

**INSTRUCTIONS TO AUTHORS AND TEMPLATE FOR WRITING
PAPERS TO BE PUBLISHED IN THE PROCEEDINGS OF THE
SCIENTIFIC CONFERENCE "VILLAGE AND AGRICULTURE" OF THE
FACULTY OF AGRICULTURE OF THE BIJEJINA UNIVERSITY**

The proceedings of publication/papers from the International scientific conference "**Village and Agriculture**" (hereinafter referred to as the Proceedings) is published annually by the Bijeljina University. Papers that have been peer-reviewed twice are published in the Proceedings.

Papers that are accepted for publication can be in English and submitted by e-mail to the address: poljokonferencija@ubn.rs.ba. If a submitted paper by local authors is written in English, it is necessary to submit a version of the paper in Serbian.

Papers are submitted in two copies, with the information about the authors removed from one copy, so as not to violate the peer review process which is anonymous. In the second copy of the paper, all information about the authors (in the required form) necessary for further correspondence and full transparency of the published paper is stated.

Papers submitted for publication in the Proceedings need to contain research content that has not previously been published in Serbian, English or any other language. Also, submitted papers must not be in the process of consideration for publication in another journal or proceedings. The publisher reserves the right to check the originality of the submitted paper with specialized plagiarism detection software.

PEER REVIEW PROCEDURE

All papers undergo a double peer review and both peer reviews have to be positive and conform to generally accepted scientific standards. Each peer reviewer evaluates the manuscript independently and anonymously on the basis of which he can give:

- a positive peer review,
- a proposal to refine the paper or
- a negative peer review.

In the case that one peer review is positive and the other negative, the final decision on acceptance of the paper will be made by the editor-in-chief of the proceedings. If the paper is positively evaluated and accepted for publication, each of the authors should sign the *Author's statement*, which will be delivered to the authors via e-mail and which, after signing, should be scanned and

returned to the editorial office. In the case that after the peer review it is necessary to correct the paper, the organizer can make minor revisions of the paper independently.

RULES OF TECHNICAL PAPER PREPARATION

The guide for authors provides the necessary information and a template for the preparation of papers before submitting for publication in the proceedings. It is necessary that the authors of the papers carefully apply the rules in order to facilitate the work in the later stages that precede the publication of the paper.

Page size: B5 ISO (176 x 250); **Margins:** top/bottom 20 mm, left/right 20 mm; **Layout:** Header 1.25 cm, Footer 1.25 cm; **Orientation:** Portrait.

The paper should not be less than 10 or longer than 16 pages including abstract, literature, figures, charts and acknowledgments. Pages should not be numbered. Exceptionally, due to the specifics of the topic, the editorial board can accept longer papers. Papers are prepared in **Microsoft Office, Word for Windows**.

Font size should be 12, text Justify, written without line spacing (Line Spasing Single) with a space of before 6pt and after 3pt between paragraphs and in the text, without indenting the first line.

Times New Roman font should be used when writing the paper.

<p>PAPERS THAT ARE NOT WRITTEN ACCORDING TO THE GIVEN TECHNICAL INSTRUCTIONS WILL NOT BE TAKEN INTO CONSIDERATION.</p>

A detailed template (technical instructions) for the proper preparation of papers is provided below.

TEMPLATE

TITLE OF THE PAPER

(centered, font size 12, bold, all capital letters, maximum two lines)

Slavica Milošević¹, Marko Marković², Stefan Stojković³

(centered, font size 12, *Italic*)

Abstract

(centered, font size 12, **bold**)

The abstract is an informative presentation of the content of the paper and can contain up to 150 words, and it has to contain: the aim of the research, the methods used, the most important results and short conclusions.

The abstract is located between the header, which is the title of the article, the author's name and keywords, followed by the text of the article.

The abstract should be written in Serbian and English.

*When writing the abstract, one should use Times New Roman, font size 12, *Italic*, text alignment *Justify*, and the text of the abstract without spacing (*Line Spacing Single*), with a gap of *Before 6pt* and *After 3pt* between paragraphs, without indenting the first line .*

*The use of indexes and special symbols in the abstract should be avoided, all abbreviations should be defined when they are used for the first time. **Citing references in the abstract is prohibited.***

The abstracts in Serbian and English as well as keywords have to match in every aspect.

Keywords are located below the abstract and up to five keywords that best describe the content of the article are listed. They are written in the language in which the abstract of the article is written.

Keywords: state, maximum, five, key, words.

Introduction

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Please strictly follow the formatting instructions and styles provided in this template. Do not change the font size or line spacing to fit more text into the conditionally limited number of pages.

The selection of papers for publication is based on the assessed quality of the papers by the appointed peer reviewers, but the responsibility for the views, originality and claims presented in the papers falls completely on the authors.

Times New Roman should be used when writing the paper.

Font size should be 12, text Justify, written without line spacing (Line Spacing Single) with a space of before 6pt and after 3pt between paragraphs and in the text, without indenting the first line.

Preferably, papers should be written using reference sources from recent scientific journals. It is recommended to write the paper in the third person singular or plural using the active form.

