

## INSTRUCTIONS FOR AUTHORS

### General information

The journal “Special Education and Rehabilitation” publishes original scientific papers, review articles, science communications, scientific reviews and debates from all areas of special education and rehabilitation, as well as related fields of science, provided that they were neither previously published elsewhere nor are in the reviewing process. The journal also publishes professional translations, reports, reviews, bibliographies, letters to the Editor, and other manuscripts relevant to the field of special education and rehabilitation. Papers written in Serbian or English will be considered for publishing. The journal also publishes papers in extenso which were previously partially presented in a scientific conference.

Papers accepted to be published in “Special Education and Rehabilitation” cannot be published in any other journal.

In July 2012, the journal “Special Education and Rehabilitation” transferred to electronic editing and publishing (a system for online editing - Assistant), and papers are submitted by logging in at <http://scindeks.ceon.rs/journaldetails.aspx?issn=1452-7367>

The system for online editing - Assistant supports online paper submission, reviewing, printing preparation and publishing. It provides DOI equipment (CossRef), prevention of plagiarism (CrossCheck /iThenticate) semi-automatic reference formatting with regard to the selected citation style (RefFormatter), automatic check of citation congruence in the text and list of references (CiteMatcher) and the proofreading service for papers in English (EdService). Details about Assistant can be found in the Info section of the main menu. Registration and log in are necessary for a more detailed insight into Assistant possibilities.

All submitted papers are automatically checked for **plagiarism** and **auto plagiarism** before the reviewing process. Every attempt of plagiarism or auto plagiarism will be appropriately punished (all authors will be banned from publishing in the journal for a certain period depending on the severity of the violation about which the authors' institutions and professional associations will be informed). The authors should bear in mind that verbatim quotations cannot be longer than 350 characters. A written permission from copyright owners has to be submitted for longer quotations. Each quotation, regardless of length, should be followed by appropriate reference (author/authors, year and number of cited page, e.g. Pekić, 2012: 145).

Accepted papers will be published in the dynamics and order determined by the Editorial Board on the recommendation of the Editor in Chief and Section Editors.

All users of the journal (authors, readers, reviewers, and editors) have to be registered, and the registration is possible at: <http://aseestant.ceon.rs/index.php/specedreh/>

### Authorship

The Editorial Board of “Special Education and Rehabilitation” will fully meet the ICMJE authorship criteria ([www.icmje.org](http://www.icmje.org)), according to which authors of a scientific publication are generally considered to be those who participated in all stages of manuscript preparation, from

paper conceptualization, analysis and interpretation of the obtained data, to concluding remarks and critical evaluation. Data collection, research funding, general supervision of the research team alone, and other similar contributions do not constitute authorship, but can be listed in the acknowledgments section. One paper should not have more than six authors.

If a paper resulted from a project, the title and number of the project, as well as financial support should be stated in the designated section of the manuscript metadata and in the footnote at the end of the first page of the paper.

Authors who include previously published illustrations (pictures, graphs, etc.) in their papers, either in part or in full, have to submit the publication permission from copyright owners.

In the process of paper submission in the system of electronic editing (all the necessary instructions are available online in the **Info** section) it is necessary to confirm that all requirements have been met, and to include a statement of all authors and co-authors that the paper had not previously been published or accepted for publishing in another journal, either in part or in full.

### **Ethical standards**

If research includes human subjects, the authors are obliged to follow the Helsinki Declaration principles ([www.wma.net/en/30publications/10policies/b3/17c.pdf](http://www.wma.net/en/30publications/10policies/b3/17c.pdf)). The authors are also obliged to obtain an informed consent for research participation from the subjects and/or their parents or guardians prior to testing.

### **Paper preparation**

Manuscripts should be 15000-30000 characters long (without spaces), not including references, abstract, acknowledgments, and footnotes.

The page format should be A4, Times New Roman (size 12pt for the text and abstract, 12pt italic for table titles, 10pt for table contents, 14pt bold for the title, and 12pt bold for subtitles), line spacing 1.5 for the text and 1 for tables.

The title should be short and informative, and should not exceed 200 characters with spaces. Abbreviations and subtitles in the title should be avoided.

Research papers should include an unstructured abstract (in Serbian and English, 100-250 words long, 3-6 key words), introduction, aim of the paper, method (sample, instruments and procedure, statistical analysis of data), results, discussion (separate or included in results), conclusion and list of references.

Review papers should include an unstructured abstract (in Serbian and English), introduction, topic, aim and method of the paper, data analysis (or meta-analysis) and synthesis (titled according to the author's wish), conclusion and list of references. Review papers can be

submitted by authors who list at least three self-citations (references in which they were authors or co-authors).

Full version should be given for every abbreviation mentioned for the first time, e.g. intellectual disability (ID).

For papers written in Serbian, decimals should be written with a comma in the paper text, and with a full-stop in the abstract in English (and vice versa for papers written in English).

