Author and Contributor Guidelines

The Journal of the Institute of Croatian History publishes following categories of papers:

- original research paper
- preliminary communication
- review article
- professional paper
- research note
- conference paper
- scholarly/professional publication of sources.

The author may propose the category of the paper, but the final decision will be made on peer reviewers' suggestions by the Editorial Board. The *Journal of the Institute of Croatian History* also publishes the translations, reviews, reports, written reactions/discussions, notices and any other similar contribution. The already published papers or papers submitted to other journals will not be accepted for publication.

The papers written in Croatian and in several world languages (English, French, German, Italian), as well as in Bosnian, Montenegrin, and Serbian may be submitted for publication. The papers written in Macedonian and Slovenian may also be submitted, and their translation into Croatian will be provided by the Editorial Board. The Editorial Board reserves the right to select from among the submitted papers in foreign languages. The deadline for submission is 1st May for scientific papers, and 1st June for minor contributions.

TECHNICAL GUIDELINES

The paper should be submitted written on personal computer using **MS Word programs** (or other compatible programs), and must be in 12pt **Times New Roman** (i.e. **Times New Roman CE**) **font** with line spacing 1.5 and centered paper title, while the rest of the text should be aligned to both the left and right margins with the first line of each paragraph indented by 5 points (0,5 cm). If the paper makes use of special characters, the appropriate fonts have to be attached.

The paper should be provided with an abstract (up to 1000 characters with spaces) and a longer summary, both written in the language of the paper as well as one written in English, and a bibliography (the guidelines for the bibliographic references see below). The key words and/or expressions in the language of the papers should appear below the summary. Author details (name and surname, institutional affiliation, full postal address and e-mail adress) should be listed in the header at the beginning of the paper.

The manuscript of the paper may be submitted printed, on CD-ROM or attached to the electronic mail message. Any pictures or graphs included in the paper should be submitted as separate files, with the instructions as to where they belong in the text. The papers should be sent to the Editorial Board at the following address: Zavod za hrvatsku povijest (Za Radove), Filozofski fakultet Zagreb, Ivana Lučića 3, HR-10000 Zagreb, Croatia, or electronically to the Editor-in-Chief's e-mail address ivbrcic@ffzg.hr.

GUIDELINES FOR CITATION REFERENCES

The citation references should be listed as footnotes in a numerical order (1,2,3...), divided by the graphical separator from the main body text. They must be in 10pt **Times New Roman** (i.e. **Times New Roman CE**) **font** with the single line spacing and the text aligned to both the left and right margins.

The historiographic works should be referred to in an uniform sequence with the author's or the editor's surname, the publication year, and the page number listed. Two or more citation references in sequence should each be divided with a semicolon. For example:

- Janeković Römer 2007: 118.
- NAZOR & LADIĆ 2003: 56.
- JAKIĆ-CESTARIĆ 1972: 132; KARBIĆ 2000: 45.
- TANZLINGHER-ZANOTTI, fol. 45'.

If two or more authors with the same surname are listed in the citation references, the initials of their forenames should be placed before their surnames. For example:

- V. KLAIĆ 1978: 24.
- N. KLAIĆ 1975: 37.

If a journal's nominal publication year differs from the actual, both years are to be listed with the actual given in brackets after the nominal. For example:

- KUNTIĆ-MAKVIĆ 2006 (2008): 244.

If two or more works by the same author and published in the same year are cited, they should be marked by adding a small letter in alphabetic order after the publication year. For example:

- MARGETIĆ 2005A: 720.
- MARGETIĆ 2005b: 95.

The works of ancient authors may be referred to directly, with the abbreviated Latin form of the author's name, the abbreviated title of the work, and with the numerical indication of the cited place in the work. For example:

- *Xen. Anab.* I, 8.
- *Verg. Aen*. I, 335.

If short abbreviations of certain valuable old works are common in the scientific literature, they may also be used in citation references. For example:

- *Const. Porph. De admin. imp.* 29, 80-81 (140) **or** *DAI* 29, 80-81 (140).
- *Thom. Arch.* X **or** *HS* X.

Archival and manuscript sources may be cited in the following way:

- Državni arhiv u Zadru, Općina Korčula, 28/53.6, fol. 20v.
- Bibliothèque national de France, MS lat. 12947, fol. 1r.

GUIDELINES FOR BIBLIOGRAPHIC REFERENCES

Book

JANEKOVIĆ RÖMER, Zdenka. 2007. *Maruša ili suđenje ljubavi. Bračno-ljubavna priča iz srednjovjekovnog Dubrovnika*. Zagreb: Algoritam.

NAZOR, Ante, Zoran LADIĆ. 2003. *Povijest Hrvata: ilustrirana kronologija. / History of Croatians: illustrated chronology*. Zagreb: Multigraf.

