

Instructions for the Authors of the Articles

1. The length of the article should not exceed 16 typewritten double-spaced pages or 30,000 characters without spaces. The optimal length is 12 pages or 22,500 characters without spaces (5-8 pages for didactic articles).

The article is structured as follows. The **author's name and surname and the name of the institution** that is their place of employment are written at the top of the article, followed by the **abstract** consisting of up to 1200 characters without spaces, which introduces the most important findings, ideas and main points, and includes **five keywords**.

In the **introduction**, the article presents the central idea or research problem and the purpose of the article. This is followed by a short segue to the main part of the article which must be written in the third person plural. If the article is shorter, the **main part** can be a single central unit with at least three paragraphs or several other parts. If the article is longer, the main part should include subchapters with titles. The main part begins with a theoretical section (e.g. general didactics in didactic articles), followed by real-life or practical examples that comprise at least a half of the main part. The article ends with a **conclusion** which answers the central question or provides a solution for the problem or the idea described in the introduction, followed by a list of sources and references in alphabetical order that includes all cited sources and referenced works.

2. The articles can include diagrams, maps, photographs, etc. The material should be scanned in pdf, jpg or tiff formats with the resolution at least 300 dpi. Each unit of the material used in the article must be linked with its source or author and a caption. The scanned materials should be sent separately with a corresponding number. In order to publish additional material, a publishing authorisation must be acquired, which is requested by the publisher. The articles with additional material are submitted via the cloud or on a CD.

3. In order to publish photographs of students and their products, their or their parents'/guardians' (for minors) written consents must be acquired and enclosed with or attached to the article.

4. For reports, evaluations and opinions concerning scientific or professional works and various didactic and e-materials or e-services relative to history classes, the title should include the author's name and surname, title, publication, city and year of publication, total number of pages, units or passwords. If the publication includes photographs, diagrams, maps, etc., this should also be indicated. The length of the reports, evaluations and opinions on scientific works and didactic and ICT materials is up to 2 pages. It is desirable that a scanned cover page of the presented work is added at the beginning of the report, evaluation or opinion.

5. The articles must include properly formulated references, as shown by the following examples:

a) For independent publication (the author's surname, name (year of publication). Title. Place of publication: publisher, page):

Drnovšek, Marjan (1991). Pot slovenskih izseljencev na tuje. Ljubljana: Založba Mladika, p. 31.

b) For an article published in a magazine (the author's surname, name (year of publication). Title. Name of magazine or publication. Year and issue (with a slash in between). Place of publication: publisher, page):

Trškan, Danijela (2006). Osebna mapa učitelja zgodovine. V: Zgodovina v šoli. Letnik XIV/3-4. Ljubljana: Zavod RS za šolstvo, p. 32.

c) For archived sources (archive, name and signature of the archive records, archive unit, name and/or signature or document's pagination):

Arhiv Republike Slovenije, Fond Okrožno sodišče Ljubljana, Zvezek II, list 118 in Imenik zadrug, Zadrugi vpisnik zvezek II, št. 31.

č) For websites (full address of the website, date of using the website):

<http://www.qca.org.uk>, About History (accessed: 1 February 2007).

The sources of literal or summarised quotes must be indicated in the footnote.

6. Proofreading and linguistic review is provided by the publisher.

7. The articles are reviewed by the editorial board members and contractual reviewers selected by the editorial board members. The editor-in-chief notifies the authors that their articles will be published in their submitted form, that they need to be modified or improved or that they have been rejected.

8. The articles and unrequested materials will not be returned.

9. The articles are sent to the following e-mail address (Editor-in-Chief): vilma.brodnik@zrss.si, or, if sent on a CD or USB, to the address: Vilma Brodnik, Zavod RS za šolstvo OE Ljubljana, Dunajska 104, 1000 Ljubljana.

10. The articles are sent, along with the **Application for publishing an article** including all required information and the author's signature, to the Editor-in-Chief and the publisher: Zavod RS za šolstvo, **Za revijo Zgodovina v šoli, Poljanska c. 28, 1000 Ljubljana**, or scanned to the e-mail address: simona.vozelj@zrss.si. The application form is available on the magazine's website.

11. The authors are personally responsible for the validity of the references.