



Metodički ogledi / Methodical Review Journal

INSTRUCTIONS FOR AUTHORS

General information

Journal *Methodical Review* (*Metodički ogledi*) was founded in 1990, and the basic thematic area it covers involves the analysis of all aspects of education and educational work. The goal of the journal is to promote critical thinking about educational topics, with a special accent on the philosophical background of educational theory and practice. The subject of its scientific papers include deliberations on the ethical, political, aesthetic, and epistemological dimensions of educational theory, critical approaches to aspects of formal and informal education, the suggestion of measures by which to advance educational practice on all levels, analysis of the ‘centre’ and the ‘periphery’ of educational systems (marginalised educational groups and educational goals, specific educational groups and outcomes, etc), and the presentation of new methodical suggestions. The publisher of *Methodical Review* is the Croatian Philosophical Society (<http://www.hrfd.hr/>).

Methodical Review publishes scientific papers and reviews in Croatian and English. Only previously unpublished papers are considered for publishing. The journal publishes two issues yearly.

By accepting that their article be published, authors grant the journal the right to first publish their article in all formats and media (print and online publishing). The journal *Methodical Review* does not charge authors any fees for any part of the publishing process. The journal supports open access, which means that all content is freely available without charge.

Review process

Papers that satisfy the general subject matter orientation of the journal and that have been prepared in accordance with these instructions are subjected to a review process. *Methodical Review* performs a double-blind review process: the name(s) of the author(s) and reviewers are known only to the editorship. The editorship reserves the right to reject texts before they have been subjected to the review process if the manuscript does not meet the journal’s scientific standards or is not thematically appropriate.

Reviewed articles are categorised in one of the following ways:

- *Original article*: contains as-yet unpublished original research described in an objectively verifiable and complete manner.
- *Preliminary report*: contains the preliminary results of scientific research that is underway. Such articles do not have to allow the verification of stated results. This also encompasses papers in which a new problem is described thoroughly and argumentation is indicated without being fully elaborated upon.
- *Review paper*: must be an original, concise, critical review of an area or its parts in which the author actively participates. The role of the author’s original contribution to this area must be emphasised in relation to already-published papers, overviews of which must be included.

Reviewers suggest a categorisation for the paper, the final decision on which is taken by the editorship. Authors are expected to carefully consider the suggestions of reviewers and the editorship during revision work on their draft papers. Authors may submit any appeal regarding the peer-review process or a decision related to their manuscript in writing to the journal's official email address or contact the Editor-in-Chief.

Methodical Review also publishes uncategorised papers (reviews, critiques) which are not subjected to the review procedure. The editorship decides whether or not to publish these articles.

Ethical standards

The editorship of *Methodical Review* promotes integrity in science and research, and wishes to prevent any form of dishonesty in science such as the fabrication, falsification, or plagiarising of content, repeat publishing, or false attribution of authorship. All papers submitted are checked using the CrossCheck™ system (<http://www.crossref.org/crosscheck/index.html>) and other instruments, including the detectors of AI written text.

A prerequisite to collaboration with the journal is the acceptance of the Committee of Publication Ethics Guidelines (COPE, http://publicationethics.org/files/Code%20of%20Conduct_2.pdf). The Editorial Board treats submitted manuscripts as confidential and does not disclose information to third parties, except in cases of identified ethical misconduct, in which case the COPE guidelines are followed (<https://publicationethics.org/>).

By submitting manuscripts, authors affirm that the work presented is their own and that they take scientific and ethical responsibility for it. Authors also affirm that the manuscript submitted have not been simultaneously sent to other journals to be considered for publishing. After receiving papers, the editorship will send authors an *Author Statement* (<http://hrcak.srce.hr/metodicki-ogledi>). Signing the *Author Statement* is a prerequisite for papers to be sent for review.

Authors are expected to clearly state in the manuscript submitted for publication whether approval from a **research ethics committee** was obtained, if such approval was required.

A change in authorship after the manuscript has been submitted to the journal is possible only if the scope and nature of the revisions requested after peer review require the inclusion of an additional author. Changes in authorship (addition or removal of an author) are not possible after the manuscript has been accepted for publication. Any change in authorship must be explained in writing as part of the response to reviewers' comments and signed by all authors (both existing and newly added). The same procedure applies to any change in the order of authors (a written explanation signed by all authors; such a change may be proposed only before the manuscript has been accepted for publication).

All authors share equal responsibility for the data presented in the manuscript they have signed. Any **corrections** should be made during the revision of the manuscript following the receipt of reviewers' comments, in one or more rounds of peer review. After the final version of the manuscript has been accepted and prepared for publication, it is sent to the corresponding author for final review before publishing. The corresponding author is responsible, within a predefined short time frame and in consultation with the co-authors, for returning to the journal a list of requested corrections. At this stage, only minor technical changes to the text are possible.

