirectly related to issues of teaching methodologies as theoretical and practical disciplines in the Republic of Croatia and abroad.

*Metodika* publishes only previously unpublished articles, with the exception of texts translated from foreign languages.

*Metodika* is published at least twice yearly, once in each term.

**Submission of papers.** Papers can be sent to the following email address: *metodika@ufzg.hr* or they can be mailed to the following address on a floppy disc as Microsoft Word documents and on two identical printouts on A4 paper with double spacing: Učiteljski fakultet Sveučilišta u Zagrebu, 10 000 Zagreb, Savska cesta 77 (for the journal *Metodika*).

**Length of paper.** The length of the paper, including the summary, references and graphic displays should not exceed 15 pages, or 30,000 characters.

The paper must contain the date of its finalization by the author.

**Graphics** must be represented in black and white on separate sheets of paper, not larger than A4. The place in the text where the graphics stand should be indicated.

**Citations and references.** The paper must contain references and sources according to which it is written. When quoting from other sources, the source is given in the text and not in the notes at the bottom of the page. The reference is given in brackets and should contain the author's name, the year of publishing and, in case of literal quotation, the page reference (e.g. Vilke, 1993, p. 23). The references at the end of the paper should give full information on all the works that are cited or referred to in the paper starting with the author's last name in alphabetical order. Works of the same author should be listed chronologically. For example:

#### *Books:*

Rosandić, D. (1993): *Novi metodički obzori*, Zagreb: Školske novine  
Brezinka, W (1978): *Metatheorie der Erziehung*, Basel: Ernst Reinhard Verlag

#### *Works published in journals:*

Paar, V. (2006), Okvir Hrvatskog nacionalnog obrazovnog standarda, *Metodika*, Vol 7, n1, pp. 7-24.

#### *Works published in conference proceedings:*

Bežen, A. (2004), Ekološki odgoj i kroatistika. U S. Golac, (Ur.), *Ekologija u odgoju i obrazovanju* (pp. 90 – 102), Gospić: Visoka učiteljska škola.  
Prskalo, I., Findak, V., Šerbetar, I. (2005), Differences in efficiency of teaching methods in PE with children aged 7-10. In D. Milanović & F. Prot, (Eds.), 4th International Scientific Conference on Kinesiology - "Science and profession - challenge for the future" ( pp. 81-83), Zagreb: Faculty of Kinesiology, University of Zagreb.

A **summary** of up to 1,000 characters should present the purpose of the paper, its main results and conclusions. The summary is placed at the beginning of the paper and is to be marked as "Summary". It is followed by the *key words* - an alphabetical list of the most relevant terms discussed in the paper (up to five terms).

## Paper categorization

Papers are categorized into scientific papers, professional papers and others. Scientific papers can be divided into the following categories: original scientific paper, review paper and preliminary communication. The author can suggest the category of his/her article, but the final decision will be made by the editorial board after having received the suggestions of the reviewers.

An *original scientific paper* contains original theoretical or practical research results.

A *review paper* contains a complete presentation of the current situation and tendencies of development of a particular field of study, of a methodology or practical application with a critical comment or evaluation. The references quoted have to be complete so as to enable a good insight into the presented field of study.

A *preliminary communication* contains one or more new scientific facts, but it does not encompass the topic and the details thoroughly enough to enable evaluation as does an original scientific paper. A communication can contain information on results of scientific research or ongoing scientific research if prompt publishing of results is required.

A *professional paper* does not necessarily contain original scientific research but offers comments on the practical application of known scientific results and theories.

A *conference paper* is a communication submitted at a scientific conference and presented in written form which does not fall under any of the previously mentioned categories.

A *practical experience* is a presentation of the author's experience and does not fall under any of the abovementioned categories.

All other contributions (reviews, news, etc.) that cannot be assigned to the above-named categories will not be categorized.

The papers are published according to their categorization and alphabetically within the same section.

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**Languages accepted.** As a rule, *Metodika* publishes papers written in Croatian, English or German. Papers submitted in Croatian or German will be published with their English translation, including the summary. Papers submitted in English will be published with their Croatian translation, including the summary. Contributions which cannot be assigned to any of the abovementioned categories will be published only in the Croatian language.

If the paper is submitted without its English translation, the translation will be provided by the Editorial Board. Papers submitted with a full English translation will be given precedence.

Papers in all languages will be proofread by experts in the particular language.

The **decision concerning publication** and the language in which a particular paper will be published will be made by the editorial board after considering the opinion of the reviewers. The editorial board does not have to justify its decision. In case of rejection, the paper will not be returned to the author.

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