

## Guidelines for authors

Papers can be sent either to the Editor-in-Chief or to the Editorial Staff via e-mail, as well as to the mailing address of the Editorial Staff (a printed text accompanied by a CD). It is recommended that the text is written in the *Times New Roman* font, font size 12 pt, line spacing 1,5. In addition to the text, photos and image printouts are accepted. The number of illustrations is limited.

Papers written in Croatian or in some foreign languages are accepted.

### I. Arrangement of the paper

- Title of the paper
- Name and surname of the author(s)
- Name and address (street and city) of the institution at which the author is employed or the author's private address
- E-mail address of the author(s)
- A summary of the paper consisting no more than 1800 characters (with spaces) in the language in which the paper is written
- Keywords (up to 10 words) in the language in which the paper is written
- The text should be written in sequence and without indentations
- Notes in the text should be numbered with Arabic numerals and enclosed at the bottom of the page (footnotes).

The Editorial Staff will provide editing and proofreading of texts, as well as translation of summaries and keywords into English.

### II. Quoting and citing the literature

Bibliography and sources are to be included in the notes (see Section I) and in the references (see Section II).

#### 1. Notes

The notes should be listed at the bottom of each page according to the instructions that follow, whereas in the case of continuous, sequential citing of the same bibliographic unit the term "Ibid." is used. For example:

<sup>1</sup> Jaroslav Šidak, *Kroz pet stoljeća hrvatske književnosti* (Zagreb: Školska knjiga, 1981), p. 17.

<sup>2</sup> Ibid., p. 221.

#### 1.1. Books / monographs

Name and surname of the author; title (in italics); place of publication, publisher and the year of publication (in brackets); number of the page or pages on which the cited information can be found. For example:

<sup>3</sup> Jaroslav Šidak, *Kroz pet stoljeća hrvatske književnosti* (Zagreb: Školska knjiga, 1981), pp. 17–18.

In the next and all subsequent references to this particular book, the author's name, book title (in italics) and page number should be mentioned. For example:

<sup>4</sup> Šidak, *Kroz pet stoljeća hrvatske književnosti*, pp. 17–18, 76 and 143.

#### 1.2. Papers in books of proceedings and book chapters

<sup>5</sup> Neven Budak, "Društveni i privredni razvoj Križevaca do sredine 19. stoljeća," in: Žarko Domljan (ed.), *Križevci. Grad i okolica* (Zagreb: Institut za povijest umjetnosti Sveučilišta u Zagrebu, 1993), pp. 41–49, p. 43.

In the next and all other references to this particular book one should write as follows:

<sup>6</sup> Budak, "Društveni i privredni razvoj Križevaca do sredine 19. stoljeća," pp. 42 and 46–47.

#### 1.3. Journal articles

Name and surname of the author; article title (in quotation marks); journal title (in italics); volume of the journal; number of the journal; place and date of publication (in brackets); page range of the article; number of the page on which the cited information can be found. For example:

<sup>7</sup> Mirjana Gross, "O historiografiji posljednjih trideset godina," *Časopis za suvremenu povijest* 38/2 (Zagreb, 2006), pp. 583–609, pp. 587–588 and 602.

In the next and all other references to this particular article one should write as follows:

<sup>8</sup> Gross, "O historiografiji posljednjih trideset godina," p. 588.

## 1.4. Newspaper articles

<sup>9</sup> Miroslav Krleža, “Lirika Ljube Wiesnera,” *Obzor* 67 (Zagreb, 1926), no. 91 (3<sup>rd</sup> April 1926), pp. 7–10, p. 8.

In the next and all other references to this particular article one should write as follows:

<sup>10</sup> Krleža, “Lirika Ljube Wiesnera,” p. 9.

## 1.5. Digital and online sources (articles)

<sup>11</sup> Marta Gourska, “Hrvatska glazbena umjetnost te njezin razvoj kroz stoljeća,” *Libellarium: journal for the research of writing, books, and cultural heritage institutions* 10/2 (2017). Available at: <http://www.libellarium.org/index.php/libellarium/article/view/320/447> (accessed 2<sup>nd</sup> August 2019).

## 2. References

The references are to be listed at the end of the article. They should be listed in alphabetical order (without numbering).

### 2.1. Books / monographs

Šidak, Jaroslav. 1981. *Kroz pet stoljeća hrvatske književnosti* (Zagreb: Školska knjiga, 1981).

### 2.2. Papers in books of proceedings and book chapters

Budak, Neven. 1993. “Društveni i privredni razvoj Križevaca do sredine 19. stoljeća,” in: Žarko Domljan (ed.), *Križevci. Grad i okolica* (Zagreb: Institut za povijest umjetnosti Sveučilišta u Zagrebu, 1993), pp. 41–49.

### 2.3. Journal articles

Gross, Mirjana. 2006. “O historiografiji posljednjih trideset godina,” *Časopis za suvremenu povijest* 38/2 (Zagreb, 2006), pp. 583–609.

### 2.4. Newspaper articles

Krleža, Miroslav. 1926. “Lirika Ljube Wiesnera,” *Obzor* 67 (Zagreb, 1926), no. 91 (3<sup>rd</sup> April 1926), pp. 7–10.

### 2.5. Digital and online sources (articles)

Gourska, Marta. 2017. “Hrvatska glazbena umjetnost te njezin razvoj kroz stoljeća,” *Libellarium: journal for the research of writing, books, and cultural heritage institutions* 10/2 (2017). Available at: <http://www.libellarium.org/index.php/libellarium/article/view/320/447> (accessed 2<sup>nd</sup> August 2019).

Papers are subject to blind peer review according to the categorisation of corresponding scientific fields. For example, categorisation for the humanities is as follows:

1. Original scientific paper
2. Preliminary communication
3. Review article
4. Professional paper

The first three categories are scientific, and the fourth category is professional.

Each paper is subject to at least two peer reviews. If the opinions of the reviewers on the categorisation of the paper are divided, the Editor-in-Chief will decide on the final evaluation of the paper, whereby he may consult a third peer reviewer, the Editorial Staff or the Editorial Board. If the evaluations of two reviewers differ in more than one degree of categorisation, a third reviewer is certainly consulted.

The journal publishes a list of reviewers who have collaborated in the current issue, with their consent. A reviewer can refuse to have his name published in the journal. The names of the reviewers are never linked to the papers they reviewed.

The journal also publishes papers which are not peer reviewed (conference papers) and other papers (book reviews, reviews).

By submitting their papers to *Cris*, the authors agree that their papers in *pdf* format are displayed on the following websites: Hrčak, Portal of Croatian Scientific and Professional Journals; website of the Historical Society of Križevci.

Authors are kindly asked to consult the Ethics Code of Conduct in Publishing of the Journal *Cris*, which is available on the website <http://hrcak.srce.hr/cris>.

**The submission deadline for the current year is June 30<sup>th</sup>.**