

Instructions for the Authors of the Articles in the *History in School Magazine*

1. The length of the articles for the chapters *In Focus*, *From Historiography*, *From History Didactics* and *Sharing Experiences* 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 **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 for the chapter *The Colourful World of History* can be written in popular style and should be up to 5 pages long. They can be divided in subchapters, with a list of sources and literature at the end.

3. The articles can include diagrams, maps, photographs, etc. The material should be scanned in pdf, jpg or tiff formats with the resolution of 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 any additional material, publishing authorisations must be acquired by the Editor-in-Chief. The articles are submitted via the Editor-in-Chief's e-mail address (vilma.brodnik@zrss.si). Longer articles including additional material are submitted via cloud or web application (e.g. WeTransfer, Arnes File Sender, etc.).

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

5. 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.

6. The articles should be properly referenced based on the APA standard (available at https://www.pef.uni-lj.si/fileadmin/Datoteke/Knjiznica/Datoteke/apa_citiranje.pdf).

9. Each article is reviewed by two reviewers. The review process is confidential. The authors are notified of the review results by the Editor-in-Chief along with a request for amendments and improvements, if necessary.

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

11. The articles are sent to the Editor-in-Chief's e-mail address at vilma.brodnik@zrss.si. The address is: Vilma Brodnik, Zavod RS za šolstvo OE Ljubljana, Dunajska 104, 1000 Ljubljana.

12. The articles must also include the *Application for publishing an article in the History in School magazine*, including all required information. The application form is available on the magazine's website at <https://www.zrss.si/strokovne-resitve/revije/zgodovina-v-soli>.

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