

Guidelines for References

In published works *Arhivski vjesnik* uses citation based on the manual published by the University of Chicago, *The Chicago Manual of Style: Seventeenth Edition* (2017). The basic principles of the citation are shown below, whereas for any possible doubts it is necessary to consult the aforementioned issue of *The Chicago Manual of Style*.

Sources list at the end of the paper's text is possible to include in one of the following categories: **Archival material; Official bulletins and newspapers; Bibliography.**

Archival material

Archival material includes archival fonds and collections kept in archival or other institutions responsible for keeping archives (such as the Croatian State Archives, State Archives in Zagreb, State Archives in Dubrovnik, the Croatian Academy of Sciences and Arts, Archives of Yugoslavia etc.), as well as records kept in registries (in ministries and other institutions).

Reference number and abbreviation of fonds/collections, if any, are used in footnotes. Reference number and/or title are used for fonds'/collection's component parts (series/subseries/files/documents) to the extent that would be necessary to identify the archival unit.

If necessary, besides that, the time when the archival unit was created is also referred (date, year, year frame etc.). At the end of the line the number of storage units (bundle, box, etc.) can also be referred in the brackets and it is advisable to refer it in cases of insufficient archival structure of the archival material.

Every fonds or collection in the sources list should have: 1) fonds' or collection's reference number 2) fonds' or collections' title 3) fonds' or collection's abbreviation (if any).

Footnotes:	HR-HDA-79. UOZV, 3-8, 6301/1888-20588/1889.
Sources list:	HR-HDA-79. Zemaljska vlada, Odjel za unutarnje poslove (UOZV).
Footnotes:	HR-HDA-215. MDR NDH, dossier Diskontna banka d.d. Zagreb, letter from Ministarstvo trgovine i industrije, no. VI. 3481 from 26 November 1920 (box 272).
Sources list:	HR-HDA-215. Ministarstvo državne riznice NDH (MDR NDH).
Footnotes:	HR-HDA-620. NBJ, CZ, SLSP, 8. 38. Diskontna banka d.d. Zagreb, letter from Diskontna banka from 10 February 1947 to Ministarstvo financija NRH and Ministarstvo financija FNRJ (box 210).
Sources list:	HR-HDA-620. Narodna banka Jugoslavije. Centrala Zagreb. Služba likvidacije starih poslova (NBJ, CZ, SLSP).

Footnotes:	HR-HDA-967. SORIS, 2.1.2. Kulturno-prosvjetna djelatnost iseljenika u SAD-u (box 30).
Sources list:	HR-HDA-967. Savez organizacija iseljenika (SORIS).
Footnotes:	HR-HDA-1059. Matasović Josip, 6.1. Ravnatelj Državnog arhiva u Zagrebu, Službovanje, Zapisnik o primopredaji dužnosti, no. 96/1941 (box 33).
Sources list:	HR-HDA-1059. Matasović Josip.
Footnotes:	HR-HDA-1081. Sabor SRH, 11.4.1. Zapisnici i materijali za sjednice Predsjedništva Sabora 1970.-1974 (box 362).
Sources list:	HR-HDA-1081. Sabor SRH.
Footnotes:	HR-HDA-1355. Zbirka Emigracija, inv. no. 548, Statistički iskaz iseljenih za 1928.
Sources list:	HR-HDA-1355. Zbirka Emigracija.
Footnotes:	HR-HDA-AHAZU-2. JAZU, letter no. 254 from 20 December 1880 to Visoki kr. Vladin odjel za bogoštovlje i nastavu (box 27).
Sources list:	HR-AHAZU-2. Jugoslavenska akademija znanosti i umjetnosti (JAZU).

In the sources list the used archives must be grouped according to their affiliation to an archival or other institution keeping them, such as:

Sources list:	Croatian State Archives HR-HDA-79. Zemaljska vlada, Odjel za unutarnje poslove (UOZV). HR-HDA-215. Ministarstvo državne riznice NDH (MDR NDH).
	Croatian Academy of Sciences and Arts HR-AHAZU-2. Jugoslavenska akademija znanosti i umjetnosti (JAZU).

In certain cases, such as microfilms, the information in the sources list is referred in the same manner, but additional information, without which search would be more difficult, is given in footnotes, e.g. the current page in *Registry of Death* (MKU), from the *Collection of Microfilmed Registries and Family Lists* (ZB MK).

