



**ANNUAL OF THE INSTITUTE
FOR SOCIOLOGICAL, POLITICAL AND JURIDICAL RESEARCH
(ANNUAL OF ISPJR)**

✿ INSTRUCTIONS FOR AUTHORS ✿

The Editorial Board of the Annual of ISPJR is accepting papers (original research papers, review papers, professional papers and book reviews) which have not been previously published, nor submitted for publication to any other journals.

The papers should be written in Macedonian or English. If the papers are in Macedonian, the Institute assumes the obligation to proofread them. If they are written in English, the authors are required to provide a statement from an authorized English language professor/proofreader that the paper had been reviewed and proofread (a sample of such a statement is attached at the end of this document, to serve as an example).

The papers should be sent only as electronic documents in Microsoft Word format, with extensions: *.doc or *.docx to the email address: tea.k@isppi.ukim.edu.mk

No fees are required for publication in the Annual of ISPJR and an open, free electronic version is provided on the Institute's website: <https://isppi.ukim.edu.mk/izdavastvo/godisnik-annual-isprj>

The review process: Each paper will be anonymized and will be double-blind peer reviewed by two experts. The Editorial Board reserves the right not to publish some of the received papers, based on the peer reviews, if the papers do not meet certain criteria and do not demonstrate

adequate academic quality.

The text of the papers: The papers must be in Microsoft Word format with extensions: *.doc or *.docx. The main body of the text (including footnotes, graphs, tables, pictures, diagrams and other illustrations and excluding reference list and appendices) should contain no more than 30.000 characters (without spaces), but the Editorial Board does reserve the right to publish longer papers as well.

The papers should contain a title, author(s) information and abstract with keywords. The general structure of the papers should include: introduction, theoretical background, methodology, results and discussion, conclusion and reference list.

If the paper is written in Macedonian, the title, the information about the author(s) and the abstract with keywords should be provided in English as well.

Use of Generative Artificial Intelligence (AI): If generative AI tools (e.g., ChatGPT or similar) are used during the preparation of the paper, their use must be ethical, responsible, and limited to supportive tasks such as language refinement or summarization. AI tools must not be listed as authors and should not be used to fabricate, manipulate, or misrepresent data or sources. The nature and scope of AI involvement must be explicitly disclosed within the paper – preferably in the Acknowledgments or Methods section – to ensure full transparency.

Technical details of the document:

- Page format: B5
- Font: Times New Roman
- Font size: 14 – title of the paper (capitalized + bold); 12 – text and chapter titles; 10 – footnotes, titles of the graphs or tables and content (text and numbers) of the tables, as well as their sources, and reference list
- Line spacing: 1.5 – for the main text; 1 – for footnotes and reference list
- Alignment: justified – for the main text, footnotes and reference list; centered for the main title and the author(s) information
- The chapter titles should be without indentation and the subtitles within the text and each new paragraph within the text should be with indentation; each title or subtitle should be in bold

- To highlight certain words or sentences, it is preferable to use italics rather than underlining
- Adequate quotation marks for English language papers would be “” and “” (for example: “In the article ‘The Ophelia Syndrome’, the author discusses its application to the learning experience in college.”)
- Tables, graphs and pictures should be within the text. They should be Word generated and their size and complexity should fit with the page format of the paper. Each table, graph or picture should be named with adequate title and Arabic number.

For example:

Table 1

Estimations of the role of the media...

Graph 1

Statistical data of...

Tables, graphs or pictures should follow the paragraph where they are commented. At the end of such paragraph, a note should be given, for example: (see: Table 1) or (see: Graph 1).

Each category (table, graph, or picture) should be numbered sequentially. The name of the category and the adequate number (in bold) with table title (in italics) appear above the table, while the name of the category and the adequate number (in bold) with graph or picture title (in plain text, no italics) are placed below the figure. If they have been taken from somewhere else, it is obligatory to cite the source.

- On the first page of the paper should be written: title of the paper (capitalized + bold); name and surname of the author(s) (bold), including academic degree and status; the address for electronic mail of the author(s) and the name of the institution/organization where the author(s) is/are employed or affiliated. These information are followed by an abstract that should contain between 200 and 400 words. At the end of the abstract, keywords (3–6) should be given, to provide easier indexing and classification of the paper.
- The second page of the paper is the starting point for anonymity. The text starts on this page, with the title of the paper, but without any information regarding the author(s) or affiliated institution.