After publication, an article may be retracted. **Retraction of a published article** is possible at the request of the authors, in which case a note is added indicating that the article has been retracted at the authors' request. An article may also be retracted as a result of non-compliance with ethical guidelines (plagiarism, self-plagiarism, duplicate publication, etc.) identified by other parties, for example members of the editorial board, reviewers, or readers. In such cases, a note is added stating that the article has been retracted by the editor. Links to the article remain available. In all cases of retraction, the COPE guidelines are followed.

Authors must declare any potential **conflict of interest**. Reviewers must also report if they identify an actual or potential conflict of interest related to the manuscript they have been asked to review or to its authors (for example, involvement in the preparation of the manuscript, a financial interest related to its publication, etc.). If the authors of a manuscript are also members of the editorial board of *Metodički ogleđi*, they are fully excluded from all editorial activities that could lead to the disclosure of reviewers' identities or place the authors in a more favorable position compared to authors of other submitted manuscripts.

Open access

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Preparation of manuscripts

We kindly ask authors to prepare their manuscripts according to the propositions listed in this text. Before sending papers to reviewers, the Editorial Board will remove any data that might indicate the identity of the author. Authors are expected to provide manuscripts whose content, language, and style are appropriate to publication in a scientific journal. Manuscripts that are inadequately prepared (technically, linguistically, graphically, or in terms of citation style, etc.) will be returned to the authors for revision before being sent for peer review. If more substantial adjustments are required, the Editorial Board will ask the authors to have the text **professionally proofread** and to submit confirmation of the completed proofreading to the journal's official email address as a condition for the manuscript to be sent to the regular peer-review process. Such confirmation may also be requested after the peer-review process, as part of the acceptance of the final version of the manuscript for publication. For texts in English that have been accepted for publication, such confirmation is mandatory: as a condition for publication, authors must submit confirmation that the final version of the text has been proofread.

Although not required, authors should suggest potential reviewers when they submit their papers. The suggested reviewers cannot be members of the editorship of *Methodical Review* or employees of the Croatian Philosophical Society or employees of the author's institution(s). The final decision on the selection of reviewers rests with the Editorial Board. Reviewers are also required to report any potential conflict of interest related to the manuscript they have been asked to review.

Papers are to be submitted exclusively via e-mail, in .doc or .docx format, and are to be written in Times New Roman (12 point) text with single spacing and justification on both margins. Except in the cases mentioned below, all manner of text formatting must be avoided.

Papers must be sent to: metodicki.ogledi@gmail.com

[Basic information] The paper must contain:

- the full name of all authors
- the full name and address of all authors' institution of employment
- the e-mail addresses of all authors and their ORCID numbers (<https://orcid.org/>)
- a title, summary, and key words in English and Croatian (when possible)

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[Size] The size of categorised works should not exceed 32 pages (1 page = 1,800 characters including spaces) or 7,500 words, while reviews and critiques should not exceed 8,5 pages (up to 2,000 words). The editorship may ask the authors of more comprehensive texts to abridge their papers.

[Abstract] The abstract must be informative and must describe the main subjects and thesis of the text or basic research data. Abbreviations or quote should not be used in abstracts. The recommended size of abstracts is up to 900 characters (including spaces) or 150 words. Papers must also include between 4 and 8 key words. Names of individuals used as key words must contain their full first and last names. Abstracts and key words in Croatian (when possible) must be placed at the beginning of the text beneath the title and author data, while titles, abstract, and key words in English should come at the end of the text after the **Bibliography** and before **Attachments** (if any).

[Sectioning of papers] Papers should be divided into well-rounded sections. The text should also be clearly divided hierarchically (e.g. **1. Research goal and problems; 1.1. Methods; 1.1.1. Stakeholders**). Section divisions do not necessarily have to be numbered, however they must be emphasised using **bold**, **bold italic**, and *italic* letters. Section titles must be brief and informative.

[Notes] Notes should be used only for additional explanations and commentary in addition to the main text, not for bibliographic data on cited literature. Sources of financing (if any) must be clearly indicated in the first footnote, marked with an asterisk (*). If the need exists, thanks or any additional information important to the text (e.g. indication that the text is part of a masters or doctorate thesis) can be listed in the same manner. Notes related to textual content are marked using Arabic numerals (^{1, 2, 3, ...}) and are placed in the page footer as footnotes. If a reference appears in the note, an abbreviated bibliographic entry must be used in parentheses (author's last name, year of publishing, page number).

[Images] Texts may also contain images (tables, graphs, etc) that will be printed in black and white. All images and other attachments must be appropriately named (e.g. **Table 1.** Sample structure; **Attachment 1.** Satisfaction survey... etc). If they are sourced from secondary literature, the source must be listed. All images and attachments must be mentioned in the text and placed in the appropriate place in the manuscript. Their size and complexity should be adjusted to suit the format of the journal so that all elements are clearly visible.