Footnotes:	HR-HDA-1448. ZB MK, ZM-34/341, Zagreb, župa sv. Marka, MKU 1894.-1897, p. 395.
Sources list:	HR-HDA-1448. Zbirka mikrofilmova matičnih knjiga i popisa obitelji (ZB MK).

If the institution responsible for keeping archives does not have its reference number and/or reference number conferred to its fonds/collections, a full name of the institution and a list of used fonds and collections are referred in the sources list, preferably with abbreviations that will be used in footnotes. Besides the name of the institution and of the collection/fonds, footnotes also refer the inventory number of the consulted item.

Footnotes:	MK, UZKB-F, inv. no. 771 and 772.
Sources list:	<i>Ministarstvo kulture</i> Fototeka uprave za zaštitu kulturne baštine (MK, UZKB-F).

Regarding museum institutions whose objects (in this case primarily documents) are arranged in several collections, the name of the belonging collection must be referred in the sources list (including the case when an unbroken line of inventory numbers is used in labelling objects/documents).

Besides the name of the museum and of the collection, footnotes refer also the inventory number of the object (document).

Footnotes:	Muzej grada Zagreba, Zbirka fotografija, fotografskog pribora i razglednica, MGZ 4856.
Sources list:	<i>Muzej grada Zagreba</i> Zbirka fotografija, fotografskog pribora i razglednica (MGZ).

Official bulletins and newspapers

1. Official bulletins

Official bulletins can include texts from *Narodne novine*, *Službeni list*, *Euralex*, the official online bulletin of the European Union, as well as other publications in which state and international administrative or other bodies publish official or legally binding information.

Footnotes refer the title of the text published in the official bulletin, the abbreviation of the bulletin, number and year of publication (according to examples below).

The sources list refers: 1) full title of the official bulletin (in italics), 2) bulletin's headquarters (in brackets) and 3) individual years or year frame to which the author referred in his article.

Footnotes:	Poziv na 9. redovitu glavnu skupštinu Trgovačke banke, NN 29/1929. Zakonska odredba o dužnostima i pravima povjerenika imenovanih kod privrednih poduzeća, NN 29/1941. Likvidacije, NN 80/1946.
Sources list:	<i>Narodne novine</i> (Zagreb), 1929, 1941, 1946.
Footnotes:	Uredba o drugoj izmjeni i dopuni Uredbe o reviziji dozvola za rad i likvidaciji privatnih kreditnih poduzeća, SL 96/1947. Pravilnik o postupku likvidacije privatnih kreditnih poduzeća (pročišćeni tekst), SL 3/1948.
Sources list:	<i>Službeni list</i> (Beograd), 1947-1948.

If it concerns an edition only available in the electronic form, the footnote must have information on the date when it was accessed, as well as the URL.

Footnotes:	Uredba (EU) br. 910/2014 Europskog parlamenta i Vijeća od 23. srpnja 2014. o elektroničkoj identifikaciji i uslugama povjerenja za elektroničke transakcije na unutarnjem tržištu i stavljanju izvan snage Direktive 1999/93/EZ, <i>Službeni list Europske unije</i> , pristupljeno 31. srpnja 2018, https://eur-lex.europa.eu/legal-content/HR/TXT/PDF/?uri=CELEX:32014R0910&from=EN Pravilnik o postupku likvidacije privatnih kreditnih poduzeća (pročišćeni tekst).
Sources list:	<i>Službeni list Europske unije</i> (Bruxelles), 2014.

2. Newspapers

For newspaper articles without an author i.e. in daily and weekly newspapers, the footnote must refer: title of the article or the beginning of the text if no title is available, title of the periodical publication (in italics), volume, number, date of publication and page span (according to examples below).

The sources list does not cite this kind of newspaper article (i.e. without an author), but only the information on the periodical publication within the entry *Official bulletins and newspapers*, alphabetically, together with official bulletins. The information referred includes: title of the periodical publication (in italics), place of issue (in brackets) and the year frame to which the author referred in his article.