In-text citation and reference list:

In-text citation and reference list preparation should be in accordance with the standards and rules defined in the 7th edition of the APA Publication Manual¹.

- Only works and authors that are directly mentioned or cited in the text should be listed as references, and not a bibliography of consulted works and authors that are not directly mentioned in the text.
- Secondary citation (works referred to in other works): academically, it is better to find the original source and reference that. If you do have to quote a secondary source, you must cite the original author and the year the original quote was written, as well as the source in which you found the quote. If you do not know the year the original citation was written, omit the year. In the reference list, you should only include the source that you actually read (for example: In text citation: (Wembley, 1997, as cited in Olsen, 1999); In the reference list: Olsen, M. (1999). *My career*. Gallimard.)
- In-text citation²: Authors have to cite the sources within the text, not in the footnotes (the footnotes are only for additional comments or for supplementing the text). Also, when one reference is used more than once, forms such as “ibid” or “op cit.” should not be used.

Every quotation or claim from another author or research mentioned in the paper should be accompanied by a reference provided in parentheses following the paraphrase or quote in the following format: (Gerbner, 1985) or (Gerbner, 1985, p. 17/Gerbner, 1985, pp. 3–5). Besides parenthetical citation, there is also a narrative citation: According to Gerbner (1985), television...; According to the *Americans with Disabilities Act of 1990*, employers must provide reasonable accommodations...; In *Brown v. Board of Education* (1954), the Supreme Court held that... An organization may also be listed as an author (UNICEF, 2021), or the author may be unknown, in which case the title of the text or the first few words if it is long are used in double quotation marks (“Synonyms for Online environment,” 2024). If the name of a particular organization is long (World Health Organization, 2020), the full name is mentioned the first time, and an abbreviation may be used thereafter (WHO, 2020).

¹ <https://www.isu.edu/media/libraries/student-success/tutoring/handouts-writing/using-sources/APA7-Style.pdf>

² More about in-text citation on: <https://www.isu.edu/media/libraries/student-success/tutoring/handouts-writing/using-sources/APA7-Style.pdf>

If there are several works of the same author from same year, the years should be followed by letters a, b, c... for example: (Hall, 2024a), (Hall, 2024b)...

If the text has one to two authors, list author(s) in every citation (Pontes & Griffiths, 2016). If the text has three or more authors, list only the last name of the first author with the abbreviation “et al.” (Park et al., 2017). If there are several different sources cited in parentheses, they should be listed as the following example: (Domahidi et al., 2014; Valkenburg & Peter, 2007; Kuss, 2011).

If the year is unknown, the abbreviation n.d. is given in parentheses after the author’s last name (Poster, n.d.).

If text is literally being quoted from the source, that part of the text should be in quotation marks and in addition to the author and year, the exact page from which the quote was taken should also be given in parentheses if the page is shown in the document from which the quote was taken (for example: Gerbner, 1985, p. 17). For every literally quoted text, quotes containing more than 40 words should be separated from the text that precedes and follows them, i.e. they should go in a separate paragraph, which will be indented and in 10-pt. font.

- References: The reference list should start on a new page after the text and it should be titled References.

The references should be alphabetized according to the first word of the reference (most often the last name of the first author, but also group author as an organization or title of a text, etc.).

If one author is cited several times with different works, it should be ordered chronologically by the year of the reference publication, starting from the most distant year first, to the most recent.

If the year is unknown, the abbreviation n.d. is given in parentheses.

There should be hanging indent to the whole reference list (as shown in the template example given below), in order to highlight the surnames of the authors (names of organizations or titles of texts) in alphabetical order.

The reference list should provide full details for each source mentioned in the paper.

All of the references mentioned in the text must also be mentioned in the reference list, and vice versa.

APA 7th edition no longer requires the use of “Retrieved [date], from” before URLs. Don’t include retrieval dates for online sources unless the source is both unarchived and expected to change over time (e.g. online dictionary, Google map). Therefore, you should include a retrieval date when the page’s content is likely to change over time (like, for instance, live statistical databases, dynamic

dashboards, evolving guidelines on government health websites, or economic indicators on official portals, etc.).

The reference list should be prepared in accordance with APA guidelines (7th edition).

