INSTRUCTIONS TO AUTHORS

Software requirements: Microsoft Word for Windows

Article size: Manuscript should not exceed 28,000 characters with spaces.

File types: You should save Your main document as a PC-compatible text format such as Word (.doc or .docx) or RTF (Rich Text Format).

Paper size: The paper size have to be A4 and with margins of 2.5cm all round.

Space between paragraphs: Single (1)

Alignment: Should be Left. Neither tabs nor space bars should be used for alignment. The paragraphs will not have the same length, which should not worry you.

Hyphenation: Please apply none. It will be done during publishing preparations.

Font: Times New Roman 12pt for main text and titles of tables and figures. Please, be careful not to use spacebar more than once between each word. Fullstops and commas should follow the words immediately, no space between a word and a comma or a full stop.

Headings: Main Heading (title of the paper) 16pt, bold. Second rank headings 14pt, bold, third rank headings 12pt, bold. Do not number the headings.

Title: The title of the paper should describe the content of the paper as accurately and concisely as possible. If the topic of the paper concerns some local or regional territory in some country, it is recommended to type the country name with in bracket. It is not essential (an example is below).

Authors: The space (below the Main Heading) should contain first name, surname, affiliations, work full address and email of the first author andall co-authors.The corresponding author should be identified in footnote with his own email, telephone and faxnumber. For name and surname the font has to be 12pt, bold.

Example:

Film Tourism: A Contemporary Resource for Promoting Serbia (16pt, bold)

Dejan Berić[A], Milutin Kovačević[A], Karolina Simat[A], Sanja Božić[A] (12pt, bold)

[A]University of Novi Sad, Faculty of Sciences, Department of Geography, Tourism and Hotel Management, Trg Dositeja Obradovića 3, 21000 Novi Sad, Serbia; Corresponding author: bericdejan@gmail.com (Times New Roman 12pt)

Abstract: Goes after general information about the author/s. The abstract is a short informative review of the content of the paper and should be clear, descriptive and not longer than 300 words. It is in the interests of the author that the abstract contains terms used for indexing and browsing purposes. The references should not be given in the abstract. The abstract should include the aim of research, the methods, the results and the conclusion.

Key words: Not more than 7 words. Words selected should reflect the essential topics of the article.

Main text: It is highly recommended (but not essential) by the Editorial Board that main text should contain:

— INTRODUCTION (The most recent research papers related to the topic of your article and the main goal of your work should be mentioned.)
— METHODS AND DATA (The material and methods should be clearly outlined explaining all applied procedures in the paper. The most recent methods should be used in analyses.)
— Other subtitles (depends on authors and topics)
— RESULTS (Data obtained on the basis of conducted research and analysis should be interpreted.)
— DISCUSSION (References should be quoted providing the comparison between the obtained results and previous knowledge of the certain area.)
— CONCLUSION (All relevant items achieved in the researched area should be mentioned in the conclusion. Listing of all results with repetition of numbers previously specified in Results and Discussion should be avoided. Conclusion should not contain references.)

Tables and graphs: Tables should present new information rather than duplicating what is in the text. Readers should be able to interpret the table without reference to the text. It is strongly advised to avoid long and wide tables. The tables should be typed in the main text and numbered in their correct order using Arabic numbers. The title should be above the table (font 12pt) and the source of the data below (font 12pt). All graphs have to be submitted both in a main text and as a separate file in MS Excel format with all the data needed for making the graph. The file should be named as the number of the table/graph in the main text. Example: table 1, table 2 etc.; graph 1, graph 2 etc.

Figures: All maps, graphs and photographs have to be named as FIGURE and should be numbered consecutively using Arabic numbers. The title (font 12pt) has to be below the figure. All figures have to be submitted both in a main text and as a separate file. The file should be named as the number of the figure. Example: figure 1, figure 2 etc. If a figure has been previously published, acknowledge the original source.

All figures (maps, graphs and photographs) should be submitted digitally in either JPG, PDF, or EPS format. Considering the vector graphics issue, they can be exported and saved in mentioned formats with applications suches Adobe Illustrator. When exporting to EPS or PDF, all fonts must be embedded. Regarding the presentation of datasets (tables, diagrams, etc.) authors are required to submit supplementary rawdata in MS Excel file.

