

Instructions for contributors

1. Scope of the journal

Arhivski vjesnik (Bulletin d'archives) is a periodical publication of the Croatian State Archives that publishes works from the field of archival theory and practice, auxiliary sciences of history, history of institutions and information science.

The journal publishes unpublished, categorised scientific and professional papers, with the exception of research results published in the form of summary and previously exhibited at a scientific conference (which must be highlighted in a footnote). Works are published in Croatian or English language.

Additionally, uncategorised papers (in Croatian) are also published, such as translations of scientific or professional papers published in another journals, reviews of other publications, reports from conferences on archival science and related fields, as well as other types of appropriate texts.

Arhivski vjesnik is published once a year.

2. Submitting/receiving manuscripts

Manuscripts should be submitted via the web address: https://hrcak.srce.hr/ojs/index.php/arhivski_vjesnik/index. For any additional information authors may contact the Editor-in-Chief at the address arhivskivjesnik@arhiv.hr.

The recommended length of scientific and professional papers (including footnotes, and sources) should not be longer than 57 600 keystrokes, including spaces (written in Times New Roman CE font, font size 12, line spacing 1 (*Single*), footnotes in font size 10, line spacing 1).

The Editor-in-Chief may reject a scientific or professional paper without an external review if he or she believes the topic of the article lies beyond the focus of the journal, if the article is of poor quality, if it does not comply with technical guidelines for sending articles (from these instructions) or if the author does not respect the ethical guidelines.

Graphical appendices (tables and photographs) are published in black and white or in greyscale, numbered consecutively in order of appearance and include a title. Tables are sent as part of the manuscript. Photographs are sent in separate files (original uncompressed TIF format, but a JPG format of high quality is also accepted) with the indication of their position within the text.

Due to a double-blind review the authors must remove from the text (and footnotes) all the information that can reveal their identity.

All manuscripts sent in English require obligatory proofreading and editing.

Recommended scope of reviews and reports is 7 200 to 14 400 keystrokes, including spaces (written in the same font, font size and spacing like categorised i.e. reviewed papers).

3. Categorisation of reviewed papers

Scientific and professional papers are categorised through a double-blind review process i.e. the received paper is sent for reviewing to at least two reviewers from the field dealt with in the paper, in which process the author is not aware of the identity of reviewers and vice versa. The Editor-in Chief and Editorial Board will aim to finish the reviewing process as soon as possible.

After the reviewing process the paper accepted for publication can have one of the scientific-professional grades according to the valid Ordinance on Conditions for Conferring Titles (NN/28/2017).

The journal publishes papers in the following categories:

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

After the finished reviewing process authors of the articles accepted for publishing are obliged to revise their papers according to instructions given by the Editor-in-Chief and to adopt suggestions contributing to improvement of article's quality given by reviewers. The Editor-in-Chief/ Editorial Board/ can ask authors to adjust their texts in accordance with the neutral language norm of the academic and scientific style.

4. Form of reviewed papers

Scientific and professional papers must have the following components: author, title, main text of work, keywords, abstracts in Croatian and English, as well as sources list as the integral part of the paper's text.

4.1. Author

The paper can have one or several authors. The order in which authors are placed is agreed upon by co-authors. Each author must supply the article with his/her full name and surname, full name and address of the institution in which the author is employed or place of residence, as well as e-mail address. The accuracy of this information is the responsibility of the author.

4.2. Keywords

Keywords are one-, two- or several-word terms based on which readers will find an individual article in databases of scientific works. The author can use five to eight keywords related to the contents of the paper. Keywords are referred alongside the abstract and summary.

4.3. The main text of the paper

The main text of the paper must be arranged in numbered chapters and subchapters up to three levels at the most, e.g.: 1.; 1.1.; 1.1.1. Chapters and subchapters must have titles. First chapter must be titled as *Introduction* and the final one as *Conclusion*. Their content must be in accordance with methodology of scientific work.

4.4. Abstracts

Abstracts (up to 3500 keystrokes, including spaces) form integral part of the paper. The introductory abstract must be in the language of the paper and the final one in English for the papers written in Croatian and vice versa. The final abstract published in English can also be submitted by the author in Croatian and the Editorial Board will insure it is translated to English. The abstracts contain information crucial for the understanding of the topic and author's contribution.

5. Terms of publishing and using papers

Authors are not charged by the journal for the cost of reviewing and publishing papers, as well as other costs regarding securing online visibility of the published paper. There are no fees payable to submit or publish in this journal and an author of a categorized paper is referred with one free copy of the journal.

Journal *Arhivski vjesnik* refers open access to published papers (*Open Access*) via Portal of Croatian Scientific and Professional Journals (Hrčak), and published papers can be used in accordance with the Creative Commons licence CC BY-NC 4.0 available on: <https://creativecommons.org/licenses/by-nc/4.0>. Users are allowed to read, upload, copy, distribute, print out, search, and share links to the full text of the articles or use them in any other legal way, within non-commercial purposes, and with appropriate credit, without requesting explicit permission from the author or publisher.