The following are examples of citing sources in the reference list³:

Authored Book

Kaufman, K. A., Glass, C. R., & Pineau, T. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches*. American Psychological Association. <https://doi.org/10.1037/0000048-000>

Edited Book Chapter

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. <https://doi.org/10.1037/0000157-002>

Journal Article

Edwards, A. A., Steacy, L. M., Siegelman, N., Rigobon, V. M., Kearns, D. M., Rueckl, J. G., & Compton, D. L. (2022). Unpacking the unique relationship between set for variability and word reading development: Examining word- and child-level predictors of performance. *Journal of Educational Psychology*, 114(6), 1242-1256. <https://doi.org/10.1037/edu0000696>

Online Magazine Article

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah’s Great Salt Lake. *Newsweek*. <https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151>

Print Magazine Article

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, 62(5), 56–65, 100.

Online Newspaper Article

Bernstein, J. (2024, June 3). The man who couldn’t stop going to college. *The New York Times*. <https://www.nytimes.com/2024/06/03/magazine/benjamin-bolger-college-harvard-yale.html>

Print Newspaper Article

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

³ More on: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Legislation

Children Act 1989, c. 41. <https://www.legislation.gov.uk/ukpga/1989/41>

Pepper (Inspector of Taxes) v. Hart, [1993] AC 593. <http://www.bailii.org/uk/cases/UKHL/1992/3.html>

Law on audio and audiovisual media services. Official Gazette of the Republic of Macedonia, No. 184/2013... 198/2025.

Blog Post

Rutledge, P. (2024, April 23). Are tweens too young for digital literacy? *Dr. Pam: Living With Media*. <https://www.pamelarutledge.com/are-tweens-too-young-for-digital-literacy/>

Online Dictionary Entry

American Psychological Association. (2018). Internet addiction. In *APA dictionary of psychology*. <https://dictionary.apa.org/internet-addiction>

Report by a Group Author

World Health Organization. (2014). *Comprehensive implementation plan on maternal, infant and young child nutrition*. https://apps.who.int/iris/bitstream/handle/10665/113048/WHO_NMH_NHD_14.1_eng.pdf?ua=1

Report by Individual Authors

Winthrop, R., Ziegler, L., Handa, R., & Fakoya, F. (2019). *How playful learning can help leapfrog progress in education*. Center for Universal Education at Brookings. https://www.brookings.edu/wp-content/uploads/2019/04/how_playful_learning_can_help_leapfrog_progress_in_education.pdf

Press Release

American Psychological Association. (2024, April 11). *People who use willpower alone to achieve goals, resist temptation, deemed more trustworthy* [Press release]. <https://www.apa.org/news/press/releases/2024/04/people-who-use-willpower>

Conference Session

Davidson, R. J. (2019, August 8–11). *Well-being is a skill* [Conference session]. APA 2019 Convention, Chicago, IL, United States. https://irp-cdn.multiscreensite.com/a5ea5d51/files/uploaded/APA2019_Program_190708.pdf

Dissertation from a Database

Horvath-Plyman, M. (2018). *Social media and the college student journey: An examination of how social media use impacts social capital and affects college choice, access, and transition* (Publication No. 10937367) [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

Preprint Article

Latimier, A., Peyre, H., & Ramus, F. (2020). *A meta-analytic review of the benefit of spacing out retrieval practice episodes on retention*. PsyArXiv. <https://psyarxiv.com/kzy7u/>

Data Set

O'Donohue, W. (2017). *Content analysis of undergraduate psychology textbooks* (ICPSR 21600; Version V1) [Data set]. Inter-university Consortium for Political and Social Research. <https://doi.org/10.3886/ICPSR36966.v1>

Film or Video

Docter, P., & Del Carmen, R. (Directors). (2015). *Inside out* [Film]. Walt Disney Pictures; Pixar Animation Studios.

TV Series Episode

Dippold, K. (Writer), & Trim, M. (Director). (2011, April 14). Fancy party (Season 3, Episode 9) [TV series episode]. In G. Daniels, H. Klein, D. Miner, & M. Schur (Executive Producers), *Parks and recreation*. Deedle-Dee Productions; Fremulon; 3 Arts Entertainment; Universal Media Studios.

Webinar

Lee, C., McAdoo, T., & Denny, S. (2023). *APA Style seventh edition refresher for instructors* [Webinar]. American Psychological Association. <https://apastyle.apa.org/instructional-aids/tutorials-webinars>

YouTube Video

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. <https://www.youtube.com/watch?v=FQMwmBNNOnQ>

Song or Track

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

Radio Broadcast

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. <https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over-america-which-is-weird>

Podcast Episode

Santos, L. (Host). (n.d.) Psychopaths and superheroes (No. 1) [Audio podcast episode]. In *The happiness lab with Dr. Laurie Santos*. Pushkin Industries. <https://www.happinesslab.fm/season-2-episodes/episode-1>

Infographic

American Psychological Association. (n.d.). *Data sharing* [Infographic]. <https://www.apa.org/pubs/journals/data-sharing-infographic.pdf>

PowerPoint from a Classroom Website

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides].

