

## INSTRUCTIONS FOR AUTHORS

### About the journal

**The Croatian Review of Rehabilitation Research (Hrvatska revija za rehabilitacijska istraživanja, HRRI)** is an international journal that publishes original research articles, preliminary reports, reviews, technical papers and other contributions in the fields of education-rehabilitation sciences, speech pathology (logopedics), pedagogy, psychology, linguistics and phonetics, clinical sciences, public health, preventive healthcare, interdisciplinary social sciences and humanities; as well as diverse fields of art related to prevention, screening, evaluation, diagnosis and treatment; and education and other modalities of comprehensive support to individuals with diverse developmental and psychophysical disorders and/or behavioural problems.

HRRI is dedicated primarily to the publication of contemporary scientific and technical insights related to inclusive education and rehabilitation of individuals with learning difficulties, intellectual difficulties and pervasive disorders; education and rehabilitation of individuals with visual or auditory damage, motor disorders or chronic disease; complementary and supportive art therapy; speech pathology topics related to disorders of communication, language, speech, voice and swallowing; and topics from social pedagogy and criminology related to behavioural problems.

Manuscripts should be written entirely in British English but can also be written in Croatian, in which case they should be submitted together with a version in British English.

HRRI prefers to publish articles based on empirical studies, but is also pleased to consider theoretical studies, reviews, technical reports, scientific and expert commentaries as well as book reviews.

### Submission and publication fees

HRRI does not charge authors fees for submission, peer review or publication of research articles or other contributions.

### Requirements and instructions for manuscript submission

A fundamental requirement for submitting a manuscript to HRRI is that it has not previously been published nor is it currently under consideration for publication at another journal. Manuscripts should be written entirely in British English but can also be written in Croatian, in which case they should be submitted together.

Manuscripts should be submitted to the journal exclusively on-line via the journal's website (<http://hrri.erf.hr>). Manuscripts sent to the journal's email address will not be considered.

The manuscript should not contain any identifying information related to the author(s), such as author's first and last name, institution of employment, information regarding a project or grant connected to data presented in the manuscript, acknowledgments section revealing author's identifying information, etc. Also, it is necessary to remove author information from the manuscript in Word (in Word, go to FILE, then INFO. Click on CHECK FOR ISSUES, and select INSPECT DOCUMENT from drop down menu. In a window that will appear, check DOCUMENT PROPERTIES AND PERSONAL INFORMATION and then click on INSPECT. When the inspection process is complete, click on REMOVE ALL in DOCUMENT PROPERTIES AND PERSONAL INFORMATION section. Make sure to save changes before closing the manuscript. When you open the manuscript next time, go to FILE > INFO. There should not be any information next to *Author i Last Modified By*.

The first page should contain the title of the manuscript, a summary and keywords. The summary should describe the research problem and objective, study participants, survey instruments and statistical methods used, principal results and, if applicable, possible applications of the results obtained. The summary should be 200-300 words long.

Manuscripts that report the results of empirical studies should generally contain the following sections: Introduction, Objective, Research Problems and Hypotheses, Methods, Results and Discussion, Conclusions, Acknowledgments and References. If the Acknowledgments section contains identifying information, the content of this section should be submitted separately.

The manuscript should be submitted as a Microsoft Word document, and the text should be written in 11-point Calibri font with 1.5-line spacing. All margins should be 2.5 cm, and all pages should be numbered. Sections should not have subheadings, and footnotes should be used only exceptionally. Graphs, tables and other figures should be positioned in the manuscript where they are meant to be displayed upon publication. Manuscripts should be at most 25 pages of text and review articles at most 30 pages, where each page contains 1800 characters with spaces.

## **Citing the literature**

HRRI uses the American Psychological Association reference format (Publication Manual of the American Psychological Association, 6th ed., 2010). Detailed information on citing sources in the text and in the References can be found at [www.apastyle.org](http://www.apastyle.org). All references cited within the text must be included in the References, and vice versa. Care should be taken to ensure that a source is cited with the same information in both places.

Citations should be cited within the text and not in footnotes. In-text citations can take two forms:

### Author (year)

*Example:* Jandrić Nišević (2010) indicates that four behavioural styles characterise a criminal lifestyle...

### (Author, year)

*Example:* ... four behavioural styles characterise a criminal lifestyle (Jandrić Nišević, 2010).

If the cited work has one or two authors, the family names of both authors are used for in-text citations, e.g. Bonetti and Visković (2018) or (Bonetti and Visković, 2018)

If the cited work has 3-5 authors, the family names of all authors are used at the first in-text reference, and then subsequent citations include the family name of only the first author followed by the phrase “et al.”. For example, the first in-text citation may be Zadro, Šimleša, Olujić and Kuvač Kraljević (2016), and subsequent citations would be Zadro et al. (2016).

