



ASSOCIATION FOR FOREIGN  
LANGUAGES AND  
LITERATURES OF SERBIA



FACULTY OF PHILOLOGY  
UNIVERSITY OF BELGRADE

## ŽIVI JEZICI

JOURNAL FOR FOREIGN LANGUAGES AND LITERATURES

The journal *Živi jezici* is published once a year by the Association for Foreign Languages and Literatures of Serbia and the Faculty of Philology of the University of Belgrade.

The journal publishes original scientific research, review articles, reviews, chronicles, reports, and bibliographies in applied linguistics, (foreign) language learning and teaching, linguistics, cultural and literary studies.

### INSTRUCTIONS FOR AUTHORS

#### *SUBMISSION OF MANUSCRIPTS*

Manuscripts are submitted electronically to the Editorial Board of the journal through e-mail address [zivi.jezici@fil.bg.ac.rs](mailto:zivi.jezici@fil.bg.ac.rs). Papers should be sent in Word format and written in Serbian, English, German, Russian, French, Italian, or Spanish. Depending on the language of the text, all papers must be composed in line with the appropriate orthographic norms of the given language. Already published papers or works submitted to publication elsewhere are not accepted for consideration.

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All papers submitted for publication undergo double blind peer-review process. Our reviewers are qualified and established researchers selected according to the scientific field of the prospective paper. Anonymity is provided in both directions.

The author is obliged to change the paper in accordance with the possible suggestions of the reviewers, as well as to correct the text itself if required to do so. The author must inform the Editorial Board about all the changes he/she has made by marking the places that have been changed.

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Papers submitted for review must be structured as follows: information about the author, title of the paper, abstract, keywords, main text, references, summary and keywords.

### **1. Information about the author**

The name the author is stated in the first line, font *Times New Roman*, 12 pt, bold, left alignment.

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A footnote with the information on the (first) author's e-mail address is attached to the (first) author's name.

### **2. Title**

The title of the paper is written in the third line below the author's affiliation, all caps, 12 pt, bold, centred.

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The abstract is separated from the title of the paper by one blank line. It should include up to 100 words and should provide information on research goals, methods, results, and conclusions. The abstract is written in the language of the paper.

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### **4. Keywords**

Up to 7 keywords are listed right after the abstract in the language of the paper, after the tag **Keywords**.

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The paper should be written in Serbian, English, German, Russian, French, Italian, or Spanish. Papers can be written in Cyrillic or Latin letter. If a special, non-standard font is used in the text, the authors are obliged to submit the specified font to the Editorial Office along with the paper.

The main text is written in font *Times New Roman*, justified, 12 pt, 1.5 line spacing, first line indent by 1 cm. Please don't add blank space between paragraphs.

All images, figures, and tables should be included in the main Word document and appropriately explained in the body of the text. Please provide names and consistent numbering for tables, figures, and images, e.g. Table 1 or Figure 1, or Image 1. The title of the table is always provided above the table, while the title of pictures and figures is below.

Use double quotation marks for all cases (including single words) except for quotes within quotes.

## 6. Citing

The citation in the text itself must be consistent throughout the paper. The following citation system should be used: open parenthesis, surname of the author of the source, year of publication, two points, page numbers from which the author is referred, closed parenthesis. Examples:

(Ellis 2008: 37–55)

(e.g. Ellis 2008: 37–55)

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Ellis (2008: 37–55) explains that...

In the case when several papers published in the same year by the same author are referenced, the works should be marked with letters next to the year of publication, e.g. 2000a, 2000b.

When citing co-authored references, please include surnames of up to two authors; for more than two authors, include *et al.* after the surname of the first author (e.g. Petrović *et al.* 2014: 88–89).

Quotations containing more than 40 words should be clearly identified by using distinct paragraph style (Indentation by 1 cm, font *Times New Roman*, 11pt). Such quotation should not be enclosed in quotation marks. Example:

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Footnotes and abbreviations should be avoided. If used, footnotes should contain only the additional information or comment, not the data about referenced sources.

Citing unpublished papers and presentations is not desirable.

## 7. References

Cited literature is presented in a separate section, after the basic text of the paper and before the Summary, under the title References.

References are consistently enumerated, in an alphabetical order. When the same author is cited more than once, the publications are listed from newest to oldest.

The principle of citing references is as follows:

**a) monographs:**

Byram 1997: M. Byram, *Teaching and Assessing Intercultural Communicative Competence*. Clevedon: Multilingual Matters.

Končarević 2004: K. Кончаревић, *Савремена настава руског језика: садржаји, организација, облици*, Београд: Славистичко друштво Србије.

**b) articles in periodical publications:**

Vujović 2014: A. Вујовић, Франкофона поезија за децу у интегрисаној настави француског језика на раном узрасту, *Иновације у настави*, 27(1), 105–117.

**c) contributions in edited volumes or proceedings:**

Vučo i Durbaba 2012: J. Вучо, О. Дурбаба, Криза филолошких студија: ставови студената и наставника о усклађености студијских садржаја, наставе и потреба савременог друштва, in: М. Ковачевић, Д. Бошковић (ed.), *Савремено друштво и криза проучавања језика и књижевности*, Крагујевац: ФИЛУМ, 123–139.

**d) Internet sources:**

Kleppin 2004: K. Kleppin, Bei dem Lehrer kann man ja nichts lernen. Zur Unterstützung von Motivation durch Sprachlernberatung, in: *Zeitschrift für Interkulturellen Fremdsprachenunterricht* [Online], 9(2), [[http://www.spz.tu-darmstadt.de/projekt\\_ejournal/jg-09-2/beitrag/Kleppin2.htm](http://www.spz.tu-darmstadt.de/projekt_ejournal/jg-09-2/beitrag/Kleppin2.htm)].

**e) Monographic publication with a corporate author:**

When there's no name of an individual author on the title page of the source, a commission, association, organization takes on the role of a corporate author. Examples:

Council of Europe 2001: Council of Europe, *Common European Framework of Reference for Languages: Learning, Teaching, Assessment*, Cambridge: Cambridge University Press.

Republički zavod za statistiku RS 2008: Републички завод за статистику, Република Србија, *Два века развоја Србије: Статистички преглед*, Београд: РЗС.

**f) Unknown author:**

Anonymous 1877: *Српске народне загонетке*. уредио и издао Стојан Новаковић. Београд: Задужбина Чупићева.

**g) Newspaper article:**

Kljakić 2004: С. Кљакић, Черчилов рат звезда против Хитлера, *Политика*, 1. 7. 2004, р. 5.

Depending on the language and script of the paper, the citation procedure is as follows:

**a) literature printed in Latin alphabet:**

Dimitrijević 1979: N. Dimitrijević, *Zablude u nastavi stranih jezika*, Sarajevo: IGKRO „Svjetlost“, OOUR Zavod za udžbenike.

**b) literature printed in Cyrillic alphabet:**

Ščukin 2003: A. H. Щукин, *Методика преподавания русского языка как иностранного*. Москва: Высшая школа.

## **8. Summary**

The Summary should be included at the end of the paper. It is written entirely in a language different to the language of the main text of the paper. If, for example, the language of the paper is Serbian, the Summary is written in another language. It should include up to 250 words.

Start with the author(s) name(s) in the third line after the last reference, left alignment. After a blank space, the title of the paper should be indicated in capital letters in the central position, followed by another blank space and by the text of the summary. The keywords are listed after the text of the summary.

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