

# Submission Guidelines

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*Croatian Journal of Education* (CJE) is an international peer-reviewed academic journal intended for scientists from all fields of education and related sciences. *CJE* accepts for publication only scientific research papers which are original primary publications, i.e. papers which have not been previously published in any journal (previous publication in Conference Proceedings has to be specified). Thus, having been accepted by reviewers, the papers published in the journal contribute to the scientific community.

*Croatian Journal of Education* publishes research and professional papers which directly or indirectly reflect the topics related to academic theoretical and applied disciplines both in Croatia and abroad. The editorial board aims for *CJE* to be a place where scientists from different disciplines, but with studies that are closely related to education, will be able to publish the results of their scientific research as well as professional and theoretical studies.

## Journal Sections

*Croatian Journal of Education* has three sections divided according to its areas of interest: Basic Educational Sciences; Teaching Methodology and Related Fundamental Sciences; Information and Communication Technology and Other Sciences and Arts.

## Structure of the Journal

The journal is composed of the following sections:

- Contents
- Foreword
- Papers according to section, categorization and authors' surnames in alphabetical order*
- News and Events
- Publications
- Submission Guidelines

Papers in the *Croatian Journal of Education* are published in English language with a text version (without illustrations) in Croatian language.

## Paper Acceptance Procedure

The Editor-in-Chief reads all submitted papers and assigns a general priority level. Papers are compared to the standard and the concept of the journal, then the

methodology is preliminary reviewed, and after that they are sent to reviewers. Following the review procedure the papers are returned to the authors with reviewers' suggestions for the improvement, or are rejected. The editorial board members read the revised paper and, provided adequate improvements have been made, it is selected for publication according to its categorization.

1. Papers have to be previously unpublished and they cannot be under consideration for publication in other journals; however, if the paper has been submitted somewhere else, the editorial board of *Croatian Journal of Education* should be notified.
2. The submission file should be in Open Office or Microsoft Word document file format.
3. Where available, URL links appearing in the text should be enabled.
4. The text of the paper should be edited in accordance with the Submission Guidelines.

**The decision regarding publication** will be made by the editorial board after considering the reviewers' recommendations. The editorial board is under no obligation to provide justification of its decision regardless of whether the paper is accepted or rejected.

**Languages accepted** for the categorized papers are English with Croatian translation of the text (without illustrations). Authors are obliged to submit the paper in both languages and they take full responsibility for the quality of the translated text. Authors who do not submit their paper in both languages will be offered a translation for a fee according to the market price of 150 kunas (20€) per standard page. The fee will be paid after the paper has been accepted and before its publication. Standard page size is 1800 characters with spaces. Proofreading is provided for all well-prepared texts, however, all texts which require more than 16 proofreading corrections per standard page will be charged additionally in the amount of 60 kunas (8€) per standard page. All prices include VAT.

**Copyright and availability of papers.** Copyright fees are generally defined only for the requested papers, in accordance with the corresponding regulations. After submitting their paper for publication in *Croatian Journal of Education*, authors accept, without additional conditions, the regulations according to which their papers will be published in the journal, as well as the publication of the paper in full or partially on the *Croatian Journal of Education* web site, i.e. the web site of the Faculty of Teacher Education in Zagreb and other related electronic portals. By submitting their papers to *Croatian Journal of Education*, authors accept the above-mentioned conditions.

### **Permissions and Consents**

Authors certify that copies of all permissions to reproduce published material, to use illustrations, report information about identifiable people, or to name people for their contributions are submitted along with the manuscript.

All the employed research instruments need to be legally obtained, in other words the authors are obliged to present a written consent by the rightsholder, the publisher or the author, granting them the right to use the instrument.

### Reviewers

Prior to publication, every paper is peer-reviewed. Each submitted paper is reviewed by a minimum of two independent reviewers who are all prominent scientists in their field of study and they independently evaluate submitted papers. Reviewers generally do not receive a fee, but the journal keeps a record of successful review procedures for each reviewer individually. At any given time, the reviewers may obtain the statistical data about the completed reviews for the purpose of their scientific advancement.

### Paper Submission

Only the papers written and prepared in accordance with Submission guidelines will be considered for publication in *CJE*.

**Online paper submission:** The papers may be submitted exclusively online at URL address: <http://cje.ufzg.hr>.

**Paper submission.** The paper is submitted in the following format: A4 format, all margins 3 cm, font size 11 points. Font should be Calibri, single spaced (1.0). Italics are recommended instead of underlining.

**Paper length** including abstract and references is determined according to paper categorisation and may not exceed:

- 25 standard pages for original research paper,
- 20 standard pages for preliminary communication,
- 30 standard pages for review paper,
- 17 standard pages for professional paper.

Standard page size is 1800 characters with spaces.

Authors may suggest categorisation for their paper; however, the final decision about the categorisation will be determined by the editorial board.

**The title.** Centred, Calibri, sentence case, font size 14 points, bold, in English version Capitalize Each Word should be applied.

