

GUIDELINES FOR CONTRIBUTORS

The Annual of Social Work problematizes current trends in social work theory, methods and education. The journal also publishes articles from all the fields where social work is applied and from related disciplines important for a better understanding of social interventions and their more effective application. Besides original papers, the journal also publishes translations of selected texts especially important for the understanding of modern social work, notices as well as reviews of conferences, books and journals related to social work activities and other social and humanistic sciences important for social work.

The Editorial Board accepts non published articles and reviews. They should be sent by e-mail at: ljetopis@pravo.hr. Exceptionally, they can be sent on a CD to the postal address of the Editorial Board.

The recommended article size is 16-18 pages with line spacing 1,5. The text should be prepared in a way that the first page contains the title, the name of the author(s) and the name and the full address of the institution for correspondence purposes. The second page should include the title of the article and the summary with the key words. The summary should contain 150-200 words and 3-5 key words should be proposed. Manuscript pages should be numbered and footnotes to the text should be avoided. The pictures and charts should be prepared in JPEG, EPS or TIFF format, and the source should be specified under all graphic appendices. Foreign expressions, including document titles and names of institutions in a foreign language, should be written in *italic*, for example npr. *Bullying, National Association of Social Workers* and all emphasized sections in the text should be written in **bold**. Underlining should not be used.

References and bibliography

When using references to other authors, works or documents, the source should be indicated by inserting a parenthesis containing the author's family name and the year of publication in the text. In case of a document, the parenthesis should contain the full title of the document and the year of publication. References to citations should include page numbers. References are

indicated in the following way: (Urbanc, 2006.) or in case of a citation (Urbanc, 2006.: 24) and documents: (Social Welfare Act, 1997, Article 6, Paragraph 1).

At the end of the article, a bibliography containing all the works cited in the text must be included. Bibliographical entries should be arranged in alphabetical order, as follows:

Example:

1. Mc Donald, P. (2000). **Reaching children in need**. Eastbourne: Kingsway Publications.
2. Magnusson, D. & Bergman, L. R. (1990). A pattern approach to the study of pathways from childhood to adulthood. In: Robins, L. & Rutter, M. (eds.), **Straight and devious pathways from childhood to adulthood**. Cambridge: Cambridge University Press, 101-115.
3. Gould, N. (2004). Qualitative research and social work: the methodological repertoire in a practice-oriented discipline. In: Lovelock, R., Lyons, K. & Powell, J. (eds.), **Reflecting on social work – Discipline and profession**. Farnham: Ashgate Publishing, 130-145.
4. Kuterovac, G., Dyregrove, A. & Stuvland, R. (1994). Children in war: A silent minority under stress. **British Journal of Medical Psychology**, 67 (1-2), 363-375.
5. European Commission (2005). **Draft Joint European Commission Report 2004/2005**. Brussels: Council of the European Union.

When referring to web pages, the exact date of the visit should be indicated. For example:

6. Visited: http://hrcak.srce.hr/index.php?show=toc&id_broj=2731. (27.11.2009.).

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