AUTHOR GUIDELINES

Croatica et Slavica Iadertina is an academic journal with an international editorial and advisory board which is published by the Department of Croatian Studies and Department of Russian Studies of the University of Zadar. The journal is published biannually in print and electronic form. It exclusively publishes previously unpublished articles.

The journal is primarily intended for dissemination of new findings in Croatian and Slavic studies, but it also publishes research findings in other disciplines, if it is estimated that they encourage interdisciplinarity as well as theoretical and methodological innovations in Croatian and Slavic studies. Apart from research articles, published in the categories *Original Scientific Paper, Preliminary Communication, Review Article,* or *Professional Paper*, in the section »Sources«, *Croatica et Slavica Iadertina* also publishes critical editions of shorter unknown or unpublished sources which raise new research questions to literary historiography, as well as critical reviews of important monographs, new issues of serial publications, academic conferences, and online research tools, but also a smaller number of occasional articles such as obituaries of important scholars.

In the journal *Croatica et Slavica Iadertina*, articles are published in the Slavic languages and in English, but the Editorial Board can also accept the publication of articles written in another language, if it can be reasonably argued that, due to the topic of the article, the language in question would have a beneficial effect on its citatedness.

Review Process

The Editorial Board reserves the right to reject, in a written justification, without starting the review process, research manuscripts which are deficient in research or whose content is not connected with the scope of the journal.

The Editorial Board makes a decision about publication of research articles as well as their classification after two positive double-blind reviews.[1] Manuscripts which receive one positive and one negative review in the first round of reviews must be evaluated by a third reviewer.

Without engaging external reviewers, the Editorial Board makes a decision about the publication of bibliographies, conference proceedings, critical reviews, and occasional articles.

Submission of Manuscripts

Manuscripts are submitted exclusively as email attachments to **csi.unizd@gmail.com** together with the copy of the completed and signed author form which can be found at the end of this document.

Manuscripts of research articles can be submitted throughout the whole year, except for manuscripts dealing with special topics whose deadlines are set by special calls for papers. Since the number of critical reviews published in one issue is limited, authors who are interested in writing critical reviews should beforehand consult the Editorial Board about their intention.

---

[1] Duties and responsibilities of authors, the Editorial Board, and reviewers are regulated by the special document which is based on *COPE's Best Practice Guidelines for Journal Editors* (https://hrcak.srce.hr/upute/etika_en_Croatica_et_Slavica_Iadertina.pdf). If the members of the Editorial Board, regardless of reviewers, suspect serious research failures or violation of ethical norms of academic research in the submitted manuscript, the Editorial Board will temporarily terminate the review process for the submitted manuscript or the publication of the already reviewed manuscript until the Editor-in-Chief does not conduct investigation in order to verify the suspicions. If these suspicions prove to be unsupported during the Editor-in-Chief's investigation, the Editorial Board will procede with the review process or publication of the article. If the Editor-in-Chief's investigation shows that suspicions about the research unethics are supported or that there are irremediable deficiencies in research in the article, the article will be rejected in the Editor-in-Cheif's written justification. In case of suspected plagiarism, the editors will take the necessary steps to confirm (or refute) the suspicion. In case of confirmation of plagiarism, the article will not be published. Depending on the gravity of the offense, the Editorial Board will consider informing the author's institution (https://publicationethics.org/sites/default/files/plagiarism-submitted-manuscript-cope-flowchart.pdf). In case of plagiarism in a published article, corrections or retractions will be required, depending on the gravity of the offence. In case of a significant transgression, the Editorial Board will inform the author's institution" (https://publicationethics.org/resources/flowcharts/plagiarism-published-article).

Manuscript Formatting

Submitted manuscripts should be written in one of the formats which are readable in the most common word processing programs (DOC, DOCX, and RTF). Manuscripts should be written in Times New Roman. The title of the manuscript should be written in **BOLD CAPITALS** using 16-point font size with 1.5-point line spacing. The title of the paper should be centred.

The main body of the article should be written using regular 12-point font size with 1-point line spacing. Footnotes should be written using regular 10-point font size with 1-point line spacing. The main text and footnotes should be justified.