If the cited work has at least 6 authors, then all in-text citations to the reference should contain the family name of only the first author followed by “et al.”, e.g. Srebačić et al. (2015).

### *Reference format*

The References section contains a list of all references cited in the text, organised in alphabetical order according to the family name of the first author. References with the same first author are listed in chronological order, and references with both the same first author and same year of publication are listed according to how they appear in the text, and a letter is placed after the year to express this sequence (e.g. Bašić 2009a, Bašić 2009b). References should also include the DOI if available.

Different types of references should be formatted as follows:

### Book:

Lebedina Manzoni, M., Lotar M., & Ricijaš N. (2011). *Peer Pressure in Adolescence - Boundaries and Possibilities*. Saarbrücken, Germany: LAP LAMBERT Academic Publishing.

#### Chapter in a book or contribution to conference proceedings:

Arapović, D. (2003). Children with Speech-Language Impairments. In D. Pavličević-Franić & M. Kovačević (Eds.), *Communicative Competence in Language Pluralistic Environment II: Theoretical Considerations and Practice* (pp. 87-93). Zagreb: Naklada Slap and University of Zagreb.

Matić, A., Hržica, G., Kraljević, J. K., & Olujić, M. (2018, January). *Syntactic complexity of spontaneous spoken language of adult Croatian speakers*. Paper presented at the Language in Research and Teaching: 30th International Conference CALS 2016. Retrieved from [https://bib.irb.hr/datoteka/942339.Matic\\_et\\_al\\_2018\\_HDPL.pdf](https://bib.irb.hr/datoteka/942339.Matic_et_al_2018_HDPL.pdf).

#### Article in a journal:

Bonetti, A., & Visković, M. (2018). Effect of inhalant allergies on voice quality in women. *Croatian Review of Rehabilitation Research*, 54(1), 1-9.

#### Master's or doctoral thesis:

Hrastinski, I. (2014). Reading comprehension and language skills of deaf students in Croatia (Doctoral dissertation). Purdue University: West Lafayette, IN.

#### Legal source:

Kazneni zakon. *Narodne novine*, 125/11, 144/12, 56/15, 61/15, 101/17.

Ministry of Families, Veterans and Intergenerational Solidarity (2008). Nacionalni plan aktivnosti za prava i interese djece od 2006 – 2012. Zagreb: Ministry of Families, Veterans and Intergenerational Solidarity, Croatian Government.

#### Website:

Ministry of Science, Education and Sport. *Vodič kroz HNOS za osnovnu školu*. Consulted 12.12.2018. at <http://public.mzos.hr/Default.aspx?sec=2204>.

### **Peer review process**

Upon receiving a submitted manuscript, the Editorial Office conducts an initial assessment of the work's appropriateness for the journal based on the topics addressed as well as the structure and length of the manuscript. If this initial review is positive, the Editorial Office sends the manuscript for double-blind review, in which authors and reviewer remain unknown to one another. Each manuscript is reviewed by at least two reputable researchers in Croatia and abroad. Reviewers do not receive financial compensation, and HRRI tracks their reviewing activity. Since the review process is double-blind, authors should remove any information that may reveal their identity (including names and project information) from the main text, the References, and the metadata ("properties") associated with their manuscript file.

Following peer review, the Editorial Office sends the authors a synthesis of reviewer comments. Authors then send the Editorial Office a new version of the manuscript revised according to the reviews, together with a well-argued explanation of what reviewer comments were accepted and what comments were not. Revisions to the manuscript should be marked in red colour.

On the basis of the peer reviewer comments and the authors' revisions, the Editorial Office decides whether a manuscript will be published and under what category (e.g. original research article, review, preliminary report, technical paper). The Office is not required to explain its decision to publish or reject a given manuscript. In addition, the Office reserves the right to shorten or adapt manuscripts according to general editorial standards.

Authors can send appeals about peer review to the Editor-in-Chief. Appeals are considered by the Editorial Board.

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Authors should use survey instruments and computer software in accordance with relevant regulations. Upon submission, authors should upload a statement confirming that they have legally used survey instruments and computer software.

## **Conflicts of interest**

When they upload a manuscript, authors must also upload a statement that the manuscript has not previously been published or is not currently under consideration for publication in another journal, book or other type of publication. Authors are also required to declare any potential conflicts of interest that may affect the submitted manuscript. More information about ethical principles in publishing can be found on the HRRI website (<http://hrri.erf.hr>).

