Guidelines for authors

General information

Semiannual postdisciplinary scientific and professional journal Holon publishes, in an electronic format, exclusively articles that were not previously published. Holon publishes both peer-reviewed and non-reviewed contributions. Although it is primarily oriented toward humanities and social sciences, Holon publishes theoretical, research and methodological papers from all scientific domains if they are grounded in inter-, multi- or transdisciplinarity. Any manuscript submitted for publication in Holon will be taken into consideration if it complies with the basic criteria specified in the Guidelines for authors. After the work subject to undergoing review procedure has been judged as acceptable, it is sent to at least two anonymous expert reviewers, after which it undergoes editor’s review. The final decision on categorization and publication of articles is made by the Editor-in-Chief and the members of the Editorial Council of Holon. We especially appreciate critically grounded papers, that is: papers taking a scientifically grounded critical perspective.

The journal Holon insists on the quality and value of published works and especially on the realistic categorization of peer reviewed articles (see: Holon, 3(1):3). In order to achieve the mentioned aims, the entire procedure of reviewing, evaluation, preparation and publication of articles strives to be as professional, meticulous, correct, objective, and in accordance with rigorous ethical principles, as possible (see: Ethical guidelines).

Reviewed articles are categorized as:

- **Original scientific paper**: which contains detailed presentation of novel, previously unpublished results of original scientific research. Results must be presented in a way that makes possible verification of propounded claims, cited sources, as well as the analysis the paper is based on. It is particularly commendable if the paper takes a critical perspective.
- **Preliminary report**: which contains novel, previously unpublished results of scientific research in a preliminary form, that is, without a detailed elaboration, or thoroughly critical perspective.

- **Scientific review paper**: which contains original, concise and critical scientific overview of a certain field or one of its parts, so that a significant contribution of the author to the research of the chosen problem can be identified.

- **Scientific symposium presentation**: previously presented work at a symposium which can be published in a scientific full-paper format, but only if it has not been previously published in the conference proceedings.

- **Professional paper**: which informs and introduces the subject matter of a field or demonstrates some original findings in it, but without aiming at a fully scientific treatment. It must be understandable to a wide audience, not just to a narrow circle of specialized readership.

- **Professional symposium presentation**: informs and introduces the subject matter of a field or demonstrates some original findings in it, but without aiming at a fully scientific treatment; it contains the work previously presented at a professional symposium, which can be published in a full-paper format, but only if it has not been previously published in the symposium proceedings.

The journal also publishes uncategorized works such as: reviews (of relevant editions published in Croatia or abroad in the previous three years, counting from the day the work has been received by the Editorial Council), overviews, presentations, translations, reports (public lectures, scientific gatherings etc.), artwork, news, interviews, bibliographies etc.

The work must be written in standard, literary Croatian language and it has to be stylistically accomplished. The Editorial Council holds the right to revise and adapt the work according to the journal’s and the Croatian literary writing standards.
By submitting a manuscript the author:
- affirms that the manuscript contains his/her original, previously unpublished work,
- accepts scientific and ethical responsibility for it, and
- confirms that the work has not been submitted to any other editorial board with the intention of having it published (see: Ethical guidelines).

The author reserves copyright for the work published in Holon, but transfers the right of first publication to the Holon Editorial Council. The work published in Holon can be subsequently published in other publications, on condition that the information about first publication is provided.

**Structure of articles**

The articles must be written in Microsoft Word program, using Times New Roman font, size 12, spacing 1,5 (30 rows per page) and 25 mm margins. Text needs to be aligned to the margins from both left and right side. The titles need to be written using size 14 font. Pages need to be numbered in the lower right corner, starting with page 1. The following variant should be used for quotation marks: »apparatus«, and the following one for quotation marks within other quotation marks: »aparat‘«. Options italic and bold are not recommended, except when a part of the text needs to be especially accentuated. If abbreviations are used, it is always necessary to state the full name of what is being abbreviated, for example: *United Nations Educational, Scientific and Cultural Organization (UNESCO)* etc.

Although there are no strict limits, the recommended approximate length of an original scientific article is, depending on the respective scientific field, between 15 and 35 standard pages, previous reports and scientific review articles – eight to 25 standard pages, and reviews and overviews – four to 10 standard pages. One standard page contains 1.800 characters (with spaces), that is 30 rows with 60 characters in each.