[Emphasis] The titles of books and documents mentioned in the text should be emphasised in *italics*, as should all words in foreign languages. If necessary, the author can also emphasise individual words or phrases in *italics*. Underlining is not allowed.

Citing methods

All authors are individually responsible for the accurate citation of the references used in the manuscript; therefore, it is important to carefully verify all citations. Only those sources that are actually used in the text should be listed. All sources cited are listed in short form within parentheses in the body of the text (author's last name, year of publishing, page number). The **Bibliography** at the end of the text lists full bibliographic data on cited literature alphabetically by the last name of the (first) author. In cases of multiple references to works by the same author, works must be listed in the chronological order of their publishing. If multiple references are made to works by the same author published in the same year, the additional marks a, b, c... etc. must be used [e.g. Polić, Milan (1996a); Polić, Milan (1996b), etc].

Examples of citation in text:

As Liessmann (2009, 57) points out, it is indisputed that...

Similar to Liessmann's "ranking madness" (Liessmann, 2009, 71), Illich criticised the myth of measuring values... (Illich, 1970, 19)

The alienated spirit turns into a scarcity of spirit (Liessmann, 2009, 60; Horkheimer and Adorno, 1989, 170–172).

Vuk-Pavlović dealt intensively in educational issues (Vuk-Pavlović, 2007a, 2007b, 2010, 2011)...

The explanation for... (Whitehead, 1912, in: Russell, 1975, 20–22)

Data in parentheses should not be replaced with *ibid.*, *ibidem*, etc. Citations should be placed in “quotation marks”. Citations that are complete sentences, as well as citations longer than 30 words, should be placed in a separate paragraph followed by data on the source (author’s last name, year of publishing, page number). Citations within citations are marked with ‘single quotation marks’.

The titles of journal articles and works from larger wholes, such as texts from anthologies, are written “in quotation marks”. When first mentioning abbreviations, the full title must also be mentioned (e.g. *National Framework Curriculum, NFC*).

The following are examples of citations of various kinds of literature in the text body and in the bibliography.

Books [author’s last name, author’s full first name (year), *title of work*, place of publishing: publisher.]

	In the text	In the Bibliography
1 author	(Liessmann, 2009, 57)	Liessmann, Konrad Paul (2009), <i>Teorija neobrazovanosti. Zablude društva znanja</i> , Zagreb: Naklada Jesenski i Turk.
2 authors	(Deleuze and Guattari, 2017, 56)	Deleuze, Gilles and Guattari, Félix (2017), <i>Što je filozofija?</i> , Zagreb: Sandorf, Mizantrop.
3 or more authors	(Miller <i>et al.</i> , 2000, 45)	Miller, Peter W.; Smith, Maurice J.; Roberts, Jean C.; Peters, Brianne N.; Howard, Kimberly M. and Curtis, Liam F. (2000), <i>Mobile phone use in teenagers</i> , Melbourne: Collins.
Publications in Serbian	(Taylor, 2011, 17)	[Taylor, Charles] Tejlor, Čarls (2011), <i>Doba sekularizacije</i> , Beograd: Službeni glasnik.

Chapters of books [author’s last name, author’s full first name (year), “title of text”, editor’s last name, editor’s full first name (ed.), *title of work*, edition (if mentioned, e.g. 2nd edition), place of publishing: publisher, first–last page of chapter.]

	In the text	In the Bibliography
Chapter	(Bašić, 2000, 179)	Bašić, Slavica (2000), “Odgoj”, in: Mijatović, Antun (ed.), <i>Osnove suvremene pedagogije</i> , Zagreb: Hrvatski pedagoško-književni zbor, pp. 175–201.
Foreword/ Afterword	(Polić, 2007, 8)	Polić, Milan (2007), “Foreword”, in: Vuk-Pavlović, Pavao, <i>Vrednota u svijetu</i> , Biblioteka Sabrana djela Pavla Vuk-Pavlovića, book 3, Zagreb: Hrvatsko filozofsko društvo, pp. 7–28.
Text from Collected Works	(Vuk-Pavlović, 2007, 101)	Vuk-Pavlović, Pavao (2007), “Vrednota i stvaralaštvo”, in: Vuk-Pavlović, <i>Vrednota u svijetu</i> , Biblioteka Sabrana djela Pavla Vuk-Pavlovića, book 3, Zagreb: Hrvatsko filozofsko društvo, pp. 95–105.

Text from a journal [author’s last name, author’s full first name (year), “title of text”, *name of journal*, year/issue number (number of issues per year), pp. first–last page of text.]