Footnotes:	Iz sudnice, <i>Obzor</i> 1, no. 120 (22 December, 1871): p. 3. Proslava na piramidi, <i>Hrvatski planinar</i> 20, no. 8, 9 and 10 (1924): p. 173. Oglasi: Ivan Ad. Standl, svjetlopisac u Ilici no. 750, <i>Domobran</i> 2, no. 267 (21 November 1865): p. 4, no. 270 (24 November 1865): p. 4, no. 274 (29 November 1865): p. 4.
Sources list:	<i>Domobran</i> (Zagreb), 1865. <i>Hrvatski planinar</i> (Zagreb), 1924. <i>Obzor</i> (Zagreb), 1871.

3. Bibliography

Bibliography needs to include all texts (except newspaper articles without an author and announcements in official bulletins) and publications for which the following textual information can be ascertained: 1) Author or editor, title and 2) Public location of the issue (publisher, place, year, URL/DOI etc.). This category mostly consists of books by a single or several authors, chapters in edited books, articles in journals, texts published online, finding aids etc. but it can also include sound or pictorial publications if their information on author, title and publishing location is referred in textual form, such as a gramophone record, art monography or pictorial calendar.

Citing this sort of work has three types of referring a bibliographical unit: 1) first bibliographical description in the footnote; 2) second and every following citing in the footnote; 3) bibliographical description in the bibliography.

Example of citing *a book by a single author*:

Footnotes:	1. Adolf Hudovski, <i>Zagreb i okolica: Kažiput za urodjenike i strance</i> (Zagreb: Tisak dioničke tiskare, 1892), pp. 12-13. 2. Hudovski, <i>Zagreb i okolica</i> , p. 22.
Sources list:	Hudovski, Adolf. <i>Zagreb i okolica: Kažiput za urodjenike i strance</i> . Zagreb: Tisak dioničke tiskare, 1892.

Example of citing *an edited book*:

Footnotes:	1. Zoran Pjanić, <i>Ekonomski leksikon</i> (Beograd: Savremena administracija, 1975), p. 75. 2. Pjanić, <i>Ekonomski leksikon</i> , p. 75.
Sources list:	Pjanić, Zoran, ur. <i>Ekonomski leksikon</i> . Beograd: Savremena administracija, 1975.

Example of citing *a chapter in a book/edited book*:

Footnotes:	1. Melina Lučić, "Osobni arhivski fondovi i specijalizirani arhivi na primjeru književnika," in <i>Radovi 46. savjetovanja hrvatskih arhivista: Specijalizirani arhivi i zbirke gradiva izvan arhiva</i> , ed. Silvija Babić (Zagreb: Hrvatsko arhivističko društvo, 2012), pp. 77-78. 2. Lučić, "Osobni arhivski fondovi," p. 80.
Sources list:	Lučić, Melina. "Osobni arhivski fondovi i specijalizirani arhivi na primjeru književnika." In <i>Radovi 46. savjetovanja hrvatskih arhivista: Specijalizirani arhivi i zbirke gradiva izvan arhiva</i> , ed. Silvija Babić, pp. 75-86. Zagreb: Hrvatsko arhivističko društvo, 2012.

Example of citing *an article in a periodical publication*:

Footnotes:	1. Franjo Rački, "Staro-hrvatski glagolski nadpis u crkvi sv. Lucije kod Baške na Krku," <i>Starine</i> 7 (1875): pp. 134-135. 2. Rački, "Staro-hrvatski glagolski nadpis," p. 135.
Sources list:	Rački, Franjo. "Staro-hrvatski glagolski nadpis u crkvi sv. Lucije kod Baške na Krku." <i>Starine</i> 7 (1875): pp. 130-163.

Footnotes:	1. Laura Millar, "The Spirit of Total Archives: Seeking a Sustainable Archival System," <i>Archivaria</i> no. 47 (Spring 1999): pp. 46-47. 2. Millar, "The Spirit of Total Archives," p. 47.
Sources list:	Millar, Laura. "The Spirit of Total Archives: Seeking a Sustainable Archival System." <i>Archivaria</i> no. 47 (Spring 1999): pp. 46-65.
Footnotes:	1. Max Plassman, "Das dokumentationsprofil für Archive wissenschaftlicher Hochschulen," <i>Archivar</i> 62, no. 2 (2009): p. 135. 2. Plassman, "Das dokumentationsprofil," p. 135.
Sources list:	Plassman, Max. "Das dokumentationsprofil für Archive wissenschaftlicher Hochschulen." <i>Archivar</i> 62, no. 2 (2009): pp. 132-137.

