**University of Monetnegro**

**Faculty of Philosophy**

***Teaching Methodology,* Journal of Methodological Theory and Practice**

**INSTRUCTIONS FOR AUTHORS**

Teaching Methodology, a journal for methodological theory and practice, is a scientific journal of the Faculty of Philosophy of the University of Montenegro with an international editorial board. It is published twice a year (June and December) in electronic form.

We accept for publication original scientific and professional papers in the field of teaching methodology in all areas at the preschool level and in all subjects at the primary, secondary and academic levels. Papers that have already been published or offered for publication in another publication will not be considered. If the work has been exhibited at a conference, round table, scientific meeting, etc. in the form of an oral statement (under the same or similar title), this information should be stated in a special note, as a rule, at the bottom of the first page of the article.

Papers are published in Montenegrin, Serbian, Bosnian and Croatian (in Latin script) with an extended abstract in English, as well as in English with an abstract in Montenegrin.

The length of the paper should be up to 8000 words, written in Times New Roman 12, with a line spacing of 1.5. As a rule, the paper should contain the following elements: author’s affiliation (first name, middle initial(s), surname, name of the institution where the author is employed), title, abstract (up to 250 words), keywords, text of the paper, literature and summary. The order of the elements should be respected. A paper in which research is presented, as a rule, contains the following chapters: introduction, methodology, results, discussion and conclusion

In affiliation, the names of complex organisations should reflect the hierarchy of their structure (e.g. University of Montenegro, Faculty of Philology, Department of Montenegrin Language and South Slavic Literature). If there are several authors, it must be indicated from which institution each of them comes.

All papers will be reviewed by at least two reviewers. The review process is mutually anonymous.

The paper should be structured according to the rules that follow.

Papers should be sent to the e-mail address: teachingmetodology@gmail.com

**In-text citation**

**One author**

When the words of a certain author are transmitted verbatim their last name, the year of publication and the page number on which the sentence quoted in the text is located should be stated in brackets:

Zmija je kod Slavena čuvar bogatstva, ali je povezana i s dušama predaka, pa je „zmija posjednik dobara i plodnosti“ (Kropej, 2012, 102). (With the Slavs, the snake is the guardian of wealth, but it is also connected with the souls of ancestors, so “the snake is the possessor of goodness and fertility” (Kropej, 2012, 102).

If the citation was created by paraphrasing or summarising, then the information regarding the page number is not necessary:

These elements contribute to the striking and vividness of the narration, and are important in teaching, because young readers – just like adults – have an interest in dynamic action (Vuković, 1996), with retardation elements removed.

If the quotation cited in the text contains more than 40 words, you should not use quotation marks, but instead the text should be written in a separate block.

The narrative truth of The Damned Yard inevitably appears to be to some extent dispersive and distracting in the space of personal changes resorted to by its differently positioned narrators. […] In the story from Constantinople, we meet numerous, individually inclined contenders for the truth in the form of obsessive seekers for it, in a rare constellation that makes the path to certainty (co-)knowledge, to put it mildly, very complex (Brajović 2011, 101).

**Two authors.** Insert an ampersand (&) between the authors’ last names.

The affective area, in constant need of rationalization, is unfairly neglected in education (Buljubašić-Kuzmanović & Gazibara, 2015).

**Three to five authors.** When citing such a source for the first time, list all the authors: (Rokai, Đere, Pal, & Kasaš, 2002). In later citations of this source, state only the first author and add “et al. if the book is written in Montenegrin, Serbian, Bosnian or Croatian (Rokai et al., 982) or “et al.”, if the book is written in a foreign language. If calls for several papers are given in one pair of brackets, arrange them in chronological order.

Working with a picture book in the period of initial literacy can make a significant contribution at the lexical level. Introduction to new words, i.e. vocabulary development and vocabulary enrichment, is one of the first language levels to be intensively improved in kindergartens, given that the development of other factors of the language system also depends on it (Stolt, Haataja, Lapinleimu, Lehtonen, 2008; Bates and Goodman, 1997, 1999), and especially understanding the language message and its creation.

**Six or more authors**

In the first and each subsequent citation, state only the first author and add “et al.” if the book is written in Montenegrin, Serbian, Bosnian or Croatian (Nikolić et al.,2010) or “et al.” if the book is written in a foreign language.

**Works of associations, corporations or other organisations**

When the author of a work is an organisation, then its title should be placed in parentheses as the author of that work. If the organisation has a known abbreviated name, then that abbreviated name should be written in square brackets after the full name in the first citation; mark each subsequent citation with this abbreviated name.

