

MANUSCRIPT SUBMISSION GUIDELINES

The Journal of Elementary Education (JEE) is a peer-reviewed, open access journal that publishes scientific articles primarily but not limited to the areas of pre-school and elementary school education. *JEE* is especially committed to publishing research papers which inform educational researchers about issues of contemporary concern in education. The basic purpose of the journal is to cover a broad spectrum of education theory and its implications for teaching practice, seeking to bridge and integrate diverse methodological and substantive research. The Editorial Board brings together academics and researchers from different European countries, who seek to promote a vigorous dialogue between scholars in various fields both central and related to scientific enquiry in education.

Articles accepted for publication in *JEE* should address important, up to date issues in education, apply appropriate research methodology, and be written in a clear and coherent style. Accepted articles should make significant contributions to the field. In addition, *JEE* accepts articles which promote advances in education from closely related fields, such as cognitive psychology, child development, applied linguistics and others. *JEE* does not publish articles that have appeared elsewhere or have been concurrently submitted to or are already under consideration for publication in other journals. The languages accepted for the papers eligible for publication in *JEE* are Slovene and English.

Paper Acceptance Procedure

After a paper is submitted to *JEE*, the editor/publishing board first establishes if it is within the journal's domain of interests and meets the journal's requirements for style and quality.

1. If the paper meets the standard and the concept of the journal, it is sent to reviewers. *JEE* uses a double-blind review. Papers which are within the journal's domain but do not meet its requirements for style or quality, may be returned to the author for revision.
2. Authors will be notified of acceptance or rejection of the article about three months after submission of the manuscript.
3. The reviewed papers are returned to the authors with reviewers' feedback and suggestions for improvement or an indication of the reasons for rejection.
4. The decision regarding publication is made by the editor after considering the reviewers' recommendations. The editorial board is under no obligation to provide justification for its decision.
5. The text of the paper should be edited in accordance with the Submission Guidelines.

Preparation of Copy

Follow these instructions for the preparation of the manuscript:

1. Submit your manuscript as a Word file. Use Times New Roman: 12 pt. for main text and 10 pt. for abstracts in Slovene and English, and for references and quotations of three lines or more. All text must be 1.5 spaced and justified. Use boldface type for first level headings, italics for second level headings and regular type for all other headings. Do not number headings or use uppercase.
2. The length of your paper should not exceed 8,000 words including the abstracts, bibliography, and key words.
3. The title of your article should not exceed 15 words. The title should be written in English and in Slovene.
4. At the beginning of the manuscript include an abstract (up to 100 words) in the language of the article, and its translation into the other language, followed by 3-5 key words. In addition to the abstracts also include a longer summary (about 500 – 700 words) at the end of the manuscript, before references – in English if the article is in Slovene, and in Slovene if the article is in English.

5. Do not use either footnotes or endnotes.
6. Follow the Submission guidelines (see below) for in-text referencing and in the works cited in the References section. Include only the sources cited in the manuscript.
7. Send a separate document with the following information: author's name and family name, academic title, affiliation, e-mail address, address of residence, and the title of the article.

Manuscripts may be sent electronically to rei.pef@um.si or in printed form, sent with a saved version on a disk to the following address:

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Examples of referencing

The style guidelines presented below have been adapted from the Chicago Manual of Style.

Book

Duh, Matjaž. 2004. *Vrednotenje kot didaktični problem pri likovni vzgoji*. Maribor: Pedagoška fakulteta.

Citation in the text: (Duh 2004, 99–100)

Edited volume or book with translator

Starc, Sonja, ed. 2012. *Akademski jeziki v času globalizacije*. Koper: UP ZRS Annales, PEF.

Citation in the text: (Starc 2012)

Goethe, Johann Wolfgang von. 1998. *Učna leta Wilhelma Meistra*. Translation Štefan Vevar. Ljubljana: Mladinska knjiga.

Citation in the text: (Goethe 1998, 242–255)

Chapter in edited volume

Fošnarič, Samo. 2002. Obremenitve šolskega delovnega okolja in otrokova uspešnost. In *Šolska higiena: zbornik prispevkov*, (ed.) Mojca Juričič, 27–34. Ljubljana: Sekcija za šolsko in visokošolsko medicino SZD.

Citation in the text: (Fošnarič 2002, 31)

Article: one author

Herzog, Jerneja. 2009. Dejavniki likovne ustvarjalnosti in likovnopedagoško delo. *Revija za elementarno izobraževanje*. 2 (2/3): 19–31.

Citation in the text: (Herzog 2009, 25)

Article: two authors

Cotič, Mara, Valenčič Zuljan, Milena. 2009. Problem-based instruction in mathematics and its impact on the cognitive results of the students and on affective-motivational aspects. *Educational studies*. 35 (3): 297–310.

Citation in the text: (Cotič in Valenčič Zuljan 2009, 301)

Article: three or more authors

Marhl, Marko, Gosak, Marko, Perc, Matjaž, Roux, Etienne. 2010. Importance of cell variability for calcium signaling in rat airway myocytes. *Biophysical chemistry*. 148 (1/3): 42–50.

For three or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by »et al.« (Marhl et al. 2010)

Articles by one author, published the same year

Fošnarič, Samo. 1996a. Problemsko izvajanje pouka tehnične vzgoje v osnovni šoli. *Pedagoška obzorja*. 11 (5/6):250-256.

Citation in the text: (Fošnarič 1996a)

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

Citation in the text: (Fošnarič 1996b)

Article in an online journal

Bratož, Silva. 2012. Slovenian and US Elections in Metaphors: A Cross-linguistic Perspective. *Critical Approaches to Discourse Analysis Across Disciplines*. 5 (2): 120–136. Accessed January 22, 2013. http://cadaad.net/2012_volume_5_issue_2/79-72

Citation in the text: (Bratož 2012, 122)

Thesis or dissertation

Tavčar Krajnc, Marina. 1998. Transformacija sociologije kot znanstvene discipline v šolski predmet. PhD dissertation. Univerza v Mariboru. Pedagoška fakulteta.

Citation in the text: (Tavčar Kranjc 1998, 29)

Paper presented at a meeting or conference

Cotič, Mara, Felda, Darjo. 2007. Children and simple combinatorial situations. In *Mathematics and children: (how to teach and learn mathematics): proceeding of the International Scientific Colloquium*, 58–68. Osijek: Učiteljski fakultet.

Citation in the text: (Cotič in Felda 2007, 61)

Dictionary or reference book

Slovenski pravopis. 2001. Ljubljana: SAZU in ZRC SAZU, Inštitut za slovenski jezik Frana Ramovša. Accessed February 5, 2014. <http://bos.zrc-sazu.si/sp2001.html>

Slovar slovenskega knjižnega jezika. Electronic edition. Ljubljana: DZS, SAZU in ZRC SAZU.

Toporišič, Jože. 2000. *Slovenska slovnica*. Maribor: Založba Obzorja.

Collins Cobuild English Dictionary for Advanced Learners. 2013. Glasgow: Harper Collins Publishers.

Forums and other websites

RTV Slovenija. <http://www.rtvlo.si/> (Accessed July 17, 2009)

Forum Šolski razgledi. <http://www.solski-razgledi.com/forum2/read.php?1,3287>. (Accessed February 13, 2014)

Forum prevajalcev (forum Vprašanja in odgovori – področje medicine). <http://www.studiomb.si/forum/> (Accessed January 15, 2014)