Tables are numbered with Arabic numerals in the order they are given in the text of the paper. Characters and/or abbreviations used in tables should be explained in the legend below them; table example:

*Table 1 - Motor abilities and prerequisites of academic skills (means score)*

Motor abilities	SD	VM	SF	AM	CF	L	MS	NR	D	
MP	Neg.	12.49	17.48	14.33	10.38	13.90	16.24	14.88	15.05	14.27
	Pos.	13.83	17.88	15.30	11.38	14.61	17.24	16.19	16.44	15.04
	F(1)	24.181	4.817	21.076	21.639	13.166	30.335	23.346	35.095	16.267
	Sig.	<b>0.000</b>	<b>0.028</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>
B	Neg.	13.85	17.89	15.32	11.38	14.40	17.07	16.37	16.00	14.89
	Pos.	13.32	17.72	14.92	11.01	14.44	16.94	15.62	16.11	14.81
	F(1)	4.020	0.980	3.891	3.042	0.057	0.538	8.924	0.263	0.150
	Sig.	<b>0.045</b>	0.322	<b>0.049</b>	0.081	0.812	0.463	<b>0.004</b>	0.608	0.699
C	Neg.	11.07	16.98	13.73	9.71	13.12	15.97	13.67	14.69	14.18
	Im.	12.76	17.57	14.64	10.96	14.28	16.57	15.17	15.53	14.64
	Pos.	14.08	17.95	15.38	11.36	14.65	17.27	16.4	16.48	15.00
	F(2)	29.610	6.527	14.532	11.022	11.432	14.002	24.602	15.711	4.318
Sig.	<b>0.000</b>	<b>0.002</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.014</b>	

MP – motor persistence; B – balance; C – coordination; SD – shapes drawing; VM – visual memory; SF – strategy formation; AM – auditory memory; CF – concept formation; L – lexical abilities; MS – morpho-syntactic abilities; NR – non-verbal reasoning; D – drawing

Graphs should be in Excel, Word or SPSS; characters and/or abbreviations used in charts should be explained in the legend below them. Same data should not be given both in tables and graphs.

### Citing references in the text

Used literature is stated in the text according to APA6 system as follows:

- when citing reference with one or two authors, their surnames are always listed: (Johnson & Stevens, 1999; Stevens, 2011; Popović i Jovanović, 2009; Popović, 2013);
- when citing references with three to five authors, all authors are listed in the first citation:

(Kernis, Cornell, Sun, Berry & Harlow, 2013; Hu, Wood, Smith & Westbrook, 2004) and only the surname of the first author in every subsequent citation:

(Kernis et al., 2013; Hu et al., 2004);

- when citing references with more than five authors, only the first author is given: (Anđelković i sar., 2007; Davidson et al., 2012);
- if two authors have the same surname, initial letters of their names should be added in front of each: (E. Johnson, 2001; L. Johnson, 1998; A. Babić, 2014; B. Babić, 2012);
- if the reference is without authors, institution and year are given: (AIDD, 2010).

More references are cited in alphabetical order (Bijelić, 2008; Kovač, 2004; Vuletić, 1999), and more references of the same author are cited chronologically (from the oldest to the latest).

### **Citing references in the list of references**

- Journal reference:

**up to** seven authors:

Gligorović, M., & Buha, N. (2014). Verbalna fluentnost kod intelektualno ometene dece - uticaj osnovnih egzekutivnih komponenti. *Specijalna edukacija i rehabilitacija*, 13(3), 275-292.

Arias, B., Verdugo, M. Á., Navas, P., & Gómez, L. E. (2013). Factor structure of the construct of adaptive behavior in children with and without intellectual disability. *International Journal of Clinical and Health Psychology*, 13(2), 155-166. doi:10.1016/s1697-2600(13)70019-x

**more than** seven authors:

Hentova-Senćanić, P., Božić, M., Senćanić, I., Jovanović, M., Stanković, B., Marjanović, I., ... Bjelović, N. (2012). Uticaj početne senzitivnosti vidnog polja na napredovanje oštećenja vidnog polja kod osoba sa glaukomom otvorenog ugla. *Srpski arhiv za celokupno lekarstvo*, 140(3-4), 142-147.

Crewe, J. M., Morlet, N., Morgan, W. H., Spilsbury, K., Mukhtar, A., Clark, A., . . . Semmens, J.B. (2011). Quality of life of the most severely vision-impaired. *Clinical & Experimental Ophthalmology*, 39(4), 336-343. doi:10.1111/j.1442-9071.2010.02466.x

- Book:

Gligorović, M. (2013). *Klinička procena i tretman teškoća u mentalnom razvoju*. Beograd: Univerzitet u Beogradu – Fakultet za specijalnu edukaciju i rehabilitaciju.

Booth, W. C., Colomb, G. G., & Williams, J. M. (2003). *The craft of research* (2nd ed.). Chicago, IL: University of Chicago Press.

- Chapter in a monograph or thematic proceedings:

Moore, C. C., & Munroe, R. L. (2000). Cognitive anthropology. In A. E. Kazdin (Ed.), *Encyclopedia of psychology* (Vol. 2, pp. 132-135). Washington, DC: American Psychological Association.

Buha-Đurović N., Gligorović M. (2009). Problemi u ponašanju kod dece sa lakom intelektualnom ometenošću, u D. Radovanović (Ur.) *Istraživanja u specijalnoj edukaciji i rehabilitaciji* (str. 145-160), Beograd: Fakultet za specijalnu edukaciju i rehabilitaciju.

- Paper in conference proceedings:

Dučić, B. (2012). Zadaci odlaganja zadovoljstva kao način procene samoregulacije kod osoba sa intelektualnom ometenošću, u M. Gligorović (Ur.) *Zbornik radova II naučnog skupa „Stremljenja i novine u specijalnoj edukaciji i rehabilitaciji“* (str. 77-82), 28. decembar, Beograd: Univerzitet u Beogradu – Fakultet za specijalnu edukaciju i rehabilitaciju.

- References without authors:

AIDD – American Association on Intellectual and Developmental Disabilities (2010). *Intellectual disability: Definition, classification, and systems of supports*. Washington, DC: American Association on Intellectual and Developmental Disabilities.

- Online sources:

Hajek, P. (2006). Fuzzy logic. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Summer 2009 ed.). Retrieved from <http://plato.stanford.edu/archives/sum2009/entries/logic-fuzzy/>

NOTE: Papers which do not meet the requirements given in this instruction will not enter the procedure, and may be returned to authors for revision and/or correction.