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THE RULES OF WRITING A SCIENTIFIC WORK

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***Abstract:** During the preparation of a scientific paper, methodological rules related to the scope, structure of the paper, ie the construction of the above must be respected. The views of the cited theorists must be clearly indicated. In the end, the author briefly concludes, suggests possible contributions and limitations of the respective topic.*

***Key words** :: scientific paper, writing rules, research*

INTRODUCTION

The construction of scientific texts is based on a series of rules and standards, which are both formal and technical, as well as those concerning the content of the paper. First of all, a thorough preparation for the work process itself is necessary. It is also important to find adequate literature with the proper identification of the problem. The goals that are set in advance are also important, as well as the verification of the constructed hypotheses. Therefore, the platform from which the authors perform must be clearly and comprehensively established. Any flaw will come back like a boomerang. The overture in the paper is certainly a summary that represents the essence of the paper, its initial premises and subsequent conclusions. The summary is a guide for those who read the paper. After the usual introduction, an introduction is made to the main structure of the paper, followed by a conclusion as the culmination of a scientific communication and intellectual search.

WRITING RULES

When it comes to writing the work of methodologist Z. Nikolic states that it is very important that there is a satisfactory corpus of knowledge on a given topic. It is necessary to approach the choice of topic and type of work gradually and systematically. It is not possible to write a scientific paper without the necessary experiential and scientific - theoretical material. Of course, the subject of analysis must be considered from several different aspects. The theoretical starting point from which the researcher appears is also important. It is true that complementarity is important, but it does not imply strictness of holding the same angle of observation. On the contrary, a combination of different approaches is sometimes welcome. Theorist Zoran Popović especially emphasizes the importance of the following points - questions that must be paid attention to in the preparation of the paper:

- What is the reason for writing a paper in a specific problem area?
- What is known so far, and what is unknown regarding the given problem that is being written about?
- What is expected from the work, ie what results and conclusions should be reached?
- If empirical research is performed, answers should be given regarding the sample of respondents, research conditions, hypotheses and research techniques.
- Determine the direction of future work.
- Determine the preliminary literature that will be used when writing the paper.

While, Šešić emphasizes that only the scientific knowledge that can be obtained must have the following characteristics:

- it must be as objective as possible, without the influence of subjectivity, prejudices and attitudes of researchers,
- it must be comprehensive and complete, so that it includes all relevant elements of the researched problem,
- it must be as precise and strict as possible, the latter referring to the consideration of those views which may not be to the liking or which do not suit the researcher at that time,

In the process of preparatory actions, it is especially necessary, according to Miroslav Pečujlić, to perform additional activities such as:

- identify the factors, ie subjects of the research subject
- spatially determine the subject of research
- time the subject of research

Also, when it comes to preparatory work, the choice of research methodology, ie methods and techniques, which should ensure the validity of scientific knowledge, is of great importance. In the theoretical part of the paper, qualitative methods and techniques, such as induction, deduction, analysis, synthesis, generalization, concretization, abstraction, comparison, systems thinking and the like, stand out as relevant. If the paper contains original research, quantitative methods and techniques are also relevant, such as numerous statistical methods and techniques: descriptive analysis, correlation, regression, analysis of variance, and numerous other quantitative-type tests. The researcher decides on a certain method on the basis of the set subject, goal and research hypotheses, taking care at all times not to deviate from the problem situation.

So let's repeat, after choosing the topic, type of work, its scope, and deciding on a certain paradigm, theoretical - methodological path, the search for the necessary material begins. Writing starts, with an emphasis on creative, clear and factual written presentation. The announcement must be clearly intended for the reading public.

Of course writing as a process, follows a certain strategy. Organization and systematization, construction of content stages in scientific work are necessary. The initial version of the text is checked, critically reviewed, and refined to the level of the working version. Initially, make a wide list of literature, which will be in use, and later it can be narrowed according to the needs of the subject. Of course, you should keep a diary of what you read all the time.

As for the structure of the paper (see Figure 1), it is first written as we have emphasized - a summary, in which the essence of the paper is communicated through a few clear, concise sentences. In the end of the summary, the key words are presented - the central concepts that the paper deals with.