Ancient Author's Work

Marcellinus 2006: *Marcellini viri clarissimi comitis Chronicon – Prejasni muž komes Marcelin, Kronika*. H. Gračanin, B. Kuntić-Makvić [Biblioteka Latina & Graeca XXXVI]. Zagreb: Latina & Graeca.

If studies and/or commentary in the edition of an ancient author's work are used:

KUNTIĆ-MAKVIĆ, Bruna. 2006. Kronika komesa Marcelina kao istraživački izazov. In *Marcelin* 2006: 55-71

Journal Paper

JAKIĆ-CESTARIĆ, Vesna. 1972. Etnički odnosi u srednjovjekovnom Zadru prema analizi osobnih imena. *Radovi Instituta JAZU u Zadru* 19: 99-170.

If the issue number differs from the volume number:

BENYOVSKY, Irena. 2005. Gospodarska topografija Trogira u srednjem vijeku. *Povijesni prilozi* 24/28: 23-44.

If the nominal publication year differs from the actual:

KUNTIĆ-MAKVIĆ, Bruna. 2006 (2008). Pisani izvori u službi arheološkog istraživanja. *Scripta et effosiones*: nastava. *Opuscula archaeologica* 30: 225-267.

Paper in a Proceeding Publication/Festschrift

MATIJEVIĆ SOKOL, Mirjana. 2005. Splitski srednjovjekovni književni krug. In *Raukarov zbornik*, ed. Neven Budak, 157-173. Zagreb: Filozofski fakultet Sveučilišta u Zagrebu, FF press, Odsjek za povijest.

If two or more papers in the same proceeding publication/Festschrift are used:

LEVAK, Maurizio. 2005. Tragovi društvenog ustroja istarskih Slavena u ranom srednjem vijeku. In BUDAK 2005: 55-73.

BUDAK, Neven (ur.). 2005. *Raukarov zbornik*. Zagreb: Filozofski fakultet Sveučilišta u Zagrebu, FF press, Odsjek za povijest.

If a proceeding publication/Festschrift has two or more editors:

JOVANOVIĆ, Neven. 2009. Avaritia i inflacija: percepcije ekonomskih pojava u preambuli *Edikta o cijenama*. In CAMBI, BELAMARIĆ I MARASOVIĆ 2009: 553-580.

CAMBI, Nenad, Joško BELAMARIĆ, Tomislav MARASOVIĆ (eds.). 2009. *Dioklecijan, tetrarhija i Dioklecijanova palača o 1700. obljetnici postojanja - Zbornik radova / Diocletian, Tetrarchy and Diocletian's palace on the 1700th Anniversary of Existence - Proceedings* [Biblioteka knjiga Mediterana 54]. Split: Književni krug.

Newspaper Article

RAPANIĆ, Željko. 1988. Prior Formin i njegove žene. *Slobodna Dalmacija*, 30 December 1988.

Encyclopedic and Lexicon Articles

Enciklopedija Jugoslavije, 2nd ed., s. v. „Hrvati".
ŠIDAK, Jaroslav. „Hrvati. Historija". In *Enciklopedija Jugoslavije*, 2nd ed.
Leksikon antičkih autora. 1996. Edited by Dubravko Škiljan. Zagreb: Latina & Graeca, Matica hrvatska.

Unpublished manuscripts and Archival Sources

Bibliothèque national de France, MS lat. 12947.
Državni arhiv u Zadru. Općina Korčula. Box 28.

MA or PhD Theses

KARBIĆ, Damir. 2000. *The Šubići of Bribir: A Case Study of a Croatian Medieval Kindred*. Ph.D. diss., Central European University.

Conference Lecture

NIKOLIĆ, Zrinka. 2004. Obitelji zadarskih nadbiskupa od 12. do 14. stoljeća. Lecture held at the Scientific Conference Sedamnaest stoljeća zadarske Crkve, Zadar, 16-18 November 2004.

Electronic Documentation

Corpus Scriptorum Latinorum. Baza podataka latinskih pisaca http://www.forumromanum.org/literature/index.html. (retrieved 30 July 2008).
BUKLIJAŠ, Tanja. 2002. Kuga: nastajanje identiteta bolesti. *Hrvatska revija* 2/2: 90-95 http://www.matica.hr/HRRevija/revija 052.nsf/AllWebDocs/kuga (retrieved 30 July 2008).

If two or more works by the same author and published in the same year are cited:
MARGETIĆ, Lujo. 2005a. Brak na bosanski način ("si sibi placuit"). *Zbornik Pravnog fakulteta u Zagrebu* 55/3-4: 717-731.
MARGETIĆ, Lujo. 2005b. Etnogeneza Slavena. *Rad Hrvatske akademije znanosti i umjetnosti* 43: 89-143.

The authors should list separately the abbreviations used in the text, and the abbreviations should be formed according to the standard literature.
The detailed guidelines can be found at the website of the *Journal of the Institute of Croatian History* at http://www.ffzg.hr/pov/pov2/file.php?folder=3zavod&file=radovi_index.

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