	In the text	In the Bibliography
1 author	(Sadžakov, 2014, 424)	Sadžakov, Slobodan (2014), “Egoizam i altruizam”, <i>Filozofska istraživanja</i> , 26(3), pp. 407–426.
2 authors	(Rice and Schneider, 1994, 48)	Rice, Ellen Marie and Schneider, Gail T. (1994), “A decade of teacher empowerment: An empirical analysis of teacher involvement in decision making, 1980–1991”, <i>Journal of Educational Administration</i> , 32(1), pp. 43–58.
3 or more authors	(Tomasello <i>et al.</i> , 2005, 675)	Tomasello, Michael; Carpenter, Malinda; Call, Josep; Behne, Tanya and Moll, Henrike (2005), “Understanding and sharing intentions: The origins of cultural cognition”, <i>Behavioral and Brain Sciences</i> , 28(5), pp. 675–691.
<p>Texts that are available online and have a DOI number (which is usually placed beside the author’s name and title of the text) must list the number at the end of the reference as follows: http://dx.doi.org/...</p> <p><i>Example:</i> Young, Michael (2015), “What is learning and why does it matter?”, <i>European Journal of Education</i>, 50, pp. 17–20. http://dx.doi.org/10.1111/ejed.12105</p>		

Internet sources: books, texts from anthologies, articles from journals accessible online, and other e-sources. Full bibliographic data must be listed according to the model for citing printed editions, with the addition of: Available at: URL address [date of access]. If bibliographic data is not clear from an online document, authors must list the source as precisely as possible with the addition of a URL address and [date of access].

If a cited source has a DOI number, it must be listed in addition to all other bibliographical data without the date of access. If a source has a DOI number, it is not necessary to list the URL. DOI numbers are usually placed alongside the name of the author and the title of the text.

	In the text	In the Bibliography
URL (complete data)	(Jovanović, 2008, 47)	Jovanović, Neven (2008), “Unbildung”, <i>Zarez</i> , 10, p. 47 (16 Oct 2008). Available at: http://www.zarez.hr/clanci/unbildung [12 May 2011]
URL (incomplete data)	(Adorno, 1959)	Adorno, Theodor W. (1959), “Theorie der Halbbildung”, in: <i>Gesammelte Schriften, Band 8: Soziologische Schriften I</i> , pp. 93–121. Available at: http://www2.ibw.uni-heidelberg.de/~gerstner/adorno_halbbildung.pdf [10 Mar 2011]
URL (other sources)	(Bognar, 2007)	Bognar, Ladislav (2007), “Mladi i vrijednosti u procesu društvenih promjena”, ladislav-bognar.net . Available at: http://ladislav-bognar.net/files/Vrijednosti.pdf [11 Dec 2015]
DOI (complete data)	(Young, 2015, 19)	Young, Michael (2015), “What is learning and why does it matter?”, <i>European Journal of Education</i> , 50, pp. 17–20. http://dx.doi.org/10.1111/ejed.12105

DOI (Early View)	(Yow and Markman, 2016)	Yow, Quin W. and Markman, Ellen M. (2016), "Children increase their sensitivity to a speaker's nonlinguistic cues following a communicative breakdown", <i>Child Development</i> . http://dx.doi.org/10.1111/cdev.12479
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Documents, laws, guidelines [Bibliographic data must be as complete as possible, as with printed sources. If necessary, a URL and date of access can be added.]

	In the text	In the Bibliography
Signed document	(Raunić, 2011, 12)	Raunić, Raul (2011), <i>Nacrt za prijedlog predmetnog kurikula filozofije</i> , Zagreb: Croatian Philosophical Society, pp. 1–14. Available at: http://www.hrfd.hr/documents/nacrt-predmetni-kurikulum-filozofije-rr-2-doc.doc [17 April 2014]
General documents	<i>Nacionalni okvirni kurikulum</i> (MZOS, 2011, 17)	[MZOS] Croatian Ministry of Science, Education and Sport (2011), <i>Nacionalni okvirni kurikulum za predškolski odgoj i obrazovanje te opće obvezno i srednjoškolsko obrazovanje</i> , Zagreb: Croatian Ministry of Science, Education and Sport.
Laws, bylaws, and guidelines	<i>Zakon o Hrvatskom kvalifikacijskom okviru</i> (NN, 22/2013) <i>Ethical codex</i> (International Olympic Committee, 2016)	[NN] Official Gazette of the Republic of Croatia (2013), <i>Zakon o Hrvatskom kvalifikacijskom okviru</i> , 22/2013 (22 Feb 2013). International Olympic Committee (2016), <i>Ethical codex</i> . Available at: http://www.olympic.org/Documents/Commissions_PDFfiles/Ethics/2016_ioc_code_of_ethics-en.pdf [14 Feb 2016]