

**THE SECOND INTERNATIONAL SCIENTIFIC CONFERENCE**  
**“CHILD IN FOCUS – A MULTIDISCIPLINARY APPROACH”**  
**Mostar, 7-8 October 2021**

**INSTRUCTIONS FOR AUTHORS**

**1. WRITING INSTRUCTIONS**

All papers are subject to the double blind peer review process. Authors are asked to edit their papers before submission according to the guidelines outlined below or they will not be forwarded for review. The editorial board reserves the right to further edit the paper to suit the requirements of the Conference Proceedings.

The papers have to meet the following criteria:

<b>Number of authors and co-authors</b>	Maximum of three (3) per paper
<b>Language</b>	Croatian/Serbian/Bosnian and English
<b>Scope of work</b>	<ul style="list-style-type: none"><li>- up to 18 pages for original scientific papers</li><li>- up to 12 pages for review papers</li></ul>
<b>Technical propositions</b>	<ul style="list-style-type: none"><li>- font Times New Roman</li><li>- spacing 1.5</li><li>- no indentation and separation between paragraphs</li><li>- justified text</li><li>- Headings in capital letters, bold</li><li>- no page numbers</li><li>- Headings are not numbered</li></ul>
<b>Margins</b>	2 cm (top, bottom, right, left)

The paper should contain:

<b>Title</b>	<ul style="list-style-type: none"><li>- In two languages (C/S/B and English), 14 pt., bold, capital letters (Caps Lock), centred</li><li>- it should be concise, clear and informative and it should reflect the paper's content</li></ul>
Name and surname of the author and co-author	<ul style="list-style-type: none"><li>- 12 pt., bold, centred (example: Marko MARKOVIĆ)</li></ul>

Affiliation	<ul style="list-style-type: none"> <li>- institution, city, state; 10 pt., regular, centred</li> <li>- example: University of Mostar, Faculty of Philosophy, Mostar, Bosnia and Herzegovina</li> </ul> <p>If the authors are not from the same institution, there should be a number in superscript after the author's surname and in front of the affiliation; example: <b>Anita BEGIĆ<sup>1</sup>, Zdravka LEUTAR<sup>2</sup></b></p> <p><sup>1</sup>University of Mostar, Faculty of Philosophy, Mostar, Bosnia and Herzegovina <sup>2</sup>University of Zagreb, Faculty of Law, Zagreb, Republic of Croatia</p>
Summary	<p>Two languages mandatory:</p> <ul style="list-style-type: none"> <li>- C/S/B up to 250 words</li> <li>- English</li> <li>- Title “Summary” 10 pt. bold, left alignment</li> <li>- text summary 10 pt., regular, justified</li> <li>- needs to contain a short summary (introduction, goal, methods, keywords and conclusion)</li> </ul>
Keywords following the summary	<ul style="list-style-type: none"> <li>- two languages mandatory, after summary</li> <li>- title “Keywords” 10 pt., bold, justified</li> <li>- words 10 pt., regular</li> <li>- 3–5 words</li> </ul>
Text of the paper	<ul style="list-style-type: none"> <li>- 11 pt., regular, justified</li> <li>- original scientific papers should contain the following chapters: Introduction, Methods (research sample, measuring methods, research application and data processing methods), Results and Discussion and Conclusions</li> <li>- section headings in capital letters, bold</li> </ul>
Tables	<ul style="list-style-type: none"> <li>- title “Table” 10 pt. regular, left alignment</li> <li>- tables should be formatted in Word</li> <li>- tables should be centred</li> <li>- tables should be marked in Arabic numerals</li> <li>- title immediately after the table (without a row of separation)</li> </ul>
Images	<p>All graphic representations are considered images; they should preferably be in black and white</p> <ul style="list-style-type: none"> <li>- images should be centred</li> <li>- image title 10 pt. regular, left alignment, marked by Arabic numerals immediately</li> </ul>

	after the image (without a row of separation)
Quotation style	APA 6 (detailed explanation below the table)
References	<ul style="list-style-type: none"> <li>- title “References” 11 pt., bold, capital letters, left alignment</li> <li>- references in alphabetical order, 10 pt., regular, justified (detailed explanation below the table)</li> </ul>
Ethical questions	In the “Methods” section, which explains how the research was conducted, there needs to be a note whether the research methods have fulfilled the necessary ethical standards. It is necessary to note whether the research was conducted with the approval of the relevant ethical committee (in accordance with that institution's rules) or whether appropriate steps were taken regarding the access to research itself, approval, confidentiality and anonymity.
Appreciation	An “Appreciation” section may be added at the end of the paper (after “References”) and it should make mention of all the financial and material aid received, as well as all potential conflicts of interests.

