TITLE OF THE PAPER IN ENGLISH

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**Abstract:** This document is a guide for the technical preparation of the papers for the Sixth international conference "Safety management of sports competitions", organized by the Faculty of Sport, University "Union - Nikola Tesla" from Belgrade. To format the text use the guidelines given in this manual. Abstract should contain 100 to 250 words and 3 to 10 keywords.

**Keywords:** Conference, Management, Security, Sports Competitions

**Сажетак:** Овај документ представља упутство за техничку припрему радова зa Шесту међународну конференцију „Менаџмент безбедности спортских такмичења“, чији је организатор Факултет за спорт, Универзитета „Унион – Никола Тесла“ из Београда. За форматирање текста користити смернице дате у овом упутству. Сажетак треба да садржи од 100 до 250 речи и од 3 до 10 кључних речи.

**Кључне речи:** Конференција, менаџмент, безбедност, спортска такмичења

1. INTRODUCTION[[1]](#footnote-1)

By submitting a paper to the Scientific Committee of the conference in order to present and publish it, the authors agree to transfer their copyrights to the Faculty of Sport, they confirm that their paper is original, not previously published, nor it is in the decision-making process for publication in any other journal or proceedings, as well as that they respected the ethical standards regarding plagiarism and that the article does not contain forged data. If the paper describes research conducted by the authors, it must have been done in accordance with the Declaration of Helsinki. One article must not have more than three authors. Paper may be accepted after the authors sign a statement attesting that they have fulfilled all the above conditions, which is available in the Call for participation.

In order to be published, submitted articles should have scientific value, correspond to the themes and objectives of the conference and follow the instructions for authors and the authors must sent a statement confirming the originality of their paper. Also, in order to be considered for publication the authors of the articles must present papers and should pay registration fee.

Articles may be written and presented in Serbian or English. The English version of the paper should be written on high-quality English language, namely the paper must be well translated into English. The Scientific Committee of the Conference keeps the right to return poorly translated papers to the authors for revision.

The original text should be typed in Word for Windows, on one sided A4 format (210x297mm).

To protect the anonymity of the authors in reviews, they must remove from the text all information on which the reviewers could identify them. For that reason, It is necessary that they refer to themselves in the third person throughout the text.

For word processing, it is **necessary to use this guide**, which defines the parameters related to paper size and style it in the process of formatting. The instruction itself is a template for formatting the text and references. In case of inability to use the instruction, it is necessary to follow the guidelines given below.

All margins should be 2cm (top, bottom, left and right). On the first page of each paper leave space for the header of 3cm for Symposium logo. An example is given on this page of the instruction.

The text should be without first row indent (Justify). Text should be typed with regular spacing and there should be a blank line between paragraphs.

All margins should be 2cm (upper, lower, left and right). On each page of the text leave space for the header - an example is given in this instruction. On each page, except the first one, in the header you need to enter the name(s) and surname(s) of (every) author of the text and the (shortened) title of the work.

Minimum volume of the paper is 4, and maximum 8 pages, including pictures, tables, references and other contributions. The papers have to be sent in both, Word and PDF file. Pictures and tables have to be sent separately, in full resolution.

1. text Formatting

In the first row of the first page, under the space reserved for header, write the title in English and below it the title in Serbian.

Under the title, write full name(s) (without functions and titles) of (every) author and the full official name(s) and headquarters of the institution where the author is employed, as shown on the first page of the instructions. The names and surnames should always remain in its original form. Also, it is necessary to specify the email address of one of the authors. In the first empty row below the employment information of the last author apply the style "Line" (Page Borders).

The title and author's name should be followed by a brief summary in English, which should be in full-page width (as in this guide) and should be followed by a brief summary in Serbian. After every summary, you should specify the keywords.

To format the text use the font Calibri in the following sizes:

* Title of the paper - 14 pt bold;
* Names of the authors and their institutions - 10 pt;
* Abstract and *sažetak* - 10 pt italic;
* Keywords - 10 pt italic;
* Numbered titles - 11 pt bold, capital letters;
* Sub-titles - 11 pt bold;
* Text - 10 pt;
* Headers - 10 pt *italic*.

For enumeration in the text (bullets) **- apply example from this page**.