Example of citing *an encyclopaedia/dictionary entry or a lexicon*:

Footnotes:	1. "Bosiljevac, Drago," in <i>Hrvatska enciklopedija: 2: Be-Da</i> , ed. Dalibor Brozović (Zagreb: Leksikografski zavod „Miroslav Krleža”, 2000), p. 251. 2. "Bosiljevac, Drago."
Sources list:	"Bosiljevac, Drago." In <i>Hrvatska enciklopedija: 2: Be-Da</i> , ed. Dalibor Brozović, p. 251. Zagreb: Leksikografski zavod Miroslav Krleža, 2000.
Footnotes:	1. Anđelka Stipčević-Despotović, "Bartulica, Milostislav," in <i>Hrvatski biografski leksikon: 1: A-Bi</i> , ed. Ivo Cecić (Zagreb: Jugoslavenski leksikografski zavod, 1983), pp. 494-495. 2. Stipčević-Despotović, "Bartulica, Milostislav," p. 494.
Sources list:	Stipčević-Despotović, Anđelka. "Bartulica, Milostislav." In <i>Hrvatski biografski leksikon: 1: A-Bi</i> , ed. Ivo Cecić, pp. 494-495. Zagreb: Jugoslavenski leksikografski zavod, 1983.
Footnotes:	1. Richard Pearce-Moses, <i>A Glossary of Archival and Records Terminology</i> (Chicago: The Society of American Archivists, 2005), s. v. authenticity. 2. Pearce-Moses, s.v. authenticity.
Sources list:	Pearce-Moses, Richard. <i>A Glossary of Archival and Records Terminology</i> . Chicago: The Society of American Archivists, 2005.

Example of citing a *printed (published) finding aid* (inventory, guide etc.):

Footnotes:	1. Marijan Bosnar, <i>Osobni arhivski fond Rudi Supek: analitički inventar</i> (Zagreb: Hrvatski državni arhiv, 2010), pp. 15-17. 2. Bosnar, <i>Osobni arhivski fond Rudi Supek</i> , p. 10.
Sources list:	Bosnar, Marijan. <i>Osobni arhivski fond Rudi Supek: analitički inventar</i> . Zagreb: Hrvatski državni arhiv, 2010.

Footnotes:	1. Slavica Pleše, <i>Pravila društava 1845.-1945.: tematski vodič</i> (Zagreb: Hrvatski državni arhiv, 2000), pp.12-13. 2. Pleše, <i>Pravila društava</i> , p. 14.
Sources list:	Pleše, Slavica, ur. <i>Pravila društava 1845.-1945.: tematski vodič</i> . Zagreb: Hrvatski državni arhiv, 2000.

Certain sources have two or more authors i.e. editors and the imprint can state several publishers or several places of issue. Bibliography should refer full name of every author and/or editor of a publication. The initials can be used only if it is not possible to ascertain the full name of the author. In footnotes it is customary to refer up to three authors i.e. editors and for four or more of them only the first one is referred with an observation *et al.* When the imprint has more than one place of issue or more than one publisher, only the first place of issue i.e. the first editor is stated, while the rest of them are omitted.

Examples of *two and more authors* (book by two or several authors, chapter in a book/edited book, periodical publication etc.):

Footnotes:	1. Michael Cook and Margaret Procter, <i>A Manual of Archival Description</i> (Aldershot: Gower, 1993), pp. 60-65. 2. Cook and Procter, <i>A Manual of Archival Description</i> , p. 62.
Sources list:	Cook, Michael, Margaret Procter. <i>A Manual of Archival Description</i> . Aldershot: Gower, 1993.
Footnotes:	1. Ivan Radoš and Tomislav Šulj, "Prikupljanje i vrednovanje memoarskog gradiva iz Domovinskoga rata," in <i>49. savjetovanje hrvatskih arhivista: Arhivi i Domovinski rat: 26.-28. listopada 2016.: Plitvice</i> , ed. Silvija Babić (Zagreb: Hrvatsko arhivističko društvo, 2016), pp. 53-64. 2. Radoš i Šulj, "Prikupljanje i vrednovanje," p. 53.
Sources list:	Radoš, Ivan, Tomislav Šulj. "Prikupljanje i vrednovanje memoarskog gradiva iz Domovinskoga rata." In <i>49. savjetovanje hrvatskih arhivista: Arhivi i Domovinski rat: 26.-28. listopada 2016.: Plitvice</i> , ed. Silvija Babić, pp. 53-64. Zagreb: Hrvatsko arhivističko društvo, 2016.
Footnotes:	1. Arian Rajh et al., "Koncept rješenja za osiguranje i očuvanje vjerodostojnosti zapisa u upravnim organizacijama prilikom razvoja državnog računalnog oblaka i državnog digitalnog oblaka," <i>Arhivski vjesnik</i> 61 (2018): pp. 69-88. 2. Arian Rajh et al., "Koncept rješenja," p. 71.
Sources list:	Rajh, Arian, Hrvoje Stančić, Bojan Romčević, Marin Vitaljić. "Koncept rješenja za osiguranje i očuvanje vjerodostojnosti zapisa u upravnim organizacijama prilikom razvoja državnog računalnog oblaka i državnog digitalnog oblaka." <i>Arhivski vjesnik</i> 61 (2018): pp. 69-88.

