

UPUTE AUTORIMA

Predaja priloga

Radovi se dostavljaju Uredništvu elektroničkim putem na e-adresu: anafora@ffos.hr ili poštom na adresu: Filozofski fakultet u Osijeku, L. Jägera 9, 31 000 Osijek – s naznakom „Uredništvo *Anafore*“ (soba 77A).

Rukopisi se ne vraćaju. Predaja priloga i njihova priprema od strane Uredništva se ne naplaćuju.

Uredništvo prima samo neobjavljene rukopise. Prijava rukopisa za objavljivanje istoznačna je s “Izjavom o autorstvu i autorskim pravima” prema Zakonu o autorskom pravu i srodnim pravima (NN 167/03). Time autor jamči da poslani rad predstavlja njegov originalni rukopis, da ne krši autorska prava te strogo poštuje pravila znanstvene metodologije u pogledu citiranja tuđih izvora i navoda.

Šaljući tekst za objavljivanje, autor prenosi pravo prvog objavljivanja rada na Izdavača časopisa i potvrđuje činjenicu da tekst nije bio ranije tiskan niti je pod razmatranjem za objavljivanje u nekoj drugoj publikaciji.

Etički kodeks

S ciljem osiguravanja najviših etičkih i akademskih standarda kvalitete znanstvenih radova, izvornost sadržaja svih rukopisa uzetih u razmatranje za objavljivanje u *Anafori* podvrgava se provjeri putem alata Turnitin/Ephorus.

Uredništvo zadržava pravo odbijanja radova prije upućivanja u postupak recenzije / povlačenja objavljenih radova u skladu s uputama o povlačenju radova prema COPE Code of Conduct for Journal Editors ukoliko postoji jasan dokaz o neetičnosti u istraživanju te u slučaju da su podaci prezentirani u radu nepouzdan, prethodno objavljeni u drugoj publikaciji bez odgovarajućeg citiranja te dijelom ili u cijelosti plagirani.

Recenzentski postupak

Rad se prihvaća za objavljivanje odlukom Uredništva nakon provjere izvornosti sadržaja putem alata Turnitin/Ephorus, procjene odgovara li tematikom koncepciji časopisa te po provedenom recenzentskom postupku na temelju dviju anonimnih pozitivnih recenzija prema uputama Uredništva i u skladu s Pravilnikom o izdavačkoj djelatnosti Filozofskoga fakulteta u Osijeku, vodeći računa o standardima objektivnosti, anonimnosti i povjerljivosti podataka. Kategorizacija radova provodi se prema važećim Uputama za uređivanje i oblikovanje časopisa MZOS-a. Postupak recenziranja i pripreme tekstova za tisak u pravilu traje 10-15 tjedana.

Opseg, izgled i oprema rada

Izvorni znanstveni rad trebao bi obuhvaćati najmanje 12, a najviše 32 kartice (1 kartica = 1 800 znakova s prazninama). Uračunavaju se i bilješke.

Poželjan opseg **prethodnoga priopćenja i preglednog članka** iznosi 12 kartica.

Tip slova: Times New Roman

Veličina slova: 12 (tekst); 11 (sažetak i duži citati); 10 (bilješke na dnu stranice) **Prored:** 1, 5 (tekst), 1,0 (sažetak, duži citati i bilješke)

U zaglavlju rada treba navesti podatke o autoru ili autorima (ime(na) i prezime(na), titule i naziv ustanove u kojoj je autor(i) zaposlen(i), poštansku adresu i adresu e-pošte). Znanstveni rad treba sadržavati uvod, tekst u podnaslovima i zaključak. Uz rad treba dostaviti sažetak na hrvatskome jeziku (najviše 250 riječi) i sažetak na engleskome jeziku. Uz sažetak treba navesti oko pet ključnih riječi, odnosno pojmova koji pomažu u klasifikaciji rada. Radu treba priložiti popis literature.

INSTRUCTIONS TO AUTHORS

Manuscript Submission Policy

Before submitting your manuscript, please ensure that you carefully read and adhere to the guidelines and instructions provided below. Manuscripts not conforming to these guidelines may be returned.

Manuscripts in Croatian, English, Polish, or Hungarian may be submitted via email to anafora@ffos.hr or mailed to the following address: Faculty of Humanities and Social Sciences, L. Jägera 9, 31000 Osijek – with attention to “Uredništvo Anafore” (77A). Manuscripts are not returned. Anafora does not charge article submission or processing fees.

The Editorial Board accepts only unpublished manuscripts. In submitting the manuscript for publication, the authors certify that they agree to the “Author’s Statement on the Copyright Regulations” noted in the Copyright and Related Rights Act (NN 167/03). Thereby the author guarantees that the article presented for publication is an original paper that does not infringe upon any copyright regulations and strictly follows the rules of scientific methodology. In submitting a text for publication, the author conveys to the publisher of the journal the copyright to control the first publication of his/her work and warrants that the material of the paper has neither been published previously nor is it under review for publication elsewhere.

Ethical Standards

In an effort to ensure the highest ethical standards and academic quality, the originality of content of all submissions considered for publication in *Anafora* is verified using Turnitin/Ephorus plagiarism screening service.

In case the Editorial Board has clear evidence of unethical research, or if the material presented in an article is unreliable, has previously been published elsewhere without proper crossreferencing, or constitutes plagiarism, it retains the right to reject a manuscript before submission for peer review or retract an article in accordance to the COPE Retraction Guidelines.

Manuscript Acceptance Policy

Articles that fit the journal's profile are accepted for publication by the Editorial Board subsequent to a verification of the originality of content using Turnitin/Ephorus plagiarism screening service and the anonymous review process conducted by a minimum of two independent academic peers in accordance with the standards of objectivity, anonymity, and confidentiality of information, as well as the guidelines of the Editorial Board and the Ordinance on Publishing Activities of the Faculty of Humanities and Social Sciences in Osijek. The categorization of articles is done according to the current MSES Guidelines for Editing and Formatting Journals. The processing and reviewing procedure generally lasts for 10 to 15 weeks.

Copyright Notice

Copyright for articles published in this journal is retained by the authors, with first publication rights granted to the journal (this applies to both the print and electronic issues). By virtue of their appearance in this open access journal, articles are free to use, with proper attribution.

Manuscript Preparation Guide

Original research articles should have a minimum of 12 and a maximum of 32 pages (1 page=1,800 characters with spaces) including notes. The recommended length for **preliminary communication** and **review articles** is 12 pages.

All submissions in English should adhere to the **MLA documentation style**.

The preferred format for the text and tables of the manuscripts is Word DOC. Please do not assign "styles" to format block quotes, subheads, etc. The default, or "normal," style should be the only style in your manuscript.

Font family: Times New Roman

Font size: 12 (text); 11 (summary and longer quotations); 10 (notes at the bottom of the page)

Line spacing: 1.5 (text), 1.0 (summary, longer quotations, and notes)

The first page of an article published in the journal must contain the following data about the author/authors: name/s and surname/s, academic rank/s, affiliation/s, address/es, and e-mail address/es.

The articles should have an introduction, body divided into sections, and conclusion. In addition to the paper, authors are required to submit a maximum 250 word abstract in English, a summary in either English or Croatian, and provide at least five keywords, that is, notions that will help to classify the paper.