1. eQUATION

Write equations in one column, with the numbers on the right, as

 (1)

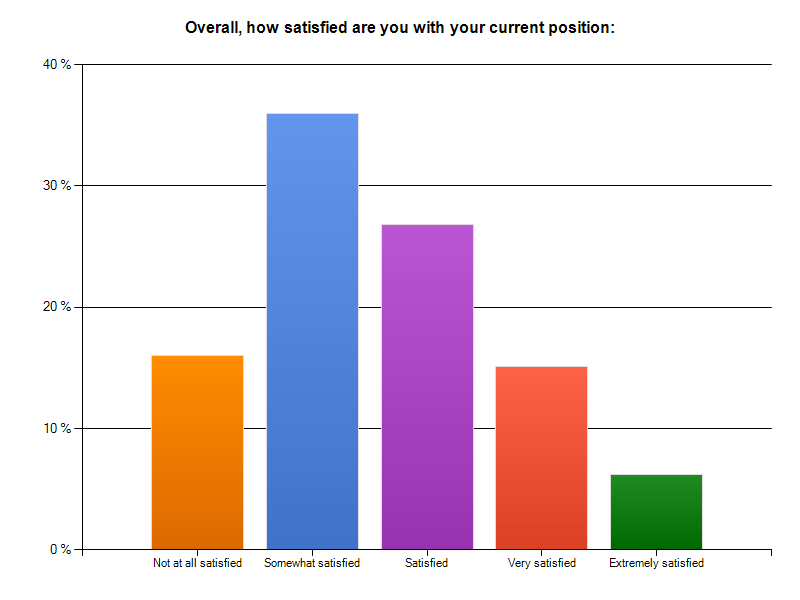
For formatting of the rows with equations, use icon "Equations". If you press the "Tab" key after typing the equation and then give the number of the equation, it will automatically be aligned along the right edge.

1. graphics

Pictures, tables and other graphic parts should align with width of the whole page.

* 1. **Numbering of pictures and charts**

The name and number of pictures or charts should be centered in the line below the picture.

****

**Picture 1:** Chart name

Source: The method of quoting the sources of images, graphs and tables will be listed below.

* **If the source is listed in the references at the end of the paper**, put the number under which it is listed. For example: Source: [3].
* **If the source is a paper that is not listed in the references**, it should be listed only below the picture and in the following format: Last name, first initial. (Year of Publishing). Title of the book. City: Publisher. For example: Source: Beard, A. (1998). The Language of Sport. London: Routledge.[[2]](#footnote-2)
* **If the source is the Internet**, specify the site or link that leads to the source. For example: Source: [www.gamzigradskabanja.org.rs](http://www.gamzigradskabanja.org.rs) or

Source:

<https://www.google.rs/search?q=sport&biw=1600&bih=799&source=lnms&tbm=isch&sa=X&ved=0ahUKEwiRoYuyvvTJAhVLiywKHWykCeUQ_AUIBigB#tbm=isch&q=soccer+sport&imgrc=HneOmSSj1XdgOM%3A>

* **If the source is a personal archive**, specify the name of the person who owns it. For example: Source: Personal archive of the author or Source: Personal Archive of Peter Smith.
* If the source is an archive as an institution, state the name of the archive and the number under which the picture is filed. For example: Source: Historical Archive Zaječar, IAZ-V-2.442.
  1. The tabulation

Table name and numeration should be written above the table, from the beginning of the line, as shown in this manual. If the table is taken from a source, use the instructions given above.

**Table 1:** Table title

|  |  |
| --- | --- |
| **Sport** | **Number of players in the game** |
| Basketball | 10 |
| Football | 22 |
| Volleyball | 12 |

Source: The method of quoting the sources of images, graphs and tables is listed above.

1. conclusion

The editorial board reserves the right to make editing and proofreading changes on the text which have already been accepted.

If there are any doubts concerning the instructions for authors, contact the editorial staff of the journal.

REFERENCES

Provide only titles that are directly related to the problems which the article refers to, that is the titles to which the author directly refers to in the paper. References in the text are given in brackets in the same order in which they are quoted. As an example may serve the further text in which we will refer to the examples that show what is being said.

To format a list of references at the end of the paper, use the example given in this guide. List of references should be formed in accordance with the order of citation in the text and not in alphabetical order.

Do not translate original titles of the papers used in the text, unless particular translation is used.

