

INSTRUCTIONS TO COLLEAGUE AUTHORS

The manuscript for the Historical Archives of Pozarevac Yearbook - *Zapisi*, should be sent electronically to the address jasminanikolic@arhivpozarevac.org.rs till June 1st at the latest, in the year that it is planned to be published. You are kindly requested to send one copy of the printed text (followed by the written statement that the text has not been previously published or given to someone to publish it) to the following address of the Editorial: The Historical Archive of Požarevac, 12000 Požarevac, Voje Dulića 10, Serbia - for Godišnjak HAP-

If the manuscript is written in English, the font should be Times New Roman, not more than 28.500 characters; space 1,5; font size 12. The work should have a summary (10 to 15 lines) in English with four to six key words, space 1, font size 11. Various footnotes: space 1, font size 10.

The illustrative attachments to the work/manuscript (photos, charts, maps ...) should be properly scanned (300 dpi). Each illustration should be numbered and should have a legend and its place in the text. The illustration type can be: jpg or tiff.

The Structure of the work:

- name and surname;
- author address and institution (work) address;
- title;
- abstract (50–100 words);
- key words (3–10 words);
- text (16 pages);
- summary (300–500 words).

The Text Form:

- text processor Word;
- style Normal;
- page A4;
- margins (cm): up –2.5, down – 7.2, left – 2, right – 6.3, gutter – 0;
- font Times New Roman, 20pt title, 16pt subtitle, 11pt basic text, 9pt notes;
- space Single,
- Footnotes in continuous stream from 1(and on).

The works that have been approved by the Editorial will be published UDC (Universal Decimal Classification) number of The National Library of Serbia. The accepted manuscripts will not be returned.

HOW TO ADD REFERENCES/BIBLIOGRAPHY

MONOGRAPH should have: the author's full name and surname, name of the book/work (in italic), place and year of publishing. If number of the page is mentioned, please do not add **p, pp, ff, dd etc.** After the place of publication please put a comma (,).

THE PUBLISHED SOURCE is stated in the same way as monograph publication, and **THE UNPUBLISHED (ARCHIVE) SOURCE** is stated in the following way: when first stated –full name of the archive, place of archive, serial number and name of the fund, case signature. Please write in the brackets () the abbreviation under which a certain archive is and the abbreviation under which it will appear in the statements.

Example:

M Argles, *British Government Publications in Education during the Nineteenth Century* (1971)

J Vaughan, *Board of education Circulars: A Finding List and Index* (1972)

J M McCarthy, *An International List of Articles in the History of Education, Published in Non-Educational Serials, 1965-69* (1973)

D W Thomas, *The History of Technical Education in London 1904-40* (1976)

S M Parkes, *Irish Education in the British Parliamentary Papers 1801-1920* (1978)

V F Gilbert and C Holmes, *Theses and Dissertations on the History of education Presented at British and Irish Universities between 1900-1976* (1976)

M Argles and J E Vaughan, *British Government Publications Concerning Education during the Twentieth Century* (1982)

J S Hurt, *Education and the Working-Classes from the Eighteenth Century to the Twentieth Century* (1985)

R Szreter, *The History of Education in Non-Education Learned Journals 1939-1984* (1986)

A R Allan, *University Bodies: a Survey of inter- and Supra- University Bodies and Their Records* (Liverpool c1990). Includes an extensive bibliography of sources useful for the history of higher education.

M C Britton (ed), *Improved Visibility: An International Bibliography on the Education of Women and Girls 1978-1989* (Librarians of Institutes and schools of education 1991).

J D Browne and G R N Smart, *Colleges of Education: A Checklist of Archives* (History of Education Society c1981).

C R Chapman, *The Growth of British Education and its Records*, (Dursley Lochin 1992).

J Craigie, *A Bibliography of Scottish Education before 1872* (University of London Press 1970).

D Crook 'Net gains? The Internet as a research tool for historians of education' in D. Crook and R. Adlrich (eds) *History of Education for the Twenty-first Century* (London, Institute of Education) pp.36-49.

J C Davies, 'Documents relating to the History of Education,' in *Durham Research Review*, 2 (Sept 1951), pp 1-10.

History of Education Society, *Archives and the Historian of Education* (1975).

A Morton, *Education and the State 1833-1966* (PRO 1997).

T A O'Donoghue, 'Sources for the Study of the History of the Secondary School Curriculum: A Survey of the Irish Scene, 1921-62,' in *HES Bulletin*, (Autumn 1990), pp. 46-51.

Public Record Office of Northern Ireland, *Guide to Educational Records* (1993). Includes an appendix listing all state schools with surviving records held at PRONI.

Sources for Tracing School Teachers in the National Society Archives and Library (Church of England Record

SUBMISSION LETTER the manuscript should have a form which is signed by all the authors and has to contain: 1) the statement that the articles was not previously published and given to another magazine for publication. 2) the statement that the article has been read and approved by all the authors who meet the criteria of being the authors. 3) contact information on all the authors (the addresses, phone numbers and other information on the contacts). The blank document should be downloaded from the magazine Zapisi website.

Furthermore, the copies of all consents for reproducing the previously published material, the use of illustrations and disclosure of information on famous people or names of the people who contributed to the creation of the article.

NOTE: The article which does not meet the criteria of this instruction cannot be sent to be reviewed and it will be returned to the authors to be edited and completed. Following the instruction for preparing the article will consume less time on the preparation process for publishing in the magazine. It will also have an impact on the quality of the article and the regular publication of the magazine.

For all additional information, please contact the editorial board of Zapisi magazine

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