Guidelines for Authors on Writing the Full Paper for the Conference Proceedings Book

Papers need to be proofread, max. 10 pages long (including references), written in Croatian or Hungarian or English, on an A4 sized paper, font Calibri, spacing 1.0, margins 2.5 cm on all sides, font size 12 throughout the paper, including the title and subtitles.

On the first page of the paper, in the upper right corner, author(s) should write their name, surname and title/academic degree, in the second line the institution/organization of employment and in the third line e-mail address. All authors of the paper need to be identified. After the information about the author(s), there should be one blank line, after which the author(s) should write the title of the paper (centred, bold, title case).

After the title of the paper, there should be an Abstract of the paper in Croatian or Hungarian or English (in the language of the full paper) of max. 250 words long. The abstract should comprise of the theoretical framework, objectives, methodology, results, conclusions and implications. After the abstract, author(s) should specify from 3 to 5 Keywords.

If the paper is written in Croatian or Hungarian, the author(s) also need to provide a translation of the title of the paper, abstract and keywords to English, all of which should be written after References.

Throughout the paper, subtitles should not be numerated, but written in bold, centred, sentence case, separated two lines from previous text, and separated one line from the following text. Any emphasis in text, if necessary, should be in italic. After the concluding part of the paper, all and only references cited or paraphrased in the paper should be listed under References, alphabetically, without numeration.

Parts of text cited from other author(s) should be clearly indicated using quotation marks, immediately followed by a parenthesis with the cited author’s surname comma year of publication comma page number, e.g. (Gudjons, 1994, 45). The same rules apply for paraphrased parts of text from other author(s), only without quotation marks and page number in parenthesis, e.g. (Gudjons, 1994).

The APA style is used when paraphrasing and citing other author(s) in text and in writing the list of References.

Only the papers formatted according to these guidelines will be sent for review.

Examples of writing the list of References:

**Books and monographs:**

Surname, initial(s) of first name. (year of publication). Title of the Book: Subtitle of the book. Place of publication: Publisher.

Book chapter, paper from a conference proceedings book or collection of papers, encyclopaedia entry:
Surname of the chapter author’s first name, initial(s) of the chapter author’s name. (year of publication). Chapter Title: Chapter subtitle. In: Initial(s) of the editor’s name. Editor’s surname (Ed(s).), Book Title: Subtitle (pp. first page of the chapter – last page of the chapter). Place of publication: Publisher.


Articles in journals
Surname, initial(s) of first name. (year of publication). Article Title: Subtitle. Journal Name, Vol (No), first page – last page.


Internet and electronic media sources
Surname, initial(s) of first name. (year of last change on the web page). Title: Subtitle [online]. Retrieved on date from link


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Notification of the outcome after review: 30 September 2016
Full paper should be sent to: glocaltolocalpedagogy@gmail.com.

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