

## Instruction for Authors

„SKUP“ is a scientific journal issued by the Faculty of Natural Sciences and Mathematics, University of Banja Luka. The journal publishes articles from the fields of **natural sciences**:

- *Biological Sciences*,
- *Earth Sciences and related Environmental Sciences*,
- *Chemical Sciences* and
- *Physical Sciences*.

The journal accepts only articles which have not been published elsewhere (except for abstracts in proceedings of scientific conferences), classified as following:

- Original scientific paper
- Preliminary/Short communication
- Review paper
- Scientific critique
- Informative article (editorial, commentary etc.)
- Review of book, instrument, software, case, scientific event etc.

### Submission

Manuscripts with all figures and tables must be sent to mail address [serijaskup@pmfbl.org](mailto:serijaskup@pmfbl.org). Acceptable document formats are *.doc* or *.docx* (Microsoft Word document). Manuscripts should be written in Serbian and English, or only in the English language. Manuscripts in Serbian can be written in Cyrillic or Latin alphabet. If the paper is written only in English, it is desirable that the abstract be written in Serbian using the Cyrillic or Latin alphabet.

### Authorship

„SKUP“ Journal does not require all authors of manuscripts to sign the letter of submission, but it is understood that by submitting the manuscript all authors agree with all the contents, as well as with the order of the authors. The corresponding author (submitting) is responsible for communication between the journal and all co-authors, before and after the publication of the paper.

### Preparation of manuscripts

Manuscript should be written in Microsoft Word program respecting the following parameters: line spacing 1.5, text alignment justified, margins 2.5 cm, A4 format, font size 12 pt (except for the paper title and chapter title when the font size is 14 pt), and typeface Times New Roman. Original scientific papers should not have more than 16 pages of text (this does not include pages with tables and figures). All pages should be numbered in consecutive order, starting with the title page. The beginning of each new paragraph must be clearly marked by indentation. Leave a space of one line between the chapters and between chapter title and the text.

## **Title page**

The title page should contain the title of the paper, names, surnames and institutions of all authors with addresses, abstract and keywords. The title must clearly present the topic of the paper, it should be written in capital letters, centered, font size 14 pt. Each author's name should be followed by an identifying superscript number (1, 2, 3, etc.) associated with the appropriate institutional address entered further down the page (below the name and surname). For papers with more than one author, the name of the corresponding author should be followed by a superscript asterisk (\*). For a correspondent author, be sure to provide an email address.

## **Summary**

The summary consists of one paragraph with a maximum of 300 words and should contain a brief overview of the topic and objectives of the research, a brief description of the methods, results and conclusions reached. Abbreviations should be avoided in the abstract (except where necessary), and do not include citations of literature, footnotes as well as insertion of figures and tables. Below the summary, it is mandatory to list keywords (and / or phrases), and the maximum number of keywords (and / or phrases) is five.

## **Text**

The text should be legible, clear and concise. Each scientific paper is written in the 3rd person (in the passive). Each figure, table and bibliographic unit must be listed in the text of the paper (Figure 1, Table 5 etc.). The manuscript text begins after the summary, in the following order of chapters: Introduction, Materials and Methods, Results and Discussion (these two chapters can be given separately or together), Conclusion and References. It is possible to digress from this order when it comes to a category of work that is not an original scientific work. Optionally, Acknowledgments can be added, which are placed at the end of the paper, after the Conclusions, and usually include information on support for research, projects, etc. At the end of papers that are written only in English (after References), it is desirable to add an abstract in Serbian, in Cyrillic or Latin alphabet. The abstract in this sense implies the title of the paper, the name of the authors, the text of the abstract and keywords.

## **Figures and Tables**

Figures and tables should be placed within the text of the manuscript. Below each image is a brief description of its content: the ordinal number, a short title and the name of the author, or the source from which the image was taken (if the image is not the original contribution of the author). Images should be in JPG, TIFF or EPS format with adequate resolution (300 dpi). Photographs, drawings, charts, maps are treated as figures. Where necessary, authors will be required to subsequently submit original figure in a separate file of which each author will be notified. The ordinal number and name of the tables should be placed above the table. It is desirable that the tables be created by the Microsoft Word Table Tool program / option.

## Units and numeric values

Units of measurement, symbols and abbreviations must be in accordance with existing metric systems. Use International System Units (SI system) (km, m, kg, g, etc.). The symbols h, min and s should be used for hours, minutes and seconds. Use spaces between the numerical values for quantity and the units (e.g. 1 m, 5 kg, 4 g, 20 °C). Exceptions are units of latitude or longitude and % (e.g. 41°N, 1°17'E and 10%). Spaces between the following symbols and numeric values should not be included: >, < (e.g. >7, <7). Use the comma "," as a decimal marker for papers in Serbian, and the dot "." for papers in English. Do not use any symbol to separate thousands (e.g. 5200 or 10300).

## References

The literature in the text is cited according to the American Psychological Association (APA, <https://apastyle.apa.org/>) style of citation which implies a date-author citation system in the text: one author (Petrović, 1996), two authors (Petrović and Jovanović, 1996), more than two authors (Petrović *et al.*, 1996). In some cases, for example at the beginning of a sentence, when it comes to paraphrasing or if the intention is to emphasize the contribution of the cited author, only the date is in parentheses: e.g. "Jovanović (1996) showed that...". When quoting more than one work by the same author, one should first list the previously published ones, and then the newer ones, while those published in the same year should be listed in alphabetical order according to the titles, e.g. (1995a, 1995b). Citation of secondary sources should be avoided but in case it is used, only a secondary source is listed in the References. When multiple citations are given, they are arranged in chronological order, from oldest to newest, and are separated by semicolons (e.g., Simić, 1980; Jovanović, 1996). If two or more cited papers are from the same year, the papers should be listed in alphabetical order from that year: e.g. (Abazović, 2003; Abazović and Mandić, 2003; Abazović and Simić, 2003; Abazović *et al.*, 2003).

All used literature in the manuscript is listed at the end of the paper, in alphabetical order depending on the script used, according to the author's surname. If there are multiple references for an author or group of authors, the references should be listed chronologically, first with the earliest publication. In works with two authors with the same first author, the order must be in alphabetical order according to the surname of the second author. When three or more authors are listed, the order will be chronological according to the first author because only the main author will be cited in the text, followed by the abbreviation "*et al.*" Each literature unit cited in the text (including figures sources) must be listed in References. Titles of books, manuscripts, journals, etc. are not translated.

## Reference Examples:

### Journal article

- ✓ Author's last name, first name initials. (publication year). Title of article. *Title of journal*, volume(issue), pp–pp. doi:xx.xxxxxxxx
- ✓ Author's last name, first name initials. (publication year). Title of article. *Title of journal*, volume(issue), pp–pp. Retrieved from <http://www.xxxxxxx>
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### Book

#### *For entire book*

- ✓ Author's last name, first name initials. (publication year). *Title of book*. Location: Publisher.
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#### *For a chapter in a book*

- ✓ Author's last name, first name initials. (publication year). Title of chapter. In editor/editors (Ed/Eds.), *Title of book* (pp. xxx–xxx). Location: Publisher.
- ✓ Author's last name, first name initials. (publication year). Title of chapter. In editor/editors (Ed/Eds.), *Title of book* (pp. xxx–xxx). Retrieved from <http://www.xxxxxxx>

### Article published in proceedings from symposia, conference etc.

- ✓ Author's last name, first name initials. (publication year). Title of article. In editor/editors (Ed/Eds.), *Title of publication* (pp.–pp.). Location: Publisher.

### Doctoral dissertation or master's thesis

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