## 2. IN-TEXT QUOTING GUIDELINES

References and bibliographical sources in the paper need to follow the **APA rules** – *The Publication Manual of the American Psychological Association, 6th ed.*, 2010.

- When the information of **other authors** is referenced in the paper, their phrases, ideas, terms, etc. should be in the text itself, not in footnotes. The reference is placed in brackets and should contain the author’s surname, year of publication, and, in case of literal referencing, page number as well (example: Urbanc, 2006; Urbanc, 2006: 24).
- If the article contains a **two-author reference**, both need to be acknowledged wherever they are quoted (example: Ajduković and Ajduković, 2010).
- If the article contains a **three-author reference**: Muslić, Rusac and Ajduković, 2009; four and more authors: Ajduković et al., 2012.
- Secondary references are formatted in the following way: (Evans, 2008, according to Betsch and Glockner, 2010).
- Documents are referenced in the following way: Obiteljski zakon FBiH, 2005, čl. 79, st. 1.

- If the author references multiple authors at the same time, the references in brackets should be in alphabetical order, separated by a semi-colon, and if there are multiple references from the same author, the references are listed in chronological order, separated by a comma (example: Esping-Andersen, 1990, 1999, 2004; Urbanc, 2006). In case of multiple references from one or several authors in the text, a lowercase letter is added after the year of publication for each reference, beginning from the letter a for the first source in the paper (examples: Kiš-Glavaš, 2010a; Kiš-Glavaš, 2010b; Kiš-Glavaš, 2012a,b).

### 3. GUIDELINES FOR REFERENCES SECTION

All sources quoted in the article must be listed in the References section at the end of the paper. The References are formatted according to the APA rules – *The Publication Manual of the American Psychological Association, 6th ed.*, 2010. The references are organised by alphabetical order of the authors' surnames and in chronological order when referencing works of the same (or multiple) authors. References are noted in their original form and language. With web sources, it is necessary to note the date of access.

#### Examples of referencing articles with one author:

1. Sesar, K. (2011). Obilježja vršnjačkog nasilja. *Ljetopis socijalnog rada*, 18(3), 497–526.
2. Lysaght, R. (2010). Editorial: Employment as a Path to Inclusion. *Journal of Policy and Practice in Intellectual Disabilities*, 7(4), 233–234.

#### Examples of referencing articles with two authors:

1. Babić, Z., & Leutar, Z. (2010). Položaj osoba s invaliditetom na tržištu rada Republike Hrvatske. *Socijalna ekologija*, 19(2), 195–213.
2. Austin, B. S., & Lee, C. L. (2014). A Structural Equation Model of Vocational Rehabilitation Services: Predictors of Employment Outcomes for Clients with Intellectual and Co-occurring Psychiatric Disabilities. *Journal of Rehabilitation*, 80(3), 11–20.

#### Examples of referencing articles with three or more authors:

1. Radić Šestić M., Milanović Dobrota, B., & Radovanović, V. (2013). Zainteresovanost osoba sa lakom intelektualnom ometenošću za zaposlenje. *Beogradska defektološka škola*, 19(1), 171–182.
2. Burge, P., Quелlette-Kuntz, H., & Lysaght, R. (2007). Public views on employment of people with intellectual disabilities. *Journal of Vocational Rehabilitation*, 26, 29–37.

#### Examples of referencing articles with DOI number:

1. Andrews, A., & Rose, J.L. (2010). A Preliminary Investigation of Factors Affecting Employment Motivation in People With Intellectual Disabilities. *Journal of Policy and Practice in Intellectual Disabilities*, 7(4), 239–244. DOI: 10.1111/j.1741-1130-2010.00272.x

#### Examples of referencing books:

1. Urbanc, K. (2006). *Izazovi socijalnog rada s pojedincem*. Zagreb: Alinea.
2. Harris, J. C. (2006). *Intellectual Disability: Understanding its Development, Causes, Classification, Evaluation, and Treatment*. New York: Oxford University Press.