The structure of articles needs to contain the following:
- first and last name of the author(s)  
- academic title, that is, the scientific position of the author  
- title and address of the institution in which the author is employed  
- contact address of the author (if different from the address of institution)  
- e-mail of the author  
- full title of the article (and the subtitle, if any)  
- abstract (ranging approximately from 200 to 250 words) in Croatian and one other foreign language (English, German, French, Italian or Russian) which needs to explain the purpose of the article, general overview of the topic, methodology used, the most important results and conclusion. It needs to be written in third person.  
- keywords (not more than 10) in Croatian, English and optionally one other language (German, French, Italian, Spanish, Russian etc.) which need to be written in alphabetical order and need to include the most important concepts that are being discussed in the article. They should not contain general statements/terms.  
- in the introduction it is necessary to define the problem dealt with in the paper in a few sentences (ask the crucial question which shall be discussed in the article and which will be answered in conclusion) or subject of research with a hypothesis which is to be proven (goal of research is determined). The composition or structure and the scientific method used in the article should be indicated as well. Generally, introduction should not be longer than one page.  
- the body of the article, as the lengthiest part of the article, needs to contain topics, by chapters and subchapters, that is, by themes. Each chapter needs to have a subtitle which indicates the theme of the chapter being discussed in the indicated part of the article. Sequence of themes/chapters has to make sense. In this part of the article all of the results from research, hypothesis confirmation or explanation need to be presented and analyzed.  
- in the conclusion some form of an answer to the original question posed in the introduction needs to be stated and explained, and there needs to be a critical examination of it. The conclusion needs to contain a sort of a synthesis of all the results of the work.
all graphical representations (tables, graphs, photos, drawings, etc.) need to be enclosed within the text and they need to have a title. The title needs to specify the type of the representation, its number and its source, the name of the author (of a photograph, etc.), if the author is known. Each type of graphical representations (tables, graphs, figures, drawings, etc.) is numbered separately, starting with number 1, and the numbering needs to be written in bold, e.g. **Figure 1:** *An example of the four quadrants with some developmental lines and levels* (Wilber, 2000b:198). The authors need to cite or refer the reader, in the main text, to all the illustrations, e.g. in *Table 5*, on *Figure 2*, on *Graph 4*, etc. When illustrations (e.g. photographs) of other authors are used, the copyright should be regulated, that is, a permission for publication should be obtained.

- each time someone else's phrases, ideas, information, results, hypothesis, concepts, etc. are mentioned in the text, the source should also be given in the text, not in footnotes. When they are cited verbatim, they should be placed within quotation marks, whereas in paraphrasing the quotation marks are not needed. Reference is to be put in parenthesis and it should contain last name of the author, date of publication and, in case of literal citation, a page of the work it was found in; example: (Kant, 1984) or (Kant, 1984:17). If the bibliography contains more than one author of the same last name, then the first initial of the first name is added, for example: (V. Katunarić, 2007). If the work has two authors, both should be stated, for example: (Ekman & Davidson, 1994) or (Ekman & Davidson, 1994:49). In case of a co-authorship of three or more authors, 'and others' is used, for example: (Sekulić and others, 2004) or a Latin abbreviation *et al.* (Sekulić et al., 2004). All references should be stated each time, that is, abbreviations such as 'ibid.', 'op. cit.', 'loc. cit.' should not be used. Citations from daily, weekly, monthly, or annual press are provided in one of two possible ways. When news, documents, information, etc. are cited, that is, texts where authorship is unknown or not particularly relevant, the name of the newspaper and year of publication is provided, for example: (Večernji list, 2011) or (Večernji list, 2011:9). If ideas and views cited from daily, weekly, monthly, etc. press are distinctly of an author (commentaries, columns, etc.) then those authors have to be cited in the same way as the authors of other works, for example: (Bešker, 2009) or (Bešker, 2009:7). Institutional
publications are cited in the following way: the name of institution, year of publication and, if applicable, page number, for example: (Croatian Bureau of Statistics, 2001) or (Croatian Bureau of Statistics, 2011:19). Citations of laws and regulations should be given as follows: name of the law, abbreviated name of the publisher, number and year of publication, for example: (Public Procurement Act, Official Gazette 90/2011). Citations from encyclopedias, lexicons or dictionaries are provided as follows: the title, year of publication, page number if applicable, for example: (Croatian Encyclopedia, 1999) or (Croatian Encyclopedia, 1999:477); if the name of the author or editor of an encyclopedia, lexicon or dictionary is known, citation is provided as follows: last name of the author or editor, year of publication, page number if applicable, for example: (Klaić, 1978) or (Klaić, 1978:1017); finally, if an encyclopedia, lexicon or dictionary contains original works of particular authors, then citation is provided as follows: last name of the author, year of publication of the work, page number if applicable, for example: (Klages, 2001) or (Klages, 2001:338). Citations of works available on the Internet are provided in the same manner.

