

Instructions for Contributors

General instructions

Croatica et Slavica Iadertina – the journal of the Department of Croatian and Slavic Studies in Zadar only publishes reviewed articles. The journal is an annual publication. The reviewed articles are classified according to the following categories:

- original scientific paper
- preliminary communication
- review
- conference paper
- professional paper

An original scientific paper contains previously unpublished original research presented in an objectively verifiable manner.

A preliminary communication contains new results of scientific research which demand immediate publication. It does not have to enable the verification of presented results.

A review has to be an original, concise and critical account of a field or of one of its segments in which the author actively participates. The author's original contribution to the field in relation to already published works as well as an overview of these works has to be emphasized.

A conference paper, previously delivered at a conference, has to be published in the form of a coherent article and only if it has not previously been published in the conference proceedings.

A professional paper contains a valuable contribution from a specific profession and does not have to represent an original research project.

The author can suggest the category of the article but the final decision, based on the evaluation of the reviewers, is made by the editorial board. Reviewers are scholars from the field (discipline) within which the author of the article writes. They do not know the identity of the author of the article while the author has no knowledge of the reviewers.

Authors have to be prepared to upgrade their texts in accordance with the suggestions of the reviewers, to edit the language and to do the final proofreading.

The author of the article receives two copies of the issue of journal in which their article appears and ten offprints.

The editorial board accepts only unpublished papers. Manuscripts are sent to the editorial board which accepts them throughout the academic year at the following address address: *Croatica et Slavica Iadertina*, University of Zadar, Department of Croatian and Slavic Studies, Obala kralja Petra Krešimira IV, 2, 23000 Zadar, Croatia. Texts are sent in paper format in three identical copies and on a disc or to the e-mail address: eugenija.cuto@zd.t-com.hr. If special fonts with diacritical signs are used in the paper, the author should send these fonts on a separate disc or as an attachment to the electronic mail. The papers must be typed only on one side of a A4 format of paper. The text must be typed with double line

spacing (30 lines to the page) in the standard computer script *Times New Roman* and 12 font size. All the pages must be orderly numbered.

During editing the editorial board retains the right to adjust the paper to the propositions of the journal and to the standards of the Croatian language. Manuscripts will not be returned. Papers may be written in Croatian or in other languages.

Design of the paper

1. The desirable length of the paper (including summary, bibliography and space for tables/graphic appendixes) is up to 32 type-written double-spaced pages. If an agreement is reached with the editor-in-chief the paper may be longer.

2. The first page should contain the author's name(s) and surname(s), the name of the institution and department where the author is employed, the title of the article written in capital letters.

3. An outline in the language of the paper must be placed between the title and the beginning of the paper. The outline should be from 15 to 20 lines (100 to 250 words) and ought to address the purpose of the paper, the methodology used, the main results and the conclusion. At the end of the outline, under the heading **KEYWORDS**, the most important terms and concepts elaborated in the paper have to be listed in alphabetical order. A summary which is identical to the outline but written in a foreign language has to be attached after the text of the paper.

4. For the purposes of conciseness and overall accessibility of the manuscript, the authors are advised when referring to sources to use the following model:

A short bibliographical note in brackets has to accompany each citation which must be marked by quotation marks. For example: "Similar examples can be enumerated ..." (Kravar, 2004:144). The reference is placed in brackets and contains the name of the author, the year of publication and, if necessary, the number of the page: for example (Frangeš, 2005) or (Frangeš, 2005: 100). If the quoted work has two authors both have to be indicated: for example (Turk and Sesar, 2003). In the case of a work written by three or more authors the phrase "and associates" is used: for example (Sujoldžić and ass., 1979). All the references within the text are indicated as they first appear, that is, formulas such as *ibid.*, *op.ct.* and others should not be used.

Authors are advised that notes (footnotes) are exclusively used for additional explanations and comments alongside the basic text and not as bibliographical data.

Title of books (for example, scholarly or literary works) are italicized, parts of books (for example, individual segments from scholarly works or individual literary texts such as poems, short stories and similar items) are put in quotes. Examples, for instance, of phonemes, words or sentences used as examples are italicized.

5. In the bibliography that comes at the end of the paper, double spaced as the main body of the text, complete information about all the works mentioned in the references has to be given. Works are listed in alphabetical order according to the surnames of the authors and in chronological order for the works of the same author. If a number of works published in the same year by the same author are given they have to be distinguished by letters (a, b etc.) after the publication date. If we are dealing with a work written by a number of authors, the bibliography does not use the phrase "and associates" but all the authors are indicated. Items

within the bibliography are separated by commas. The list of the bibliography must follow these rules:

- Name and surname of the author – name in normal format, surname spaced
- Book title, title of journal or of collection of papers – italicized
- Title of article – in quotes
- Publisher, place and year of publication (for a book) – normal format and numbers
- Number, year, volume – normal numbers
- Reference to pages in the bibliography must indicate the pages of the articles in journals or collection of papers.

Example for referencing a book:

Franjo Š v e l e c, *From Older Croatian Literature*, Erasmus naklada, Zagreb, 1998.

Example for referencing articles in journals:

Dalibor B r o z o v I ć, “The Standardization of Macedonian”, *Kolo*, 9, no.4, 1999, pp.5-13.

Example for referencing articles in collections of papers:

Luko P a l j e t a k, “Kombol’s Theory of Translation”, in *Zbornik o Mihovilu Kombolu*, Hrvatsko filološko društvo Zadar, Zadar, 1983, pp. 223-236.

6. Electronic sources

Name(s) (if known), the title of the document, date of origin of the document (if different than the data of accessing the source), full URL address, date of access (opposite order: year-month-date).

Example of referencing a work in an electronic journal:

Kornelija P e t r, Radovan V r a n a, Tatjana A p a r a c-J e l u š I ć, “Distance Education: Possible Models in the Field of Library and Information Science in Croatia”, *Journal Edupoint*, 2, 2002

URL: <http://edupoint.carnet.hr/casopis/aktualni/index.html> (2002-01-22).