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**Izdavač**

Fakultet za poslovne studije i pravo   
Univerzitet „Union – Nikola Tesla“, Beograd

**Za izdavača**

Prof. dr Milan Radosavljević  
Dekan Fakulteta za poslovne studije i pravo

**Glavni i odgovorni urednik**

Emeritus prof. dr Života Radosavljević , Fakultet za poslovne studije i pravo

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These are the guidelines how to prepare a paper for publishing . They are written in the form at that is being described in this template:

* Paper format is printing **ISO B5** (170 x 240 cm)
* Margins - mirror marins:top 2,7cm, inside 2,5cm, outside 2cm, bottom 1.5cm

Text is written with fotnt Minion Pro 11pt, justified, Paragraf: before 3ptm after 3pt, Style: Text

If you have to say something additionat to same reference or to some part of the text, use Footnotes.[[1]](#footnote-1)

# Title 1 (Style: heading 1)

In this part it is descibed how to insert **Index**  for monograph publicaions. Index of term you can insert with few next steps described in the following link

* <https://www.youtube.com/watch?v=gIT_ZeI4AS0&ab_channel=MrTsingo>

## 1.1. Title 1.1. (Style: Heading 2)

In this section you can see example for inserting Table, center alignment.

Text is format minion Pro 10pt, cell is vertical alignment, center

|  |  |  |  |
| --- | --- | --- | --- |
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| **Row 2** | Text | Text | Text |
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Table 1: Sample table(Source: https://www.xxx.xx)

### 1.1.1. Title 1.1.1. (Style: Heading 3)

In this section you can see example for inserting pictures and figures, center alignment.

Each downloaded image, table, graph must have the source indicated in the signature of the image in parentheses. Look at Figure 1.

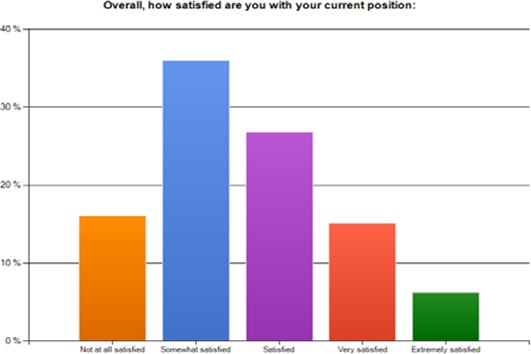
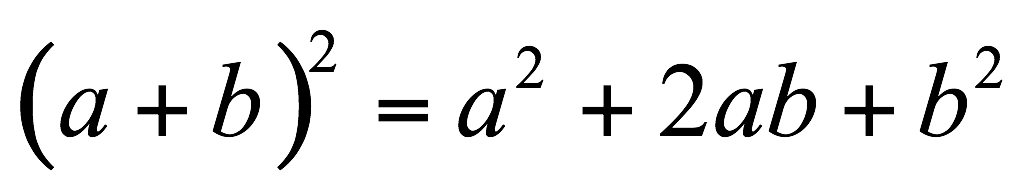


Figure 1: Figure for examlpe (Source: <https://www.xxx.xx>)

# 2. Title 2

In this section you can see example for inserting equation, center alignment.

 (1)

# Conslusion

In the conclusion part we will explain you how to insert Reference/citation in **APA style**. How to insert biibliography referecnes lool on following link:

* <https://www.youtube.com/watch?v=kEdpjsOEVVc>

When quoting a source, the key part of the reference, part of the sentence, is taken by opening the quotation marks at the beginning of the quote and closing it at the end of the downloaded part, and then putting a footnote with details about the source.

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# References

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5. **For a Web article:** author(s), (year). article title, Web site name, URL

# INDEX OF TERMS

I

**Index of terms** 3

1. Footnotes are inserted from Word Reference tab – Insert Footnote [↑](#footnote-ref-1)