**Abstract** should have up to 1300 characters with spaces, should be written in Calibri, font size 11 points and italics. The text should indicate the purpose, the main findings and the conclusion of the paper. The abstract should be placed at the beginning of the paper, labelled **Abstract**, label font size 12 points, bold.

After the abstract, marked as **Key words** there should be an alphabetized list of the most important concepts discussed in the paper (up to five terms not mentioned in the title of the paper and separated with a semi colon (;)).

**The text of the research paper** should basically consist of the following sections: **Introduction, Methods, Results, Discussion and Conclusion(s)**. Subtitles should not be numbered, font should be Calibri, sentence case (in English

version Usual Title Capitalization should be used), font size 12 points, bold with one empty line above the subtitle.

The first line in each paragraph should be indented and there should be no empty lines in between paragraphs. Automatic formatting with spacing above or after the paragraph should not be used.

**Figures and tables** should be black, white and grey, and positioned in the appropriate place within the text, font Calibri, size 10 points, centred. Write Table and the table number followed by the title of the table which should be in the next line and italicized. All graphs and tables should have a title, be numbered in the order in which they appear in the text (e.g. Table 1) and should be referred to in the text. The title of the table should be placed above the table, while the title of the figures or graphs should be placed below. All graphs, figures and tables should be created in accordance with the Publication Manual of the American Psychological Association, 6<sup>th</sup> ed., 2010.

**Citations and references.** CJE uses the APA system of reference (*Publication Manual of the American Psychological Association, 6th ed., 2010*). Unless the referencing is in accordance with the APA style, the paper will be returned to the author prior to the reviewing procedure. The paper should include references and sources on the basis of which it was written, without bullets or numbering and with 1.0 hanging indentation (justified alignment). When other people's syntagms, ideas, data, terms, etc. are cited, the source should be given in the text and not in the footnotes. References are given in brackets alphabetically and should contain the author's surname, year of publication and, in the case of a verbatim quotation, the page number (e.g. Rossi & Cassidy, 1999, p. 24; Vilke, 1993, p. 23)). If the referenced work has more than two authors, all authors should be listed the first time the reference occurs (Prskalo, Nedić, Sporiš, & Badrić, 2007, p.76) and in subsequent citations, only the surname of the first author should be included followed by et al. and the year of publication (e.g. Pastuović et al., 2003, p. 35). When paraphrasing, the author's name is written and the year of publication is given in brackets (e.g. Horvat (2001) claims that; Zarevski and Tominac (2008) maintain...). The reference list at the end of the paper (References) should include full information about all the works that are referred to in the paper, in alphabetical order according to the author's surname (the works of the same author should be listed chronologically), in Latin alphabet. The titles in the reference list need to be given in the language of the original, and their English translation should be given in square brackets []. When electronic sources are referenced, the exact web site from which the information was retrieved has to be stated.

### **Examples of referencing:**

#### *Books:*

- Rosandić, D. (1993). *Novi metodički obzori*. Zagreb: Školske novine.
- Hardy, C., & Mawer, M. (1999). *Learning and teaching in physical education*. London: Falmer Press.

*Articles published in journals:*

Paar, V. (2006). Okvir Hrvatskog nacionalnog obrazovnog standarda. *Metodika*, 7(1), 7-24.

*Chapters in books:*

Rossi, T., & Cassidy, T. (1999). Knowledgeable Teachers in Physical Education: A view of teachers' knowledge. In C. Hardy, & M. Mawer (Eds.), *Learning and teaching in physical education* (pp. 188-202). London: Falmer Press.

*Articles published in Conference Proceedings:*

Bežen, A. (2004). Ekološki odgoj i kroatistika. In S. Golac (Ed.), *Ekologija u odgoju i obrazovanju* (pp. 90 – 102). Gospić: Visoka učiteljska škola.

Prskalo, I., Jenko, S., & Horvat, V. (2008). Differences in some anthropometric characteristics and motor skills in boys from Great Britain and Croatia. In D. Milanović, & F. Prot (Eds.), *5th International Scientific Conference on Kinesiology – Kinesiology research trends and applications* (pp. 521-524). Zagreb: Faculty of Kinesiology, University of Zagreb.

*Doctoral dissertation or Master's thesis*

Gruić, I. (2005). *Entering the story labyrinth. An Investigation of the Effects of Placing the Participants in Different Actantial Positions within the Dramatic World Created by a Theatre in Education Programme.* (Doctoral dissertation or Master's thesis). Birmingham: Faculty of Education University of Central England in Birmingham

*Electronic sources:*

Goldberg, L. R. (1990). An alternative "description of personality": The Big-Five factor structure. *Journal of Personality and Social Psychology*, 59(6), 1216-1229. Retrieved from <http://psycnet.apa.org/psycinfo/1991-09869-001>.