First citation: (Montenegrin Academy of Sciences and Arts [CANU], 2010). Later citations: (CANU, 2010)

**Unpaginated sources**

When quoting a source that does not show the page number (such as electronic sources), use the paragraph number or section title and the paragraph number in that section: (Bogdanović, 2000, para. 5) or (Johnson, 2000, Conclusion section, para. 1)

**Authors with the same surname**

For authors with the same surname, use the initials of the first and any middle names: Research conducted by T. Novović (2002) led to…

**Multiple references from the same author**

If there are two or more references from the same author from the same year, then after the information about the year, we add the letters *a*, *b*, etc. (Rovinski, 2000a), (Rovinski, 2000b)

Pritom, ona zapaža da suživot i intersubjektivni perzistirajući diskurs, na kome se insistiralo u Institutu, postupno umanjuje egocentričnost u pristupu učenica i uspostavlja se “nesravljeno blaži i tolerantniji odnos između njih” (Rovinski, 1994b, 270). (At the same time, she notes that coexistence and intersubjective persistent discourse, which was insisted on at the Institute, gradually diminishes egocentrism in the approach of female students and establishes an “incomparably milder and more tolerant relationship between them” (Rovinski, 1994b, 270).

**Two or more papers in one citation**

When listing two or more papers in parentheses, the authors of the original papers should be listed in the order of publication and separated by a semicolon:

The importance of analytical-synthetic exercises for achieving phonemic awareness starting from complete texts of different types is confirmed by several scientific studies of preschool and school phonemic awareness (Cunningham, 1990; Čudina-Obradović, 1999; Kolić-Vehovec, Bajšanski 2003; Anthony & Loniko, 2004; Gromko, 2005; Pufpaff, 2008).

**Books (printed sources)**

*A book with one author*

Author’s surname, initial(s) (year of publication). *Title of the work*. Place of publication: name of the publisher.

Popović, D. (2014). *Read, understand, know*. Podgorica: Bureau for Textbooks and Teaching Aids.

*Multi-edition book (do not list if there is only one edition)*

Author’s surname, initial(s) (year of publication). *Title of the work* (edition number). Place of issue: name of publisher.

Nikolic, M. (2009). *Methodology of teaching Serbian language and literature* (5th ed.). Belgrade: Bureau for Textbooks.

*A book with several authors*

When there are several authors, they should all be listed, with the addition of an ampersand (&) before the last surname. If there are more than seven authors, you should list the first six, then write an ellipsis (…), and finally the last author.

*Two authors:*

First author’s surname, initial(s), & second author’s surname, initial(s) (year of publication). Title of the work. Place of publication: name of the publisher.

Novović, T., & Mićanović, V. (2019). Preschool in Montenegro – from pedagogical conception to practice. Podgorica: Bureau for Textbooks and Teaching Aids.

*Four authors:*

Crawford, A., Saul, E.W., Mathews, S., & Makinster, J. (2005). Teaching and Learning Strategies for the Thinking Classroom (A Publication of the Reading and Writing for Critical Thinking Project). New York: The International Debate Education Association.

*Book, translation of the work*

Author’s surname, initial(s) (year of publication). *Title of the work*. (Initial(s), surname, trans.). Place of publication: name of the publisher.

Jauss, H. R. (1982). Aesthetic Experience and Literary Hermeneutics. (M. Shaw, Trans.). Minneapolis: University of Minnesota Press.

*Book with editor or compiler, collection of papers*

If the book is a collection of papers from a scientific conference or on a suitable topic, state the compiler of the work as the author and add “Ed.” in parentheses and the initials of the name in parentheses if they are an editor, or “Comp.” if they are the compiler.

Author’s surname, initial(s) (Ed.) (Year of publication). *Title of the work*. (Initial(s) last name, trans.). Place of publication: name of the publisher.

Vučo, J. & Milatović, B. (Ed.) (2010). Autonomy of students and teachers in learning and teaching language and literature. Nikšić: Faculty of Philosophy.

**Journal articles**

*Article from proceedings*

Author’s surname, initial(s) (year of publication). Title of section or article. In: Initial(s) Surname, (ed.), *Title of the work* (p. page number). Place of publication: name of the publisher.

Mićanović, V. & Novović, T. (2017). Initial Teaching of Mathematics in the XXI Century. In: A. Balaban, T. Abdurrahmani, and A. Uka (Eds.). Innovative Approaches in Education and Social Sciences for the 21st Century (p. 01–112). Tirana: University College Bedër.

*An article from a scientific journal*

Author’s surname, initial(s) (year of publication). Article title. *Title of the work*, *year,* range of pages.

Vuckovic, D. & Masnic, J. (2018). Contemporary educational value of studying folk tales – literary, social and psychological elements of fairy tales in the Mediterranean cultural metanarrative. Annales 28, 119‒138.

*Magazine article*

An article from a journal has the same format as when describing an article from a scientific journal, except that data regarding the month is added (if it is published monthly), and data about the day (if it is published weekly).