- list of references needs to contain all works that are referenced or mentioned in the article, in alphabetical order of last names of authors (that is, first names, if there is more than one author with the same last name), and chronological order of works of the same author. If several works of the same author are published in the same year, they need to be differentiated by letters (a, b, c, etc.) immediately following the year of publication. In case of co-authorship, 'and others' or abbreviations et al. should not be used, but all authors should be stated. References should be listed in accordance with the following examples for various bibliographic items (books, proceedings, journals, internet sources, etc.):

1) Book:

last name, first name of the author (year of publication). title: subtitle, edition, place of publication: name of publisher


2) *Proceedings*:
last name, first name of the editor (ed.) (year of publication). *title: subtitle*, edition, place of publication: name of publisher

Cifrić, Ivan (ed.) (2000). *Science and Social Changes*, Zagreb: Croatian Sociological Association - Institute of sociology, Faculty of Humanities and Social Sciences


3) *Doctoral dissertations, master and diploma theses*:

Srbljinović, Armano (2009). *Transition of a Multiethnic Community from the State of Segregation to the State of Cultural Pluralism*, doctoral dissertation, Zagreb: Faculty of Humanities and Social Sciences, University of Zagreb

4) *Article in book/proceedings*:
last name, first name of the author (year of publication). *title: subtitle*, in: last name, first name of the editor (ed.). *title of the book/proceedings: subtitle*, edition, place of publication: name of publisher, pp. beginning-end


5) *Article in journal*:
last name, first name of the author (year of publication). *title: subtitle, journal title*, volume number (issue number): beginning-end

6) *Article in newspapers*:
   a) if the author is known:
      last name, first name of the author (year of publication). title: subtitle, *title of the newspapers*, place of publication, publication date, pp. beginning-end
   b) if the author is unknown:
      *title of the newspapers* (year of publication). title: subtitle, place of publication, publication date, pp. beginning-end
   c) interview, public statement and alike:
      last name, first name of the person who gives the interview/statement (year of publication). interview/statement, title of the interview/statement: subtitle, in: *title of the newspapers*, place of publication, publication date, pp. beginning-end

7) *Institutional publication*:
   name of the institution (year of publication). *title of the publication: subtitle*, place of publication: name of publisher

8) *Laws and statutes*:
   title: subtitle of the law, *name of publication where the law is published*, number/year of publication
   Public Procurement Act, *Official Gazette*, nr.90/2011
9) Encyclopedias, lexicons and dictionaries:
   a) basic pattern:
      title of encyclopedia/lexicon/dictionary (year of publication). *title of the article: subtitle*, vol. number, place of publication: name of publisher, pp. beginning-end
   b) article of a particular author:
      last name, first name of the author (year of publication), title of the article: subtitle, in: last name, first name of the editor (ed.). *title of encyclopedia/lexicon/dictionary: subtitle*, edition, place of publication: name of publisher, pp. beginning-end
   c) entry (with editor of the encyclopedia/lexicon/dictionary known):
      last name, first name of the editor (year of publication). *entry*, title of encyclopedia/lexicon/dictionary, place of publication: name of publisher, pp. beginning-end
   d) entry (with editor of the encyclopedia/lexicon/dictionary unknown):
      title of encyclopedia/lexicon/dictionary (year of publication). *entry*, place of publication: name of publisher, pp. beginning-end

10) Unpublished archival material:

   name of the archive where the material is stored, *name of the archival storage or collection*, number of box or volume, page or folio

11) Internet sources:

   a) web page:
      last name, first name of the author (year of publication). title: subtitle, *publisher (in a traditional sense or the organization responsible for the web page)*, URL, (retrieval date)


b) article in electronic journal or online database:

last name, first name of the author (year of publication). title: subtitle, *journal title*, volume number (issue number), URL or the name of the online database, (retrieval date)


c) YouTube:

last name, first name of the author (year of publication). title: subtitle, *YouTube*, URL or the name of the online database, (retrieval date)


d) e-mail:

last name, first name of the sender (sender's e-mail address), (date of writing). message subject, for last name, first name of the recipient (recipient's e-mail address), (date of reading)

Petrović, Petra ([petrovicpetra@gmail.com](mailto:petrovicpetra@gmail.com)), (May 17, 2012). *Feminism in Croatia*, for Marjanović, Marija ([marijamarjanovic@yahoo.com](mailto:marijamarjanovic@yahoo.com)), (May 18, 2012)

12) Sources from electronic media (CD, DVD etc.):

last name, first name of the author (year of publication). title: subtitle [type of media], place of publication: name of publisher

Lešković Česmadžiski, Mirjana (1999). *The Role and the Meaning of the Appearance at a Fair* [CD-ROM], Zagreb: Faculty of Economics and Business, University of Zagreb
13) *Interview on television, radio, Internet, etc.:

last name, first name of the person who gives the interview (year of publication). interview, title of the interview: subtitle, in: *title of the program that contained the interview*, [type of media], name of channel or other media service that broadcasted the interview, broadcasting date


- footnotes should be marked by an unbroken sequence of Arabic numerals, starting from number one (1) onwards, placed on top of the last letter of the word they apply to, and they should be written at the bottom of each page. They should be exclusively used for additional explanations, commentaries, digressions, or additions to the text.

- reviews and presentations of domestic and foreign publications must contain accurate bibliographical data describing the reviewed publication (first and last name of the author whose work is being reviewed, complete title and subtitle of the work, place and year of publication, name of the publisher, number of pages, and other relevant information (for example, first and last name of the translator)).

**Submission of manuscripts**

Manuscripts are to be e-mailed at:

[hdihdi@hdi.hr](mailto:hdihdi@hdi.hr)

The Editorial Council does not return received works.