

INSTRUCTIONS FOR AUTHORS

1. Focus of the Journal

Acta Iadertina is a scientific journal published by the Department of Pedagogy and the Department of Philosophy of the University of Zadar. It publishes works within the field of pedagogy and philosophy, as well as interdisciplinary works within related social sciences and humanities. Since 2003/2004, the journal has been published as a yearbook, while from 2014/2015 it is published twice a year. The journal has an international editorial board. It is published in a printed version and in an electronic form available on platforms such as Morepress (<https://morepress.unizd.hr/journals/index.php/actaiadertina>) and Hrčak (<https://hrcak.srce.hr/actaiadertina>)

All received papers are subject to a review process. Reviewers are scientists from the field (or branch) that the author(s) of the article write about. In doing so, double-blind reviews are carried out.

The reviewed articles are categorized into the following categories:

- **Original scientific paper** contains hitherto unpublished original research presented in an objectively verifiable manner.
- **Preliminary report** contains new results of (scientific) research, which require rapid publication. It does not have to enable verification of the presented results.
- **Review** must be an original, concise, and critical presentation of an area, or one of its parts, in which the author(s) themselves actively participate. The role of the author's original contributions in the field in relation to already published works must be emphasized, as well as an overview of these works.
- **Conference paper**, previously presented at a conference, must be pub-

lished in the form of a complete article and only if it was not previously published in an anthology or a collection of the conference. **Note for authors:** if they are sending a work that has already been presented, it is necessary to provide general information about the conference such as name, date, and venue, which can be mentioned in a footnote or similar.

- **Professional paper** contains useful contributions from a specific profession and does not have to represent original research.

The journal also publishes reviews of domestic and foreign editions, not older than four years, counting up to the day of receipt of the review by the Editorial Office. On the first page, the name and surname of the author of the presented work, the title of the work (subtitle) and the following information are given: name of the publisher, place of publication, year of publication and number of pages.

The editorial board accepts unpublished manuscripts only. Authors are obliged to submit a statement that the same work or the same work in abbreviated or extended form has not been previously published.

Along with the forwarded work, the following information about the author(s) must be provided in a separate document: Title of the work, first and last name of the author, title, institution of employment and an e-mail address, and a statement that the work has not been previously published.

Authors can submit their manuscripts prepared for publication in the journal *Acta Iadertina* throughout the year, only in the digital form via e-mail: acta.iadertina@unizd.hr, or via Morepress, the publishing platform of the University of Zadar (<https://morepress.unizd.hr/journals/index.php/actaia-dertina/about/submissions>).

By giving their consent to publication, the authors give the magazine the right of first publication, retaining the copyright for the published works.

The views and opinions of the authors do not reflect the views and opinions of the Editorial Board.

The authors of the article will receive one copy of the issue of *Acta Iadertina* in which their work was published.

2. Paper Acceptance Procedure

All papers undergo a first editorial check in order to assess the compliance of the work with the goals and thematic areas of the journal, and to meet the criteria of scientific/professional quality. All papers that pass the first editorial review are subject to a double-blind review process.

According to the evaluation of the reviewers, the work is sent back to the address of the Editorial Board, which forwards the recommendations of the reviewers to the author(s) of the work. The author/s should act according to the instructions of the reviewers and edit the entire text according to the propositions of the journal. In the revised version of the work, according to the recommendations of the reviewers, the author/s mark the changes in red and send a statement about the changes made in a separate Word document, in which they state which recommendations of the reviewers were taken into account and how, and which ones were not, with an explanation.

The final decision on the category of the work is made by the Editorial Board on the basis of reviews.

The work can be published only if, according to the assessment of both reviewers, it is accepted for publication and the author/s implement possible changes according to the recommendations of the reviewers.

Verification of the originality of the work – all received works are subjected to detection of concordance with the existing literature using the Turnitin system. In case of suspicion of plagiarism and redundancy, the Editorial Board will act in accordance with the recommendations of the international Association for Ethics in Publishing (COPE): <https://publicationethics.org/resources/flowcharts>.

3. Editing Instructions

The paper should be organized according to the following propositions:

Abstract - the paper should be accompanied by an *Abstract* and *Keywords* (from three up to the maximum of six key words that are not contained in the title of the paper) in Croatian and English. The abstract should be between 200 and 300 words long and refer to the aim of the work, the methodology used and the results obtained.

Text - Word document, double spaced (30 lines per page) in standard computer font *Times New Roman* and font size 12. All pages should be properly numbered. The editorial board reserves the right to adapt the manuscript to the journal's propositions and the standards of the Croatian/English language. Articles can be written in Croatian or English with a summary in both Croatian and English. The preferred length of scientific and professional papers (including an abstract with highlighted keywords, bibliography, and spaces for tabular/graphic displays) is between one and two author sheets (from 16 to 32 typed pages). In agreement with the editor-in-chief, the scope of the article may be larger. The first page of the work should contain the title of the work written in capital letters, the name(s) and surname(s) of the author, the name of the institution and/or its component where the author(s) is employed, and the contact e-mail address.

Graphical representations - images, graphical representations and tables must be expressed in black, white and gray tones and be located in the appropriate place in the text. Each image, graphic representation and table must have the label "Figure/Diagram/Table", followed by a numbering starting from the first to the last attachment of that type in the text. The titles of figures and graphics should be placed below the figures and graphics, while the titles of the tables should be above the tables.

Referencing and literature - the Harvard system of referencing and citing bibliographic units is applied.

