

## Instructions for authors

### Checklist for article submission

All articles should comply with the requirements listed below. A lack of compliance may result in the article's being rejected.

✓ The article should be the author's or authors' own, original work. It should not have been previously published, nor should it be under consideration for publication elsewhere.
✓ The article should match the aims and scope of the journal.
✓ The article should be submitted along with all the details set out in the Instructions for Authors. These can be found on the website.
✓ The article should comply with the stylistic and bibliographical requirements set out in the Instructions for Authors. These can be found on the website.

### General instructions

When submitting an article to *Šolsko polje*, authors should include the following:

- A **cover letter** confirming the article's relevance to the journal's subject area and describing how it adds to and/or enhances the existing scientific literature on the topic. Authors should also specify a category for their submission (original scientific article, scientific review article, short scientific article, expert article).
- A **cover page** giving the title of the article along with the author's name, academic title, institutional affiliation, email address, and a brief academic résumé (70-100 words) in both Slovenian and English. The purpose of the cover page is to provide details that are not permitted in the manuscript itself, thereby ensuring the anonymity of the review procedure.
- The **manuscript** (normally 5000 to 7000 words) including:
  - 1) The title in Slovenian and English (20 words max)
  - 2) An abstract in Slovenian and English (200 to 250 words)
  - 3) Key words in Slovenian and English (3 to 5 words)
  - 4) The text of the article
  - 5) A references list
  - 6) Acknowledgement of any funding support received for your research.

In order to ensure the anonymity of the review procedure, you must not include any personal data in the manuscript file. You must also ensure that you cannot be identified from any of the file properties.

- **Supplementary material** if applicable (e.g. tables, diagrams, photographs, etc.)

### *Linguistic requirements*

The paper should be written in either standard Slovenian or British English and be grammatically correct. The editorial board reserves the right to refuse to review or publish any article that does not meet this requirement.

### *Manuscript format*

Manuscripts should be in the following format:

- Microsoft Word, A4, with standard margins (2.5 cm all round)
- Line spacing: double
- Font: Times New Roman, 12 point (10 point for footnotes)
- Alignment: left
- Page numbering: consecutive

In addition, the article should contain clear, meaningful titles and subtitles. Up to 3 levels of numbered sub-paragraphs are permitted: these must be in 1.-1.1-1.1.1 format and must be appropriately indented for clarity. Do not use all caps for titles and subtitles.

Only italics should be used for emphasis. The only exception is in Linguistics texts, where italics are typically used when giving examples: here a semi-bold font can be used for emphasis instead. Foreign words should also be in italics. No other form of emphasis is permitted.

Do not use the spacebar for text alignment. The only permitted paragraph format is left-aligned with no indentation at the start of the first or any other lines within the paragraph.

In text square brackets may only be used for phonetic spellings and pronunciations. If using three dots to denote an incomplete word, do not insert a space in front of them (e.g. “Oh my goodn...!”). If using three dots to denote an unfinished thought or sentence, do insert a space in front of them (e.g. “On the other hand ...”). Please deactivate the word division function.

Endnotes are not permitted. Use autonumbering for footnotes, with the number of the footnote appearing immediately after the preceding word (with no space or punctuation mark). Footnotes must be positioned consecutively on the relevant page of the manuscript.

### *Graphics*

All graphics (tables, figures, photographs, etc.) should be appropriately numbered (e.g. Figure 1, Figure 2) and referenced to in the text.

Indicate where approximately in the published article the graphics should be positioned by inserting a marker in the manuscript (e.g. "Table 1 here"). Attach a separate file for each graphic. All graphics should be in black and white; in EPS, AI, PDF, TIF or JPG format; 300 dpi resolution; and shortest side 1000 pixels.

For tables, put the full title above the table in 10-point Times New Roman, for figures, put the title below the figure. The space required for graphics is included in the manuscript word count, calculated on the basis of 250 words for a half-page and 500 words for a full page. Tables should be submitted in Word but must not contain any merged cells, columns or rows.

### *References*

References should be in APA format, in accordance with the rules of the American Psychological Association.

#### *In-text citations*

Source(s) should be referenced as shown in the following examples:

- one work by one author: (Štrajn, 2017)
- multiple works by one author: (Sardoč, 2018, 2019)
- multiple works by one author in the same year (Klemenčič, 2018a, 2018b)
- two authors: (Vendramin & Šimenc, 2016)
- three or more authors: (Kozina et al., 2017)
- indirect citation of an author: (Altrichter in Štremfel, 2016)
- citing a single page from a source: (Šimenc, 2017, p. 35)
- citing a range of pages from a source: (Šimenc, 2017, pp. 35-37)
- consecutive references to the same work: (ibid.) (ibid., p. 37)

If the quote consists of one or more complete sentences, the reference should be placed after the full stop. The next sentence follows straight after the reference.

For short quotes –consisting of a phrase or clause, the reference goes before the full stop.

When referring to a source by two authors within your text, use “and”: “Kozina and Mlekuž (2017) find that ...”

Titles of monographs, papers or other works cited in the text should be italicized (e.g. “Štrajn argues in *Vzgoja družbe* that ...”).

Quotes within the text should be placed in double quotation marks, and quotes within quotes should be placed in single quotation marks. Use an ellipsis between two slashes (/.../) to indicate any omissions and adjustments within the quote.

Long quotes of more than 5 lines should be formatted as a free-standing block of text, indented and separated from the preceding and following paragraphs by a blank line. The source of the quote should be shown in round brackets at the end of the quote: e.g. “(Kodelja, 2017, pp. 5-76)”. If the name of the author has already been given within the main text, it can be omitted from the brackets.

## References list

The list of references at the end of the article should only include works that have been cited in it. Wherever possible, give the digital object identifier (DOI) or URL of the sources used.

If the article is to be published in English, the titles of all cited sources should be translated into English and placed in square brackets.

Sources in the reference list should be cited as follows:

### Article in a journal

Author, A. A., Author, B. B., & Author, C. C. (year of publication). Title of article. *Title of journal*, volume (number), first page-last page.

### Monograph

Author, A. A., Author, B. B., & Author, C. C. (year of publication). *Title of monograph*. Place(s) of publication: Publisher.

### Chapter in a monograph

Author, A. A., Author, B. B., & Author, C. C. (year of publication). Title of chapter. In Editor, A. A., Editor, B. B. & Editor, C. C. (Eds.), Title of the monograph (pp. first page of the chapter-last page of the chapter). Publisher.

References should be in alphabetical order and cited as follows:

- For any single author, the individual works cited should be listed in chronological order by year of publication.
- Where the same author is cited both individually and together with others, the individual reference should be listed first, followed by the works co-authored with others.
- Where different multi-authored works have the same first author but different co-authors, use the surname of the second (third, fourth, etc.) author to establish the correct alphabetical order for the listing.
- References to works by the same authors where the names are given in the same order should be listed in chronological order by year of publication.
- For multiple sources by the same author (or group of authors with names in the same order) that have the same year of publication, first alphabetise them by title and then add lowercase letters (a, b, c, etc.) to the end of the publication year.

For more detailed instructions see <https://apastyle.apa.org/>

For any other referencing queries not addressed here, please contact the editor.

### Article submission

All articles should be emailed to the editorial board: [solsko.polje@guest.arnes.si](mailto:solsko.polje@guest.arnes.si).