

GUIDE FOR THE AUTHORS

In order to fulfil the formal requirements needed for printing, papers should be prepared as follows: Papers should be written in Microsoft Word (2003, 2007) using Times New Roman font. The manuscript can be submitted in Serbian or English. For papers in Serbian one should use the Cyrillic alphabet, and after acceptance it is necessary to deliver identical version of the paper in English language. Font size for the main title should be 14 pt (bold), subtitles should be 12 pt (bold) and main text 12 pt. Line spacing should be 1 (single). The length of the work, along with pictures, figures, graphs and tables should be a maximum of 16 pages, with margins of 2.5 cm. For uniformity, the order and manner of writing should be as follows:

- First name and surname under the main heading, and information about the author (title, first name, surname, title, university, location, gratitude) in the footnote;
- The title and the names of attachments (i.e. tables, photographs, graphs, maps, etc..) should be marked in Serbian and English;
- After the main title there should be a summary in Serbian with a length of 150 to 200 words;
- Key words (up to 5 words) in Serbian;
- Abstract and key words in English;
- Introduction;
- The main text according to the methodological orientation of the author;
- All graphs should be submitted as separate documents in JPG (JPEG) or TIF format with resolution of 300 dpi;
- For bibliographic entries follow the APA format.

Examples:

- In the article (Radic, 1995) if it is one author; (Radic, Milic, 1994) if there are two authors and (Radic et al., 1996) when there are three or more authors. If citing several articles by one author, issued the same year, add a small alphabetical letters a, b, c to the year of publication (Radic, 1993a, Radic, 1993b). If it is a literal citation one should also specify the exact page it was cited from (Radic, 1995, 17);
- References should be cited in alphabetical order;
- Books and monographs should be written as follows:
Ćurčić, S. (1980). Stanovništvo fruškogorske oblasti. Novi Sad: Matica srpska.
Đurđev, B. (2001). Osnovne tehnike u demografiji. Beograd: Društvo demografa Jugoslavije, Novi Sad: Zmaj.
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.
- Citing articles published in journals or conference proceedings from scientific meetings:
Bugarski, D. (1995). Reka Zlatica nekad i sad. Zbornik radova Instituta za geografiju, 25, 23-28.
Savić, S. i Lazić, L. (2009). SNHT analiza sezonskih i mesečnih temperatura vazduha u Vojvodini (Srbija). *Zbornik radova Departmana za geografiju, turizam i hotelijerstvo*, 38, 58-87.
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.
- Sources without authors:
Meteorološki godišnjaci (1991-2000). Beograd: Republički hidrometeorološki zavod Srbije.

Opštine u Srbiji 2010 (2010). Beograd: Republički zavod za statistiku.

- Dissertations, masters and graduate thesis
Savić, S. (2009). *Kretanje ekstremnih temperature vazduha na području Vojvodine u periodu 1951-2000*. Doktorska disertacija, Novi Sad: Prirodno-matematički fakultet, Departman za geografiju, turizam i hotelijerstvo.

One author can publish only one paper per year.

Editorial Board reserves the right to minor changes in text, editing and format of graphical appendixes.

The papers done according to the above instructions should be sent to the e-mail address: **zbornik@dgt.uns.ac.rs** or to the technical secretary e-mail address: **bojandjercan@yahoo.co.uk**

The papers can be submitted throughout the year, and the one that arrive by the 1st of September are sent directly into the review procedures and printing.

Authors whose papers are accepted for publication will receive a free copy of Researches Review of the Department of Geography, Tourism and Hotel Management