Graphic formats such as GIF and images produced in PowerPoint or imported into a Word document are not acceptable.

Authors should carefully check that widen side of the bitmap figures should have minimum 2000px. For maps made using ArcGIS where raster layers were used next to vector layers (for example .tif of relief, airborne or satellite image), three files should be submitted: a file with vector image with not transparency used together with a legend and colophone (exportin format.ai), the second file with raster image (export in if format), and the third one with vector and raster image together showing the final version of the map (export in format.jpg).

NOTE: If the manuscript contains a map, it is essential to put an appropriate scale bar, legend and North arrow pointer.

Acknowledgements: All institutions and persons who supported the respective author/s research should be mentioned. Acknowledgements should contain the title and the number of the project that is the title of the program within which the paper was written, as well as the name of the institution which financed the project or program. It should be placed between the conclusion and references.

References (in the text): In the text, quotations should be made by the author's surname and year within brackets and listed at the end of the paper alphabetically. For example: (Horrigan, 2009) in case of one author; (Connell, Meyer, 2009) in case of two authors; (Hall et al., 2010) in case of more than two authors. Two or more papers by the same author in the same year should be distinguished by a suffix (a,b,etc.) to the year of publication. Example: (Pivac, Blešić, 2003a) and (Pivac, Blešić, 2003b).

References (at the end of the manuscript): All references must be complete and accurate. References should be listed in alphabetical and chronological order according to annotation in the text and consist of all literature cited. Standard form is as follows:

JOURNALS:

– Surd, V. 1997. The Ex-communist European Space and the New Balance. *Geographica Pannonica* 1, 29-31.

– Aggarwal, R., Inclan, C., Leal R. 1999. Volatility in Emerging Stock Markets. *Journal of Financial and Quantitative Analysis* 34(1), 33-55.

– (name/s and initials of author/s, year of publication, full title of the paper, abbreviated title of the journal (italic), volume, first and last page numbers)

BOOKS:

—— Morgan, N., Pritchard, A. 2000. *Advertising in Tourism and Leisure*. Butterworth- Heinemann, Oxford.
—— **(name/s and initials of author/s,year of publication, full title of the paper, publisher, place of publication)**

BOOKS WITH EDITORS:

– Keene, E. (Ed.) 1988. *Natural Language*. Cambridge: University of Cambridge Press

– Silverman, D.F., Propp, K.K. (Eds.) 1990. *The Active Interview*. Beverly Hills, CA: Sage

BOOKS WITH MULTIPLE AUTHORS BY CHAPTERS AND EDITORS

Molz, J.G. 2004. Tasting an imagined Thailand: authenticity and culinary tourism in Thai restaurants. In: Long, L.M. (Ed.) *Culinary Tourism*. The University Press of Kentucky, Kentucky, 53–75.

CONFERENCE PROCEEDINGS:

– Kalenjuk, B., Škrinjar, M., Psodorov, Đ., Korbatfinski, M. i Gagić, S. (2011). Elementary Skills and Habits on Food Safety of Students in Hospitality and Tourism. In: N. Mimica- Dukić (Ed.), *Contemporary Trends in Tourism and Hospitality - Via Danube, the Main Street of Europe*, (418-429). Novi Sad: Faculty of Sciences, Department of Geography, Tourism and Hotel Management.

Non-English references should contain, at the end, additional explanation in which language it was written. If the article contains English summary it should be mentioned. For example:

– Velev, B. 2002. Global climatic changes and climate of Bulgaria. *Geography* 21, 2, 4-9. (in Bulgarian with English summary)

– Dragicevic, V. 2008. *Congress tourism in Novi Sad*. University of Novi Sad, Faculty of Science. (in Serbian)

If the reference has more than three authors, all the names should be typed. It is not correct to write GROUP OF AUTHORS instead the names of the authors.

It is recommended to type the most recent, competent and pertinent references.

For internet sources with unknown authors:

– Internet 1: http://www.filminserbia.com/ProductionServices.aspx (28.11.2015)

– Internet 2: http://www.filminserbia.com/ProductionServices.aspx (28.11.2015)

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