Bubnjević, S. (2009, December). Hidden Celtic Traces. *National Geographic Montenegro*, 38, 110‒117.

**Online sources**

Note: Whenever possible, enter the DOI number (digital object identifier). The DOI number is entered at the end of the description without a period. If the DOI is not available, use the URL, but it is not necessary to enter the date of access to the site, except for sites that are likely to change over time (e.g. Wikipedia).

*Article from an online scientific journal*

Stankov, S. (2006). Phylogenetic inference from homologous sequence data: minimum topological assumption, strict mutational compatibility consensus tree as the ultimate solution. *Biology Direct*, 1.doi: 10.1186 / 1745-6150-1-5

If the article does not have a DOI number, we can use the URL:

Stankov, S. (2006). Phylogenetic inference from homologous sequence data: minimum topological assumption, strict mutational compatibility consensus tree as the ultimate solution. *Biology Direct, 1.*

Retrieved from http://www.biology-direct.com/content/1/1/5

*E-books*

When quoting books or chapters from books that are only available online, instead of information about the place of publication and the publisher, put information about the electronic source from which it is downloaded:

Milone, E. F. & Wilson, W. J. F. (2008). *Solar system astrophysics: background science and the inner solar system* [SpringerLink version]. doi: 10.1007 / 978-0-387-73155-

*Website*

The year data refers to the creation date, copyright date, or last modified date.

*Website for which the author is known:*

Kraizer, S. (2005). *Safe child*. Retrieved 29 February 2008, from http://www.safechild.org/

*Website for which the author is unknown*:

*Penn State Myths*. (2006). Retrieved 6 December 2011, from http://www.psu.edu/ur/about/myths.html

*Website where the author is a corporation or organization*:

Substance Abuse and Mental Health Services Administration (SAMHSA). (15 February 2008). Stop underage drinking. Retrieved 29 February 2008, from http://www.stopalcoholabuse.gov

*Page within a web page*:

Global warming solutions. (2007, May 21). In: *Union of Concerned Scientists*. Retrieved 29 February 2008, from http://www.ucsusa.org/global\_warming/solutions

*Blog*

Jeremiah, D. (2007, September 29). The right mindset for success in business and personal life [Web log message]. Retrieved from http://www.myrockcrawler.com

Video post (YouTube, Vimeo, ...)

For information about the author, take the surname and first name of the author (if that information exists) or the name that the author has taken as their alias (usually placed next to the information “uploaded by” or “from”):

Triplexity. (August 1, 2009). Viruses as bionanotechnology (how a virus works) [video]. Retrieved from http://www.youtube.com/watch?v=MBIZI4s5NiE

**References page**

All sources cited in the text are listed in full at the end of the paper, in the section titled *Literature*. Do not include sources that are not cited in the text in the literature at the end of the paper.

*Appearance and order*

The headings on the reference page should be arranged in alphabetical order, so that the first line of each entry stands in line with the left margin, while the other lines should be indented. The line spacing should be double. Titles in foreign languages ​​that begin with definite or indefinite articles (“a”, “the”, “Die”, ...) are arranged as if the article does not exist. If a title begins with a number, the number should be written in letters.

Literature

Badurina, L. (2008). *Između redaka: Studije o tekstu i diskursu*. Zagreb: Hrvatska sveučilišna naklada.

Burke Walsh, K. (2001). *Kreiranje vaspitno-obrazovnog procesa u kojem dijete ima centralnu ulogu: metodološki priručnik za rad sa djecom uzrasta 6 i 7 godina*.PCCG, Podgorica.

But, D. & Svorc, L. (2009). *Uspešno čitanje i pisanje, tehnike za razvoj pismenosti.* Beograd: Kreativni centar.

Gudelj Velaga, Z. (1990). *Nastava stvaralačke pismenosti.* Zagreb: Školska knjiga.

Nikolić, M. (2009). *Metodika nastave srpskog jezika i književnosti*, *književnosti* (5. izd.). Beograd: Zavod za udžbenike.

*Predmetni program Crnogorski jezik i književnost, I, II, III, IV, V, VI, VII, VIII i IX razred osnovne škole*. (2011). Podgorica: Ministarstvo prosvjete i sporta, Zavod za školstvo.

Sanfilippo, I. (1978). *L’insegnamento della lingva italiana seconde le nuove prospettive dela lingvistica*. Padova: Liviana editrice.

Steel, L. J.; Temple, C.; Meredith, K. S. (1998). *Radionica za pisanje. Od izražavanja do samoizražavanja. Pripremljeno za projekt Čitanje i pisanje za kritičko mišljenje (vodič kroz projekt VII).* Zagreb: Institut Otvoreno društvo.

Visinko, K. (2010). *Jezično izražavanje u nastavi hrvatskog jezika. Pisanje*. Zagreb: Školska knjiga.