
Croatian Journal of Education – TEPE Special Issue
Submission Guidelines

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.

PAPER ACCEPTANCE PROCEDURE

The TEPE editorial board 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.

1. Papers have to be previously unpublished and they cannot be under consideration for publication in other journals.
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

Authors are obliged to submit the paper in English and they take full responsibility for the quality of the text.

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 scholars in their field of study and they independently evaluate submitted papers.

PAPER SUBMISSION

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

PAPER FORMAT

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 text may not exceed 20 standard pages.

Standard page size is 1800 characters with spaces.

THE TITLE

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

ABSTRACT

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 RESEARCH PAPER

The text of the research paper should basically consist of the following sections: Introduction, Methods, Results, Discussion and Conclusions. Subtitles should not be numbered, font should be Calibri, sentence case (in English version Capitalize Each Word 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.

GRAPHS, FIGURES AND TABLES

Graphs, figures and tables should be black, white and grey, and positioned in the appropriate place within the text, font Calibri, size 10 points, centred. 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 by Publication Manual of the American Psychological Association, 6th ed., 2010.

CITATIONS AND REFERENCES

CJE uses the Harvard 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 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 and should contain the author's surname, year of publication and, in the case of a verbatim quotation, the page number (e.g. Vilke, 1993, p. 23; Rossi & Cassidy, 1999, p.24). If the work cited has more than two authors, cite all authors the first time the reference occurs (Prskalo, I., Nedić, A., Sporiš, G., & Badrić, M., 2007, p.76) and in subsequent citations, include only the surname of the first author 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), Latin alphabet. The titles in the reference list need to be given in the language of the original, and if they are translated into English the English translation should be given in square brackets []. When electronic sources are referenced, the date of retrieval 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. doi: xx.xxxxxxxx

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 /online/. Retrieved on 17th March 2012 from <http://psycnet.apa.org/psycinfo/1991-09869-001>.

MANUSCRIPT ONLINE SUBMISSION

Papers can only be submitted online.

The upload via Open Journal System of the Croatian Journal of Education must start from the English web page of the Journal at URL address: <http://cje.ufzg.hr>.

Please register/log-in, and start a new submission.

STEP 1: STARTING THE SUBMISSION

From the drop-down menu, the author(s) should select:

- TEPE 2014 – Teacher Education Policy in Europe

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 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 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, 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. Title is followed by the abstract and the 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.

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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**.