**А) BOOKS**

When referring to а book, it is necessary to indicate the author's surname, initial of the first name, year of publication, title, place and publisher [1]. When it comes to two or more authors, it is necessary to put a coma between their names [2]. When there are three or more authors, you can write only the first author and add "et al." [3]. If you refer to the section in the book you should first specify the name of the author, year of publication and the title of the book chapter, and then specify the name of the editor, book title and publisher [4]. If the book presents a collection of articles, name the editor instead of the autor [5]. If a book has no author, start with the title [6], but if the author is an organization, it’s name must be given at the beginning [7]. If the used book has many editions, it should be noted which edition was used [8].

**B) JOURNALS, PROCEEDINGS AND PRESENTATIONS**

Journal is quoted in the following order: author's name, year of publication, title of the article, name and number of the journal as well as the the pages on which the article was published [9]. If a paper published in conference proceedings is quoted, it is necessary to specify the surname and initial of the first name of the author, year of publication and the title of the paper, and then the surname and initial of the first name of the editor of the proceedings and the name of the conference (seminar, panel,...), as well as pages on which the paper was published, place of publication and publisher [10]. Specifying unpublished paper presented at a conference, includes the name(s) of the author(s), year of presentation, title of the paper and name of the conference, city, state and date(s) of the conference [11].

**C) GRADUATE, MASTER AND DOCTORAL THESES**

Graduate, master and doctoral theses should be given in the following order: name of the author, year, title of the paper, type of the paper and full name of the university [12].

**D)** **DOCUMENTS, ACTS AND REPORTS**

Government and non-government documents, acts and reports should indicate the name of the author or the city and township (or institution), the year and the name of the document [13].

**E) NEWSPAPER ARTICLES**

When referring to an article from print newspapers and magazines, the exact date and page number must be specified [14]. If the author is unknown, the reference begins with the title of the newspaper article [15].

**F) QUOTES**

"When it comes to quotation be sure to specify the page number on which the quoted text is in the original, regardless of whether it is a book, journal, conference proceedings,... It is necessary to specify the exact number of the page (or pages), even if there are already listed page numbers that include the whole text. Also, the page(s) of the citation is not a substitute for the page numbers on which we can find the entire text. It is necessary to specify both."[16,17]

**\*\*\***

When, during the text, you want to re-mention some paper, it is necessary to write the number under which the paper is listed in the references, like the first time, and if reference is made to a number of sources at the same time, you need to put commas between them without the expansion, for example [5,8] or a hyphen if they are repeatedly mentioned in the literature, for example [9-12].

When refering to a larger number of pages from a text, page numbers are listed in the order and separated by a comma (or a dash if they are consecutive pages), while the numbers of the pages related to each subsequent reference is separated from the previous by semicolons.

**G) ONLINE SOURCES**

The source from the Internet should contain the author's name (physical or legal person), year of publication or last modification, title and the address [18]. When there is no detailed information about the author, indicate the title instead of the name of the author, year of publication and link [19]. If the date or year of publication or last modification of the text is unknown, it is necessary to put the acronym n.d. (no date)[20]. You do not need to enter the date of access to the site, except for the sites that are likely to change over time (eg. Wiki)[21]. Instead of internet address (URL) you can use digital object identifier (DOI).

**G.1. E-books**

When citing books or book chapters that are only available online instead of data on the place of publication and publisher put the Internet address [22].

**G.2. Online journals**

When referring to the online journal, instead of page numbers of the paper, specify the Internet address [23].

**G.3. Documents, Acts and Reports**

If a government and non-government document, act or report is available on the Internet, it is desirable to specify the Internet address [24].

**G.4. Newspaper articles**

When refering to online newspapers and magazines, it is necessary to specify the exact date of publication of the article and if the author is unknown, the citation should start with the title [25].

**G.5. Blog**

As for the online newspaper articles, in describing a blog, it is necessary to specify the exact date of the publication of content [26].

**G.6. Video**

For information about author, you can use his surname and name (if you have that information) or the name which the author took as his alias (located next to the data "uploaded by" or "from") [27].

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**Bibliography**

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2. For information about specifying other types of editions see the section on references. Footnotes should be used for additional notes and the like. Do not use them for references. Font size in footnotes should be 8pt, as shown here. [↑](#footnote-ref-2)