Subtitles are written in Times New Roman font, font size 12, bold, centered, only the first letter is capitalized, spacing between subtitles and the text above 6pt (before 6pt), and spacing between subtitles and the text below 3pt (after 3pt).

Abbreviations and acronyms should be defined the first time they appear in the text of the work, even if they were already defined in the abstract (summary) of the work. The use of abbreviations in the title of the paper should be avoided, unless they are absolutely unavoidable.

Reference

The authors of the quotations are mentioned directly in the text of the paper in the following form (Marković, 2015; or Kovačević, Marković, 2015; or Mirković et al., 2015). Do not list them as indexes in square brackets [3] or in a footnote. Footnotes should be used in case of closer explanations of certain terms, i.e. clarification of real or hypothetical situations. Do not number the pages.

Tables

- they are formed in the text of the paper and cannot be downloaded in the form of an image from other materials.
- the name of the table is given immediately above the table.
- enter the numbering of the tables according to the order of their appearance in the paper and enter them in the text of the paper itself.
- write the title of the table with a space of 6pt - (before) and 3pt - (after), in Times New Roman font, font size 10, alignment Justified.

- text inside the tables should be written in Times New Roman font, the font size should be adapted to the format.
- text in the header of the table should be bold.
- source and potential notes should be written in TNR font, font size 12, alignment Justified. Start the next paragraph at a distance of 6pt from the source of the table or note (after 3pt).
- in the original paper, the text that refers to a specific table should be marked (**Table 1**).
- it is necessary that all the tables in the paper fit in size in the given page format (Table properties - preferred width - max 97% - alignment: center).
- text in the table fields should be entered in this form (paragraph - spacing: before/after 0pt, line spacing: single). In case the table breaks on the next page, the broken part of the table on the next page should be accompanied by the table header.

Graphs, dendrograms and, diagrams, schemes and figures

- They should be entered in the text of the paper, and numbered according to the order of their appearance.
- Their names are positioned immediately above the graph, dendrogram, diagram, scheme or scheme to which they refer.
- When citing titles, sources and notes, it is necessary to apply the same style that is used to create tables.
- During the writing of the paper in the original text, references to a specific graph, dendrogram, diagram, scheme or figure should be marked (**Graph 2**).
- Graphics, dendrograms, diagrams, schemes and figures in the paper should fit in the given page format by their size, and should be placed centrally.

Conclusion

The conclusion can give a concise overview of the main results of the paper, however, it is **undesirable to repeat the summary (abstract)** at this point. The

conclusion can explain the significance of the work, give recommendations for further action or suggest further research on the topic.

Literature

- References are listed at the end of the paper, in alphabetical order, according to the author's last name.
- References are given in the original (**in the language in which they were published**) to the extent they were used/cited during the writing of the paper.
- The font in which the literature is cited is TNR, font size 12, alignment Justified, with mutual spacing of 6pt - above/*before* and 3pt - below/*after*.
- Surnames of the authors are fully stated, while their names are abbreviated to initials and placed after the surnames. The names of all authors should be mentioned, and the style "Marković, et al" should not be used.
- There can be only one reference under one serial number.
- If the used/cited literature is taken from internet publications, after the correct naming of the literature unit, the complete link from which the material was taken should be indicated in parentheses (available at: www.ubn.rs.ba).

The literature is cited depending on the form of the publication, i.e. whether it is a book, a scientific paper, a publication published at a conference, as follows:

1. Aćimović, M. (publishing year): *Title of the book*, Place and country of the publisher, Publisher, Used page.
2. Ćirković, S., Jovanović, J. (publishing year): *Title of the newspaper article*, Name of the newspaper, Place, Country, No. xx, (available at: www.politika.com/nauka/20%/srbija).
3. Marković, P., Radić, LJ., Hajduković, Z. (publishing year): *Title of the paper*, Journal, vol. x, No. x, pp. xxx-xxx, Publisher, Place and country of the publisher, (available at: www.petarpetrovic.pdf).
4. Maksimović, A. (or the name/abbreviation of the institution/company, for example FAO/United Nations/IEP) (publishing year): *Title of the*

report/annual report, No. of the report xxx, Place and country of the publisher/institution/company, (available at: www.fao.org/pdf).

5. Marjanović, V. (publishing year): *Ph.D dissertation title*, Ph.D dissertation, Faculty, University, Place, Country.
6. Milošević, R., Dončić, S. (publishing year): *Title of the chapter in the book*, Title of the book, ch. no. x, xxx – xxx, Publisher, Place and country of the publisher.
7. Milošević. R., Petrović, A. (publishing year): *Title of conference paper/presentation*, Academic review from the conference – Title of the conference, Place, Country, vol. Xx, pp. xx-xx.
8. *Title of the standard*, Standard no. xxx, publisher, publishing year, place, country.
9. *Title of the law/regulation*, Official journal, country, no. and year.
10. Stojković, S. (or the name/abbreviation of the Institution/Company that developed the patent, for example the Faculty of Pharmacy) (patent registration year): *Title of the patent*, The institution that registered the patent, registration number of the patent – x xxx xxx, place, country.