



MANUSCRIPT SUBMISSION GUIDELINES (for manuscripts in English)

The manuscript should not exceed 35,000 characters without spaces, including abstract and keywords (in English and Slovenian), and references. It should include:

- author's first and last name, affiliation and e-mail address,
- e-mail address of the corresponding author,
- title of the paper in English (maximum 14 words),
- abstract in English (up to 250 words),
- keywords in English (5),
- main text,
- reference list,
- title of the paper in Slovene (maximum 14 words),
- abstract in Slovene (up to 250 words),
- keywords in Slovene (5).

A scientific paper should be based on original research or a systematic literature review and include a clearly defined research problem, theoretical framework, methodology, results, discussion, and conclusion.

A professional paper should address a selected professional topic or problem and may present examples of good practice, development projects, didactic approaches, or professional reflections, with emphasis on implementation, findings, and implications for practice.

When preparing the manuscript, please follow these instructions:

1. Submit your manuscript as a Microsoft Word document. Use Times New Roman, 12 pt font size, with 1.5 line spacing. The page size should be A4 with 25 mm margins.
2. Do not apply additional formatting and do not number the pages.
3. Use a three-level headline structure (e.g. 1, 1.1, 1.2, 1.2.1) and do not write the headings in capital letters only. The title of the paper should be in bold and centred. First-level headings should be in bold and left-aligned; second-level headings should be in bold, in italics and left-aligned; third-level headings should be in italics and left-aligned.
4. Insert tables in the text, with a title above each table (e.g. Table 1: Descriptive statistics) and, if required, indicate the source below the table (e.g. Adapted from Muren, 2016, p. 12).

5. Figures (photographs, images, charts, maps, etc.) should be submitted as separate files in .jpg or .tiff format, in high resolution (at least 300 dpi/image width of at least 1,500 pixels). Name files according to the figure title (e.g. Figure1.jpg, Figure2.jpg). In the text, indicate the placement of figures (e.g. Figure 1: Dichotomous identification key) and provide the source where applicable (e.g. Brumen et al., 2004, p. 21). For non-original material, authors must obtain written permission from the copyright holder and submit it with the manuscript.

6. Graphs should be submitted as separate .xlsx files, including the corresponding table(s) with data. Indicate the placement of graphs in the text (e.g. Figure 2: Number of pupils by grade).

7. Quotations of five lines or longer should be presented in a separate indented paragraph with a blank line above and below the quotation.

8. In-text citations and the reference list should follow APA 7 style.

Examples

Book/monograph

Duh, M. (2004). *Vrednotenje kot didaktični problem pri likovni vzgoji*. Pedagoška fakulteta.

In-text citation: (Duh, 2004) or Duh (2004)

Chapter in a monograph or proceedings

Fošnarič, S. (2002). Obremenitve šolskega delovnega okolja in otrokova uspešnost. In M. Juričič (Ed.), *Šolska higiena: zbornik prispevkov* (pp. 27–34). Sekcija za šolsko in visokošolsko medicino SZD.

In-text citation: (Fošnarič, 2002) or Fošnarič (2002)

Articles by the same author, published in the same year

Fošnarič, S. (1996a). Problemsko izvajanje pouka tehnične vzgoje v osnovni šoli. *Pedagoška obzorja*, 11(5–6), 250–256.

In-text citation: (Fošnarič, 1996a) or Fošnarič (1996a)

Fošnarič, S. (1996b). Ergonomske obremenitve in njihov vpliv na nekatere mentalne funkcije učencev. *Sodobna pedagogika*, 47(3–4), 177–189.

In-text citation: (Fošnarič, 1996b) or Fošnarič (1996b)

Articles: two authors

Cotič, M., & Valenčič Zuljan, M. (2009). Problem-Based Instruction in Mathematics and its Impact on Students' Cognitive Results and Affective-Motivational Aspects. *Educational Studies*, 35(3), 297–310.

In-text citation: (Cotič & Valenčič Zuljan, 2009) or Cotič and Valenčič Zuljan (2009)



Articles: three or more authors

Marhl, M., Gosak, M., Perc, M., & Roux, E. (2010). Importance of Cell Variability for Calcium Signaling in Rat Airway Myocytes. *Biophysical Chemistry*, 148(1–3), 42–50.

List all authors in the reference list; in-text citation uses the first author followed by et al. (Marhl et al., 2010).

Theses and dissertations

Tavčar Krajnc, M. (1998). *Transformacija sociologije kot znanstvene discipline v šolski predmet* (Doctoral dissertation). Faculty of Education, University of Maribor.

In-text citation: (Tavčar Krajnc, 1998) or Tavčar Krajnc (1998)

Dictionaries and reference books (printed or electronic editions)

Slovar slovenskega knjižnega jezika. (2014). 2nd revised and expanded ed., electronic publication. Cankarjeva založba. <http://www.fran.si/130/sskj-slovar-slovenskega-knjiznega-jezika>

In-text citation: (Slovar slovenskega knjižnega jezika, 2014) or Slovar slovenskega knjižnega jezika (2014)

Online sources (only stable web publications should be cited)

Novak, B. (2009). *Prenova slovenske šole*. Pedagoški inštitut.

<http://www.dlib.si/details/URN:NBN:SI:doc-5jicfupt>

In-text citation: (Novak, 2009) or Novak (2009)

AI tools (cite if used in any form during the manuscript preparation)

OpenAI ChatGPT. (2026, February 23). [Generated text in response to a query on students' perceptions of experimental inquiry supported by ICT]. <https://chat.openai.com/>

In-text citation: (OpenAI ChatGPT, 2026) or OpenAI ChatGPT (2026)

9. For direct quotations, include page numbers (e.g. Novak, 2020, p. 15). Secondary citation should be used only exceptionally when the primary source is unavailable. In such cases, identify the primary source in the text and include the secondary source in the reference list.

10. Each in-text citation must correspond to a full reference entry, and the reference list should not contain sources not cited in the text. Arrange the reference list alphabetically.

11. Authors are responsible for the linguistic and stylistic accuracy of the manuscript and for the correctness of all citations and references.

Please submit manuscripts by 4 May 2026 to: konferenca.pef@pef.upr.si