



UNIVERSITY OF NOVI SAD | FACULTY OF SCIENCES
DEPARTMENT OF GEOGRAPHY, TOURISM & HOTEL MANAGEMENT

ZBORNIK RADOVA DEPARTMANA ZA GEOGRAFIJU, TURIZAM I HOTELIJERSTVO RESEARCHES REVIEW OF THE DEPARTMENT OF GEOGRAPHY, TOURISM AND HOTEL MANAGEMENT

INSTRUCTIONS TO AUTHORS

In order to satisfy our publishing standards, please prepare your manuscripts in the following way of general submission instructions.

General

Only the papers written in English will be accepted. The articles that are submitted for publication in English need to be proofread before sent for a blind review, and after a positive peer-review. Submitted manuscripts should not have been previously published and should not be submitted for publication elsewhere while they are under consideration by the Researches Review of the Department of Geography, Tourism and Hotel Management.

Software requirements

Microsoft Word for Windows.

Article size

There is no limit for the number of pages, figures, tables or characters.

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 has to be A4 and with margins of 2.5 cm all round.

Space between paragraphs

Single (1)

Alignment

Left. Neither tabs nor spacebars should be used for alignment. The paragraphs will not have the same length, which should not worry you.

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. Full stops 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

If the topic of the paper concerns some local or regional territory in some country, it is recommended to type the country name within bracket. It is not essential.

Authors

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

Abstract

No longer than 300 words. Place it after general information about the author/s.

Key words

Not more than 7 words.

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 most recent methods should be used in analyses)
- Other subtitles (depends on authors and topics)
- CONCLUSION (should contain the results of the research and some future research plans)

Tables and graphs

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 as a separate file in MS Excel format with all the data needed to make 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 as a separate file. The file should be named as the number of the figure. Example: figure 1, figure 2 etc. At the same time, numbers and titles of all figures have to be typed in the main text in correct positions. 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 such as 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 raw data 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 wide side of the bitmap figures should have minimum 2000 px.

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 colophon (export in format.ai), the second file with raster image (export in .tif 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.

Conflicts of interest

Author/s should declare potential conflicts of Interest.

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: (Tannier, 2009)

in case of one author; (Tannier, Castel, 2015) in case of two authors; (Tannier, 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: (Thomas, Frankhauser, 2013a) and (Thomas, Frankhauser, 2013b).

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• JOURNALS:

Marques, C., Reis, E., Menezes, J., Salgueiro, M. F. (2017). Modelling preferences for nature-based recreation activities. *Leisure Studies*, 36, 1, 89-107.

DOI:10.1080/02614367.2015.1014928

(surname/s and initials of author/s name/s, year of publication, full title of the paper, title of the journal (*italic*), volume, number, first and last page numbers, DOI (if there is)).

• BOOKS:

Lambin, E., Geist H. J. (2006). *Land-Use and Land-Cover Change: Local Processes and Global Impacts*. Berlin: Springer.

(surname/s and initials of author/s name/s, year of publication, full title of the book (*italic*), place of publication, publisher)

• BOOKS WITH EDITORS:

Parry, M.L. (Ed.) (2000). *Assessment of Potential Effects and Adaptation for Climate Change in Europe: Summary and Conclusions*. Norwich: Jackson Environment Institute, University of East Anglia.

• BOOKS WITH MULTIPLE AUTHORS BY CHAPTERS AND EDITORS

Đerčan, B., Bjelajac, D., Bubalo-Živković, M. (2019). Sustainability of Ethnic Groups in Vojvodina, Serbia: Role of Social Media, In: S. D. Brunn, R. Kehrein (eds.), *Handbook of the Changing World Language Map*. Springer Nature Switzerland AG, 1-20.
https://doi.org/10.1007/978-3-319-73400-2_143-1

• 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 (418- 429). In: N. Mimica- Dukić (Ed.), *Contemporary Trends in Tourism and Hospitality - Via Danube, the Main Street of Europe*. Novi Sad: Faculty of Sciences, Department of Geography, Tourism and Hotel Management.

• SOURCES WITHOUT AUTHORS:

United Nations (2019). World Population Prospects, Volume II: Demographic Profiles, Department of Economic and Social Affairs, Population Division. New York: United Nations.

• DISSERTATIONS:

Neumann, A. (2014). *Environmental Risk Assessment and Adaptive Management Implementation in Lake Simcoe, Ontario*. PhD thesis. Toronto: University of Toronto, Department of Geography and Planning.

• 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.

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– 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: <http://www.lovetravel.rs/zeleno-planet/ekoturizam> (Last accessed March 12, 2020).

Corrections

After the Reviewer's check, the author/s have to make appropriate corrections in order to publish the paper in Researches Review of the Department of Geography, Tourism and Hotel Management. The author/s have to revised the manuscript not longer than one month. Otherwise, the manuscript will be rejected.

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A response on received manuscripts will be sent not later than one week.

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For further information do not hesitate to contact us.

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