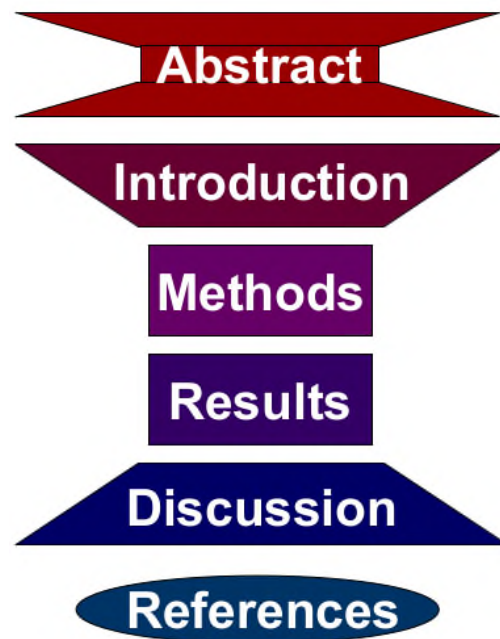


Figure. 1. Structure of scientific paper

As for the style of writing, regardless of whether it is quantitative or qualitative research, one should adhere to a unique pattern of writing scientific and professional papers. After the content of the book, it should include the word of the author. This is followed by an introduction in which the research and the results of the research are discussed in detail.

When these elements are realized, in the process of preparatory work, the author must determine the subject, goal and hypotheses of the research.

Furthermore, every serious monograph has an index of names and an index of terms, which will be useful for the reader to find out where the citations or citations of an author are.

The paper welcomes quotations that are used when the intention is to strengthen the projected attitudes and ideas and when trying to present the full range of views of relevant authors on the subject. Footnotes are used to show the origin of the source of quotations as well as quotations in the text. We use them when citing sources of quotations, paraphrases and comments.

Thus, research and the act of writing are not simple procedures. On the contrary, it is a matter of intellectual mastery, which, as can be seen, is preceded by thorough preparation and which requires extensive work. Of course, in addition to all this, ethical principles should be respected - that is, not to take others and appropriate them as one's own. It is imperative to build your own style of writing in the spirit of science and truth. Thus, the author relies on authorities from the relevant field during the preparation of the paper, but he does not fall into cheap plagiarism. What would be said is not "not discovering America another time", as Pecujlic and Milic often emphasize.

The conclusion is an important part of the paper, which comes at the end of the text. For a good conclusion, according to Suzić the following steps are important:

- it is necessary to briefly describe the problem that was researched
- state the main conclusions and views reached,
- explain how the obtained results can be applied in practice and science (scientific practical contribution of the paper)
- define the directions of future research,

Then follows a list of used literature. According to Popović, three rules for citing literature are most often used:

- "name and year" system: it is stated as the Harvard system, which implies the name of the author, and then the year when the text was published
- a number in alphabetical order, which is based on a modification of the previous form.
- system in order of appearance: it is considered more efficient when a small number of sources are used.

When writing a paper, it means writing numbers, usually in brackets, and then at the end of the paper, the sources are cited in the order in which they appeared in the text.

After the literature, there are also articles in the paper, in which the authors usually present some additional information, such as the methodology used, the statements used to measure certain variables, and the like.

Contributions must be cited correctly, concisely and clearly so that other authors can repeat the research in an identical way.

Text revision is also important. The text should be read, corrected and upgraded several times. The number of these actions has not been determined. They should be repeated until the optimal form is reached. In this spelling, stylistic forms, grammar, must be well known. In case of doubts, consult experts, because that will avoid problems and shortcomings in the work

CONCLUSION

After adequate scientific preparation, one can start writing a paper. Preparatory actions require prior acquaintance with the problem, then the results and attitudes of those scientists who have dealt with the relevant topic. It is necessary to determine the research methodology, ie a set of methods and techniques on the basis of which objective and valid scientific knowledge should be obtained, as well as to revise the text. Of course, it is also important to nurture a scientific style when writing a paper, to write concisely, clearly and to respect ethical norms so that the social and scientific community would benefit.

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