UNESCO (1995-2008). *Quality Physical Education*. Retrieved from <http://portal.unesco.org/en/ev.phpURL=201.html>

## Manuscript Online Submission

**Note:** Manuscript online submission, i.e. upload via Open Journal System of the *Croatian Journal of Education* must start from the English web page. Language may be selected from the drop-down menu placed on the right side of the web page.

### Step 1: STARTING THE SUBMISSION

From the drop-down menu, the author(s) should select one of the three provided options:

- Basic Educational Sciences,*
- Teaching Methodologies and Related Fundamental Sciences,*
- Information and Communication Technologies and Other Sciences and Arts.*

Authors who wish to add comments to the editor regarding their paper can

do so by selecting the option *Comments for the editor*. The authors are kindly requested not to upload the manuscript in this step.

The process may continue by selecting *Save and Continue*.

## **Step 2: UPLOADING THE SUBMISSION**

The manuscript needs to be prepared in accordance with the *Submission Guidelines* in Open Office or Microsoft Word document, with the information about the authors omitted.

The paper is submitted in English language with the title, abstract, tables, figures and graphs positioned in the appropriate place in the text, followed by the reference list and appendices. Appendices should be avoided wherever possible, unless they are crucial for the paper.

The authors also need to submit the Croatian version of the title, abstract and the manuscript with the omission of tables, figures, graphs and references. The authors submitting the Croatian version of the paper are kindly requested to specify the position of tables and illustrations in the paper marking it with e.g. Table 1; Figure 1. The process may continue by selecting *Save and continue*.

## **Step 3: ENTERING THE SUBMISSION'S METADATA**

### ENTERING AUTHOR'S/S' DATA

In this step, data about all authors need to be entered in the appropriate order and the name of the *Principal Contact for the Editorial Correspondence* needs to be specified. If there are multiple authors, their information can be added using the option *Add Author*. In case the order of the authors needs to be changed, the option *Reorder Authors to Appear in the Order They Will Be Listed on Publication* is selected, or if an author needs to be removed from the submission, the option *Delete Author* is selected.

All data about authors are entered in English language, with the name of the author's affiliated institution and the postal code specified. The author's country of origin needs to be selected from the drop-down menu.

### ENTERING TITLE AND ABSTRACT

The title of the manuscript should be entered using sentence case letter format in English and Croatian language with the two language versions separated by a slash (in English Capitalize Each Word should be used). When submitting the abstract, the English text is entered, followed by key words in a new line. Then there should be an empty line followed by the Croatian version of the abstract and key words in a new line.

Key words are up to five words or phrases, not previously mentioned in the title, submitted in alphabetical order and separated with a semicolon (;).

The process may continue by selecting *Save and Continue*.

#### **Step 4: UPLOADING SUPPLEMENTARY FILES**

The authors are kindly requested to skip this step and continue submission procedure. All the files and data related to the manuscript need to be submitted in a unique file in Step 2.

The process may continue by selecting *Save and Continue*.

#### **Step 5: CONFIRMING THE SUBMISSION**

In this step the authors only confirm that they have correctly entered all the data so that the system can register it.

The process may continue by selecting *Finish Submission*.

### **Paper Categorization**

Papers are categorized as research papers, professional papers and other. Research papers can be divided into the following categories: *original research paper*, *preliminary communication and review paper*. As previously indicated, the author can suggest the category of his/her paper, but the final decision will be made by the editorial board following the reviewers' recommendations.

Original research paper includes original theoretical or practical research results.

Preliminary communication includes one or more new scientific facts, but it does not encompass the topic and the details thoroughly enough to enable evaluation as does original research paper. Preliminary communication can present information on the results of experimental research or an ongoing scientific research if prompt publishing of results is required.

Review paper contains a comprehensive overview of the current situation and development trends of a particular field of study, methodology, or practical application accompanied by a critical comment or evaluation and author's conclusion. The references quoted have to be complete so as to enable a good overview of the presented field of study.

Professional paper does not necessarily contain original scientific research but offers comments on the practical application of known scientific results and theories.

All other contributions (new editions, announcements, reviews, news, interviews, etc.) that cannot be assigned to the above-named categories will not be categorized.

Papers are generally published according to their categorization and in alphabetical order within the same section of the journal.

### **Publication and Circulation**

The journal is published four times a year in electronic form and with a circulation of 150 copies in printed form. The editorial board may agree to publish special issues in addition to the regular publications.

## Publication Cost

Publishing papers in *Croatian Journal of Education* is free of charge. Authors who may not submit their paper in both languages will be offered a translation for a fee according to the previously mentioned price (translation from Croatian language into English and vice versa at 150 kunas (20 €) per standard page, paid after the paper has been accepted and before it is published). In addition, all texts which require more than 16 proofreading corrections per standard page will be charged additionally in the amount of 60 kunas (8 €) per standard page.

Standard page size is 1800 characters with spaces.

Authors whose papers have been accepted for publication will be delivered 10 copies of the offprint of the same quality as the journal and one copy of the issue for the first author for a fee of 1500 kunas (200 €). All prices include VAT.

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