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Assoc. Prof. Dr & Dr. Honoris Causa
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SOCIAL MEDIA module

INSTRUCTIONS FOR STUDENTS

With this we are „killing“ two birds with one stone: Preparing you for the proper and adequate writing of the papers in the future anywhere and developing skills on methodology way of thinking and acting.

Substantial and technical editing of your paper

Students should pay particular attention to the proper structuring of the text and its appropriate length.

At the top of the first page it is necessary to indicate the title, name and surname of the student, contact telephone number and e-mail address.

The midterm and final term paper should include: a summary/abstract of up to 300 words with keywords (must reflect the essence of the content of the work, and should be stated between three and five of such words), introduction, the main part of the paper, conclusion and literature.

Papers/articles are written in MS Word program. The scope of work should be for Midterm up to 2000 words and for Final term up to 4000 words A4 format, and the text is written in a one column style Times New Roman 12 pt, single spacing (for the abstract and footnotes spacing is 1,0), aligned on both sides, with margins of 2.5 grammatically correct without typographical errors.

The titles of the chapters and sub-chapters should be short and clear and numbered in Arabic numbers (example: 1.; 1.1.; 2.; 2.1.1., etc.).

Tables, graphs and pictures must have a name and data source. They are numbered continuously with Arabic numbers (especially charts, especially images).

The first line of paragraph is not absorbed/indented, and for the separation of the paragraph is used one space. The citation of the literature within the text is realized in accordance with APA style standards:

- One work by one author: Smith (2000) noted ...;
- One work by a group of authors: Wiltman, Zappata and Rusen (1994) are ...;
- Work with six or more authors: If there are multiple authors, the name of the first author and the "and. assist." is stated each time. (Exception is if there are multiple works with six or more authors - then the name of the first author and the names of other authors (as many as two references need to be distinguished) should be indicated. If we have Kosslyn, Koening, Barret, Cave, Reed, Tang, and Gabriel (2000), in that case we cite in the text as follows: Kosslyn, Koening, Barret, and Sarah (2000).)





- Authors with the same surnames: If the list includes references of one or two primary authors with the same surname, the initials of the first author in all citations should be included, even if the year of publication differs. Example: R.D.Kaunam (1956) and P.A.McKarson (1978) also found that ...
- Two or more works in parenthesis: In the text it is possible to cite the author in a way that both the author and the years are placed in the parenthesis. The sequential citation of two or more authors within parenthesis should correspond to the order of the works in the literature list, and according to the following rules: Two or more works by different authors should be arranged according to the year of publication, from the older to the recent ones. Example: Previous Research (Adeline and Wolfman, 1991,1999) and / or Early Research (Gugel, 1983, 1990, in the press) ...
- Two or more works by the same authors with the same edition year Example: Several studies (Zola-Morgan and Squire, 1987, 1991, in the print-a, in the print-b). And when it comes to works that have the same works in the print - Example: Several studies (Johnson, 1991a, 1991b, 1991c; Singh, 1983)
- Two or more works by different authors are listed in alphabetical order of the surname of first author. Example: Several studies (But, 1989; Kamel, 1989; Papernberg and Fink, 1991)² ...
- Citation of specific parts of the source - If a specific part is quoted then the page, chapter, or reference to the image mentioned in the text should be indicated. This also applies to complete citations. If full citations are used, they should be in the supposed characters (""), and after that, the source should immediately follow. Example: (Chuck and Biss, str.234) and / or Schluman, 1994, Chapter 4).
- Work without an author. When there is a work without author, the first two or three words of the title are used. The title is placed in the quotation marks if it refers to an article, chapter of a book, or an internet page. The title is put in italics if it relates to a book, journal, brochure or report. Example: ... it has been discussed about climatic changes ("Climate and Weather", 1997); anonymous authors should be cited in the following way: ... due to climatic changes (Anonymous, 2008)
- Internet pages - The same rules as for the citation quoted above are valid for the literature on the website, except that the end quote lists in regards citation of the literature is cited the date of the visit to the website.

Official website (organization, association)

IFIS (2008) Food Science Central International Food Information Service, , accessed February 21, 2018. Citation in text - (IFIS, 2008). The same applies to: a book available online as well as a work from an e-journal³.

- At the same time, cited authors are not cited in the footnotes but only in the literature list, but footnotes can be used for possible explanations and comments o the basic text. Used literature should be stated at the end of the paper (numbered in Arabic numbers in brackets [1] alphabetically by the first letter of author's surname) in the following way:
- books: last name, initials of the names, (year), Title, place of publication: name of publisher; if there are two or three authors, state their surnames and initials (year), Title, place of publication: name of publisher; if there are multiple authors (four or more), states the first author followed by et al.





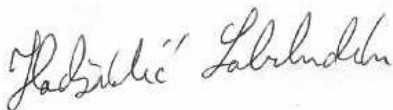
- Journals and Proceedings: surname, initials (year), "Title of paper", title of magazine in which it was published; number, volume, pages; if there are multiple authors (four or more), state the surname of the first author followed by et al.; if more papers of the same author have been published within the same year, together with year is in use the marks "a, b, c" (example: 2012a, 2012b, etc.).
- Sources downloaded from the websites: surname of the author / editor, name initials, (year), "Title of paper", Internet address (the date of the first view into the text on the Internet). During writing of the paper, please follow the sizes of the letters specified in Table 1.

TABLE 1.: SIZE OF THE LETTERS WITHIN THE PAPER

Size Letters/characters	Appearance of the letters/characters		
	Usual	Bold	italic
10 pt	footnotes		
11pt	Abstract, text within the tables		Keywords, titles of the images, graphs and tables, sources of the images, graphs and tables
12pt	Text of the paper, names of the authors	chapters	
14pt		Title of the paper, chapters	

Important: *I am not expecting from you to become social media scientist right now, although, this will be good start for your future references. Also, references, due to APA style standard does not go any more within the footnotes. It goes at the end of the paper within the literature and web sources list.*

Sincerely,



Prof. Sabahudin Hadžialić

Assoc. Prof. Dr. & Dr. Honoris Causa