Canvas@FNU. <https://fnu.onelogin.com/login>

Social Media Post

Obama, B. [@BarackObama]. (2024, May 17). *Today marks 70 years since the Supreme Court handed down its landmark decision in Brown v. Board of Education, outlawing* [Post]. X. <https://x.com/BarackObama/status/1791540592238874953>

Open Educational Resource

Fagan, J. (2024, February 7). *Nursing clinical brain*. OER Commons. Retrieved June 2, 2024, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>

Webpage

Taras, Z. (2024, May 30). *Situational irony can be funny, tragic or even terrifying*. Howstuffworks. <https://entertainment.howstuffworks.com/arts/literature/situational-irony.htm>

Webpage on a News Website

Volpe, A. (2024, June 3). *How the self-care industry made us so lonely*. Vox. <https://www.vox.com/even-better/350424/self-care-isolation-loneliness-epidemic>

Webpage with a Retrieval Date

Worldometer. (n.d.). *Current world population*. Retrieved June 27, 2024, from <https://www.worldometers.info/world-population/>

TEMPLATE

TITLE OF THE PAPER

(TIMES NEW ROMAN, 14 PT, BOLD, CENTERED, 1.5 LINE SPACING)

Author 1 **First and Last name**, Academic degree and status

University and Faculty/Institute or Institution/Organization

Email address

Author 2 **First and Last name**, Academic degree and status

University and Faculty/Institute or Institution/Organization *

Email address

Etc.

(Times New Roman, 12 pt, centered, 1.5 line spacing)

* If all the authors have the same employment/affiliation, email address should follow after their names and academic degree and status and the name of the same University and Faculty/Institute or Institution/Organization should come after all the authors in new row, with one enter:

Author 1 **First and Last name**, Academic degree and status

Email address

Author 2 **First and Last name**, Academic degree and status

Email address

University and Faculty/Institute or Institution/Organization

Abstract

(Times New Roman, 12 pt., bold, centered, 1.5 line spacing)

200-400 words: Text of the abstract, Text of the abstract, Text of the abstract (Times New Roman, 12 pt., justified, 1.5 line spacing, in one paragraph – no indentation of separate paragraphs)

Keywords (Times New Roman, 12 pt., bold, justified, 1.5 line spacing): keyword 1, keyword 2 ... keyword 6 (Times New Roman, 12 pt., justified, 1.5 line spacing)

TITLE OF THE PAPER
(TIMES NEW ROMAN, 14 PT, BOLD, CENTERED, 1.5 LINE SPACING)

Introduction⁴ (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Theoretical background (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

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Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Defining key terms (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, with indentation)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Methodology (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

Example for AI use: The authors acknowledge the use of the generative AI tool ChatGPT (OpenAI) for language refinement and idea development during the preparation of this paper. All content, analysis, and interpretations remain the authors' original work.

⁴ The structure of the paper below is the most general example, and will depend on the type of the paper: original research paper, review paper, professional paper, or book review. (Footnote: Times New Roman, 10 pt., justified, 1 line spacing.)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Instruments (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, with indentation)

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Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

The Nine-Item Internet Gaming Disorder Scale (IGDS9-SF) (Times New Roman, 12 pt., italics, justified, 1.5 line spacing, with indentation)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