If the work mentions other people's thoughts, sentences or phrases, the source must be cited directly in the text. Direct citation, i.e., **quoting**, implies placement of quotation marks, followed by a reference in parentheses, for example: (Bašić, 2011: 19). Stating a factual statement that is not generally known, with the fact that the author of such a statement is a certain person (**paraphrasing**) implies retelling the text in one's own words, followed by a reference in parentheses, for example: (Bašić, 2011). When citing a source that has more than two authors, it is necessary to state the last name of the first author and the abbreviation *al.*, for example (Matijević et al., 2016). If several works by the same author with the same year of publication are cited, the subclassification a, b, c, etc. is used after the year of publication, which is later cited identically in the list of references, for example: Jurčić (2015b). When searching and collecting literature, it is recommended to primarily use primary sources. However, if the source is unavailable, and

it is mentioned in a secondary source, it is recommended to cite it in the following way: (Zachary, 2000 cited in Vizek Vidović et al., 2011).

In the reference list, it is necessary to include only those bibliographic units based on which the paper was written and to which the author directly refers in the text. The list of all bibliographic units in the literature must be numbered and listed in alphabetical order by the author's last name. For online sources, the date of download of the source must be specified.

Examples of referencing:

- **A book**

Slunjski, E. (2015). *Izvan okvira*. Zagreb: Element d.o.o.

- **A chapter in a book**

Bašić, S. (2015). Svrha i osnovna obilježja pedagoškog odnosa. In: S. Opić, V. Bilić, M. Jurčić (ur.), *Odgoj u školi*. (11-44). Zagreb: Učiteljski fakultet Sveučilišta u Zagrebu.

- **Article in a journal**

Vrcelj, S. (2016). Izazovi kojima su pedagozi izloženi u savjetodavnom radu – globalizacijski kontekst i (anti)vrijednosti, *Školski vjesnik*. 65 (4): 59-74.

- **Article in a collection/anthology**

Nenadić Bilan, D. (2014). Kreativnost u Reggio pedagogiji. U: R. Bacalja, K. Ivon (ur.). *Dijete i estetski izričaj* (7-36). Zadar: Sveučilište u Zadru, Odjel za izobrazbu učitelja i odgojitelja.

- **MA or PhD thesis**

Bognar, B. (2008). *Mogućnost ostvarivanja uloge učitelja – akcijskog istraživača posredstvom elektroničkog učenja*. Doktorski rad. Filozofski fakultet Sveučilišta u Zagrebu.

- **Web sources** (stated at the end of the reference list)

URL1: *Osiguranje kvalitete sustava odgoja i obrazovanja* – Ministarstvo znanosti i obrazovanja. mzo.hr/hr/rubrike/osiguranje-kvalitete: Posjećeno 19. ožujka 2018.

Note: Authors are recommended to use both scientific and professional sources indexed in the SCOPUS and WoS databases when writing the paper.

4. Code of Conduct for Authors

The Code of Conduct for Authors is designed to provide a set of minimum standards that authors should adhere to.

- **Reporting standards**

Authors should present their work in accordance with the rules of scientific and academic communication and in the context of previous research and offer an objective discussion of its significance. The authors are obliged to describe the applied research methods and present the results in a clear and unambiguous manner. The work should contain information and references sufficient to verify the work. The authors of the works are responsible for the accuracy of citing sources and respecting the copyrights of other authors, whose works they used. Deliberately made false claims constitute unethical behavior and are not acceptable.

- **Access and storage of data**

For the purposes of editorial review, authors should submit the required data related to the work and, if possible, be prepared to enable public access to such data and to keep such data even after publication of the work in accordance with the recommendations of the General Regulation on the Protection of Personal Data.

- **Originality and plagiarism**

Authors should strive for the quality, originality, and authenticity of the scientific work, and they should precisely refer to the works and/or words of other authors. Plagiarism in all forms represents unethical behavior and is not acceptable. Authors are obliged to obtain permission from the copyright holder for the publication of illustrations, photographs, tables, measuring instruments and similar materials protected by copyright laws. Copyrighted materials may be reproduced only with the permission and acknowledgment of their author.

- **Multiple or simultaneous publishing**

The journal publishes only previously unpublished works. Simultaneous submission of the same paper to several journals represents unethical behavior and is not acceptable.

- **Citation of sources**

Authors are obliged to correctly cite the works of other authors who significantly influenced the content of the work. Information obtained privately (e.g., in conversation, correspondence or discussion with third parties) may not be used without the explicit, written permission of the original author. Information obtained during the performance of confidential services (e.g., reviewing manuscripts, submitting projects for funding, etc.) may not be used without the explicit written permission of the author of the work that was the subject of those services.

- **Authorship of works**

All persons who significantly contributed to the conception, design, execution, or interpretation of the research should be listed as co-authors. It is also necessary to mention the contribution of other people who participated in some important aspects of the research. In co-authored work, it is expected that all co-authors have seen and approved the final version of the work and agreed to submit the work for publication.

- **Communication with editors and reviewers**

Authors should respond to editorial and reviewer comments in a professional and timely manner. If the authors decide to withdraw a paper that has already been submitted to the peer review process or are not ready to accept the reviewer's suggestions, they should inform the journal's Editorial Board in a timely manner.

- **Disclosure of information and conflict of interest**

Authors are obliged to take care that there are no potential conflicts of interest in their work that could affect the results or interpretation of the research, for example if there is a competing interest that could influence the author at any stage during the publication process. In the paper, it is necessary to clearly mention all organizations that supported the research, as well as all sources of

funding and their possible role in conducting the research and processing and publishing its results.

- **Errors in published works**

If the author discovers a significant error or inaccuracy in his own published work, it is his obligation to immediately inform the editor of the journal or the publisher and to cooperate with the editor in order to publish an erratum, addition or correction, or to withdraw the work from publication in cases where this is necessary.