For editions available or exclusively available *in electronic form* the footnote must refer: author of the text, title of the text, title of the website, publication date, as well as access date and URL or DOI. In cases when this information is not available, it is necessary to add only the information available on the website:

Footnotes:	1. Rafał Kuchta, "The hash – a computer file's digital fingerprint," <i>Newtech.law</i> , 9. September 2017, accessed on 4 April 2018, https://newtech.law/en/the-hash-a-computer-files-digital-fingerprint/ .
	2. Kuchta, "The hash."
Sources list:	Kuchta, Rafał. "The hash – a computer file's digital fingerprint." <i>Newtech.law</i> , 9 September 2017. Accessed on 4 April 2018, https://newtech.law/en/the-hash-a-computer-files-digital-fingerprint/
Footnotes:	1. "Ivan Lupis Vukić," <i>Wikipedija</i> , accessed on 30 July 2018, https://hr.wikipedia.org/wiki/Ivan_Lupis_Vuki%C4%87 .
	2. "Ivan Lupis Vukić."
Sources list:	"Ivan Lupis Vukić." <i>Wikipedia</i> . Accessed on 30 July 2018. https://hr.wikipedia.org/wiki/Ivan_Lupis_Vuki%C4%87 .
Footnotes:	1. "Lupis-Vukić, Ivan Florio," <i>Hrvatska enciklopedija</i> , Leksikografski zavod Miroslav Krleža, accessed on 30 July 2018, http://www.enciklopedija.hr/natuknica.aspx?id=37588 .
	2. "Lupis-Vukić, Ivan Florio."
Sources list:	"Lupis-Vukić, Ivan Florio." <i>Hrvatska enciklopedija</i> . Leksikografski zavod Miroslav Krleža. Accessed on 30 July 2018. http://www.enciklopedija.hr/natuknica.aspx?id=37588 .

Example of citing works available *as manuscripts* (doctoral thesis, archival finding aid, lecture etc.):

Footnotes:	1. Hrvoje Stančić, "Teorijski model postojanog očuvanja autentičnosti elektroničkih informacijskih objekata," (doctoral thesis, University of Zagreb, 2005), pp. 31-32.
	2. Stančić, "Teorijski model," p. 32.
Sources list:	Stančić, Hrvoje. "Teorijski model postojanog očuvanja autentičnosti elektroničkih informacijskih objekata." Doctoral thesis, University of Zagreb, 2005.
Footnotes:	1. Milan Pojić, "HR-HDA-223. Ministarstvo unutarnjih poslova NDH (1941-1945)," (summary inventory of fonds, Hrvatski državni arhiv, Zagreb, 1993), pp. 2-3.
	2. Pojić, "HR-HDA-223," p. 3.
Sources list:	Pojić, Milan. "HR-HDA-223. Ministarstvo unutarnjih poslova NDH (1941-1945)." Summary inventory, Hrvatski državni arhiv, Zagreb, 1993.

Footnotes:

1. Arian Rajh, “The problem of maintaining and providing authenticity in the transition from Producer to Archive,” (lecture with presentation held at Oslo and Akershus University College, 24 October 2016), doi:10.13140/RG.2.2.29500.64640.

2. Rajh, “The problem of maintaining and providing authenticity.”

Sources list:

Rajh, Arian. “The problem of maintaining and providing authenticity in the transition from Producer to Archive.” Lecture with presentation held at Oslo and Akershus University College, 24 October 2016. doi:10.13140/RG.2.2.29500.64640.