#### Examples of referencing book chapters :

1. Jablan, B., & Hanak, N. (2008). Teorija uma dece sa oštećenjem vida. U N. Glumbić (Ur.), *Teorija uma dece sa posebnim potrebama* (str. 96–110). Beograd: Univerzitet u Beogradu – Fakultet za specijalnu edukaciju i rehabilitaciju – Izdavački centar (CIDD).
2. Moriss, J.R., & Moriss, Y.P. (2011). Developmental Disabilities. In S.R. Flanagan, H. Zaretsky & A. Moroz (Eds.), *Medical aspects of disability: A handbook for the rehabilitation professional - Forth Edition* (pp. 237–264). New York: Springer Publishing Company.

### **Examples of referencing an article from a collection of articles:**

1. Krišto, I., & Begić, A. (2016). Princip najbolji interes djeteta: implementacija u zakonodavstvu i praksi. U: A. Milićević Kalasić, V. Despotović & V. Ilić (ur.), *Suvremeni izazovi u socijalnom radu – problemi i perspektive*. Beograd: Fakultet za medije i komunikacije, 193–207.
2. Nikolic, M., Vantic-Tanjic, M., & Imširović, F. (2010). Influence of gender on friendship quality evaluation at students with slow cognitive development in regular education conditions. In G. Nedovic et al. (Eds.), „Special education and rehabilitation-science and/or practice“ (pp. 725–748). Sombor: Society of Special Educators and Rehabilitators of Vojvodina, Novi Sad.

### **Examples of referencing doctoral dissertations and graduate papers:**

1. Bratković, D. (2002). *Kvaliteta življenja osoba s umjerenom i težom mentalnom retardacijom u obiteljskim i institucionalnim uvjetima života* (Doktorska disertacija). Zagreb: Sveučilište u Zagrebu, Edukacijsko-rehabilitacijski fakultet.
2. Franchi, D. (1998). *Performance profile of children with learning disabilities and sensory integration dysfunction: An underlying constructional abilities deficit* (Doctoral dissertation). Toronto: Ontario Institute for Studies in Education of the University of Toronto.

### **Examples of referencing web sources:**

1. Cvitković, A. (2003). Socijalno partnerstvo i tržište rada. Posjećeno 13.1.2020. na mrežnoj stranici Ureda za socijalno partnerstvo u RH: [http://www.socijalno-partnerstvo.hr/ured/studije/cvitkovic-socijalno\\_partnerstvo\\_i\\_trziste\\_rada.pdf](http://www.socijalno-partnerstvo.hr/ured/studije/cvitkovic-socijalno_partnerstvo_i_trziste_rada.pdf)
2. Siperstein, G. N., Sugumaran, K., Norins Bardon, J., & Parker, R. C. (2004). *Attitudes of the Public in India towards People with Intellectual Disabilities /online/*. Retrieved on 25<sup>th</sup> January 2018 from [https://media.specialolympics.org/soi/files/healthy-athletes/Research-Studies/India\\_Full\\_Report.pdf](https://media.specialolympics.org/soi/files/healthy-athletes/Research-Studies/India_Full_Report.pdf)

### **Example of referencing legal sources:**

Obiteljski zakon Federacije Bosne i Hercegovine. Službene novine Federacije Bosne i Hercegovine, br. 35/05, 41/05, 31/14.

## **4. GUIDELINES FOR ORAL PRESENTATIONS**

### **Required rules:**

- Power Point presentation needs to be in either the 2007 or 2010 version
- The presentation needs to be submitted five days before the start of the conference at the latest to the following mail:
- The presentation must not exceed 10 minutes.

### **Guidelines for preparing the presentation:**

- The first slide needs to contain the title, author's name and surname, affiliation, conference title, location and date of the event.
- Slides should not contain excessive amounts of text
- Standard fonts should be used in the presentation (Arial, Times New Roman or Verdana).
- Font size 24 to 32 pt.
- Colour selection needs to be appropriate to the background and font colour.
- Where applicable, the data should be represented in graphs, tables and images (for easier navigation and comprehension).