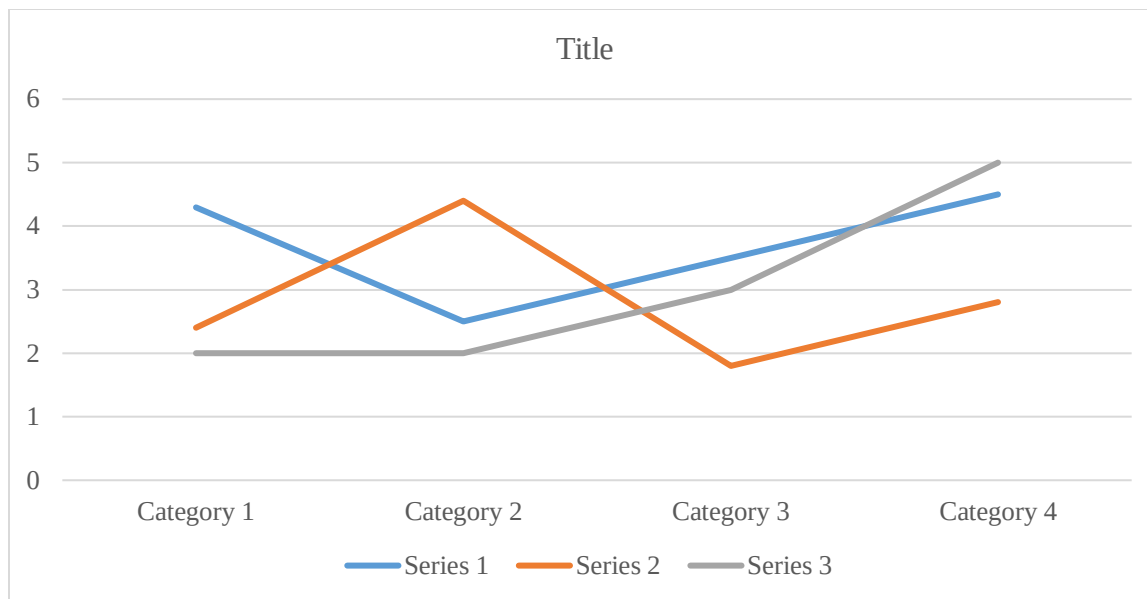
Results (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

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Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Table 1 (10 pt.)
Title



Graph 1 (10 pt.)

Title



Picture 1 (10 pt.)

Title

Source: Institute for Sociological, Political and Juridical Research. <https://isppi.ukim.edu.mk/>

Discussion (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

Conclusion (Times New Roman, 12 pt., bold, justified, 1.5 line spacing, without indentation)

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Content text, content text, content text, content text, content text, content text, content text, content text, content text, content text...

(Times New Roman, 12 pt., justified, 1.5 line spacing, every new paragraph with indentation)

References

(APA7 style guidelines; Times New Roman, 10 pt., justified, 1 line spacing, with indentation as shown in the example below)

!!! Please add DOI number where it is possible in the following format: <https://doi.org/xxxxxxxxxxxxxxxxx>

Couldry, N., & Hepp, A. (2022). Media and the Social Construction of Reality. In D. A. Rohlinger & S. Sobieraj (Eds.), *The Oxford Handbook of Digital Media Sociology* (pp. 27–39). Oxford University Press. <https://doi.org/10.1093/oxfordhb/9780197510636.013.2>

Livingstone, S., Nandi, A., Banaji, S., & Stoilova, M. (2017). *Young adolescents and digital media: uses, risks and opportunities in low- and middle-income countries: a rapid evidence review*. GAGE. https://eprints.lse.ac.uk/83753/1/Livingstone_Young_Adolescents_Digital_Media.pdf

McLuhan, M. (1978). The brain and the media: the “Western” hemisphere. *Journal of Communication*, 28(4), 54–60. <https://doi.org/10.1111/j.1460-2466.1978.tb01656.x>

Mesch, G. S. (2019). Online and offline relationships. In T. Burns & F. Gottschalk (Eds.), *Educating 21st Century Children: Emotional Well-being in the Digital Age, Educational Research and Innovation* (pp. 91–101). OECD Publishing. <https://doi.org/10.1787/b7f33425-en>

National Museum of Australia. (n.d.). The fight for civil rights. https://indigenoustrights.net.au/civil_rights

Oldenburg, R. (1999). *The Great Good Place*. Marlowe & Company. https://robotix.ah-oui.org/user_docs/2203/greatgoodplace-ch1-2.pdf

The Economic Times. (2024). ‘Zuckerberg, what the hell were you thinking?’: Ted Cruz grills Meta CEO on Instagram’s child safety [Video]. YouTube. https://www.youtube.com/watch?v=x7Cz_gOkA_E

UNICEF. (2018, June). *UNICEF for Every Child: Annual Report 2017*. https://www.unicef.org/media/47861/file/UNICEF_Annual_Report_2017-ENG.pdf

**Example of a statement from an authorized English language professor/proofreader that
the paper has been reviewed and proofread**

PROOFREADING AND LANGUAGE REVIEW CERTIFICATION STATEMENT

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Occupation details: _____

Work address: _____

Telephone (optional): _____

Email: _____

Date:

Signature of the proofreader/translator:
