**INSTRUCTIONS FOR AUTHORS**

**AIMS AND SCOPE OF THE JOURNAL**

*Educa* – a journal for education, science, and culture, aims to publish papers in the fields of natural, social, and technical sciences, as well as humanities, and other scientific domains.

**CATEGORIZATION OF PAPERS**

The journal categorizes papers into the following groups:

* **Original Scientific Paper** contains unpublished results from original research. Scientific information should be presented in a logical, clear, and accurate manner, so that the described research can be replicated and produce results with the same accuracy, or within the limits of experimental error. The research should also allow verification of the accuracy of the analyses and the deductions upon which the results are based. Such a paper must include relevant references used in the research process.
* **Preliminary Communication** presents new scientific findings that require urgent publication. It does not necessarily have to allow for the repetition and verification of the reported results.
* **Review Paper** is a comprehensive treatment of a topic based on already published results, which are systematically and critically analyzed and discussed in the article.
* **Professional Paper** presents contributions from the field of expertise addressing certain issues. It does not represent original research, and does not necessarily include new findings on a global scale. For example, this refers to reproducing well-known knowledge that provides valuable content in terms of expanding knowledge and adapting original research to personal experiences with procedures, methods, and equipment.

**SUBMISSION OF PAPERS**

Educa is published once a year. Submissions are received from March 20th to May 31st 2025.

Papers submitted to the Editorial Board of Educa must comply with the guidelines for content, appearance, and quality specified in the Instructions for the Technical Processing of Papers, which can be found on the journal’s website: www.nf.unmo.ba/educa.

All papers that do not meet the technical processing criteria will be returned to the author(s) for correction of printing errors or other graphic deficiencies. When correcting papers, changes or additions to the text should generally not be made.

Failure to adhere to the specified criteria may result in the rejection of the paper, a request for the paper to be re-adjusted, or delays in publication. Therefore, we kindly ask collaborators to write their papers in accordance with the provided recommendations.

**Templates**

Educa has prepared templates for the appearance and content of scientific papers. The templates include all the necessary subsections and are enriched with guidelines on the content of each section of the scientific paper, which will significantly ease the writing process for authors. Educa recommends using the templates for scientific papers available on the journal’s website.

**Paper Submission Form**

All authors of the papers must sign the submitted paper, a declaration of conflict of interest, and a statement regarding the transfer of copyright to the Educa journal. This form must be downloaded from the website www.nf.unmo.ba/educa, scanned, and sent electronically.

**Submitting the Paper**

Authors should submit their papers, along with the signed form, via email to: educa@unmo.ba.

**EDITORIAL RULES**

**Authorship**

All authors agree to sign a statement confirming that they: have met the criteria for authorship of the paper; believe that the paper is original; and are able to confirm the validity of the research and findings presented in their work.

**Plagiarism or Duplication of Published Work**

Authors are required to confirm, by their signature, that at the time of submission, the paper has not been published in its current or substantially similar form (in print or electronic form, including websites), and that it has not been accepted for publication in another journal, nor is it under review elsewhere.

**Publishing Rights**

As part of the Paper Submission Form, authors are required to transfer the publishing rights to the journal. The transfer of publishing rights becomes valid when the paper is accepted for publication.

The general public has the right to reproduce content or lists of works, including abstracts. The publisher’s consent is required for the sale or distribution of papers outside of the institution, and for other activities resulting from the distribution, such as compilations or translations. If materials are used, authors must cite the source or reference in the paper.

**PEER REVIEW OF PAPERS**

All submitted papers are initially reviewed by the Editor for suitability, and then, if deemed suitable, sent for the peer review process to members of the Editorial Board, as well as to external experts in cases of specific content within the text. The review process requires that the paper be submitted without identifying the author(s), in accordance with the prescribed form.

Exceptionally, authors may suggest potential reviewers for their paper; however, the Editorial Board is not obligated to accept the proposed individuals as final reviewers of the paper. Likewise, authors can request the exclusion of a specific expert from the review process, providing a justification for why they believe that individual may have a conflict of interest in reviewing the paper.

After the review process is completed, based on the recommendations of independent reviewers:

* Papers are accepted for publication,
* Papers are, if necessary, returned to the author with suggestions, recommendations, and comments for improvement,
* Papers are rejected.

If a paper is not accepted, the Editorial Board will notify the author of the decision along with the reviewers' feedback.

If the author has addressed the comments and suggestions from the review process and improved the text according to the given recommendations, the paper will be accepted for publication in the Educa journal.

 *Editorial Board*