If, due to topic specificity, non-standard fonts were used in the manuscript, those fonts should be submitted to the Editorial Board as email attachments together with the maunuscript. In that case, the manuscript should be submitted in both the word processing program (DOC, DOCX, and RTF) and the PDF.

See below for more detailed formatting and style guidelines for research articles.

Manuscript Length

Research articles should be shorter than 32 custom pages (1 custom page = 1800 characters with spaces). That includes the title, abstract with keywords, footnotes, descriptions of illustrations or tables, lists of primary and secondary literature, as well as the translation of the title, abstract, and keywords into another language, and appendices. However, the Editorial Board can accept longer manuscripts if estimated that the article will change the research status within the profession or that it contains a critical edition of important sources which have not been published before.

Article Structure and Formatting

1. **Article title.** Centred. Font: Times New Roman, 16-point font size, 1.5-point line spacing, **BOLD CAPITALS**.
2. **Author information.** Positioned on the left margin. Written in the Latin script, irrespective of the language of the article. It contains the following: author's name, affiliation, institution address, and email address. Instead of the institution address, freelance researchers should give their home address. Irrespective of the language and script of the article, author information is written in the Latin script. Font: Times New Roman, 12-point font size, 1.5-point line spacing, regular.
3. **Abstract in the language of the article.** It points to the aim of the paper, corpus, theoretical framework and methodology, as well as the most important results and conclusions. Recommended word length: 150-250 words. Font: Times New Roman, 10-point font size, 1.5-point line spacing, regular.
4. **Keywords**: Introduced by the term KEYWORDS: (Font: Times New Roman, 12-point font size, 1.5-point line spacing, SMALL CAPITALS).[2] Five terms and concepts which are the central topics of the article are listed in the alphabetical order and separated by commas (Font: Times New Roman, 10-point font size, 1.5-point line spacing, *italics*).
5. **Section and subsection headings.** The body of the article should be divided into numbered sections and subsections. Example: **1. Introduction; 2. Section;** *2.1. Subsection A*; *2.2. Subsection B*; *2.2.1. Subsubsection C*; *2.2.2. Subsubsection D*; **3. Section,** etc. Section headings should be written in Times New Roman, 16-point font size, 1.5-point line spacing, **Bold**. Subsection headings should be written in Times New Roman, 14-point font size, 1.5-point line spacing, *bold italics*. Subsubsection headings should be written in Times New Roman, 12-point font size, 1.5-point line spacing, ***bold italics***.
6. A blank space should be left between headings and preceding as well as following sections.
7. **The main text and quotations.**
   a. The basic font in the main body of the article is Times New Roman, 12-point font size, 1.5-point line spacing, regular.
   Examples of phonemes, words, and sentences should be written using the same font size, but in *italics*. Expressions which are not in the language of the article should be written in *italics* as well. Titles of adacemic and popular books, journals, and conference proceedings should also

---

[2] Shortcut for SMALL CAPITALS in the MS Word program (Windows): Ctrl + Shift + k.

be written in *italics*: *Povijest hrvatskog kazališta*, *Vazetje Sigeta grada*, *Croatica et Slavica Iadertina*, *Zadarski filološki dani*. On the other hand, titles of chapters from academic books, titles of articles from journals and conference proceedings, as well as titles of literary texts which are part of a larger unit should be written in quotation marks using the regular font such as » and «: »Najranija književnost dalmatinsko-hrvatske crkve«, »Pluralnost hrvatske ljubavne lirike 15. i 16. stoljeća«, »Bitka kod Bistrice Lesne«.

b. All quotations in the text should be put in quotation marks, » before a quotation and « after a quotation. For quotations within quotations single quotation marks ' and ' are used. Instead of the omitted parts of the text in quotations, an ellipsis within parentheses (...) is used.

c. In-text citations in parentheses including the author's surname, year of publication, and page number (Kravar 2004: 144) must be used with all quotations, paraphrases, and other types of referencing. If the work has two authors, the in-text citation contains the surnames of both authors (Bratulić and Damjanović 2005: 83). If the work has three or more authors, the in-text citation includes only the first author's surname, and the remaining surnames are substituted by the abbreviation »et al.« (Štefanić et al. 1969: 98). When citing more works by the same author published in the same year, they should be distinguished by adding letters after the year of publication, such as in the examples (Štefanić 1969a: 19) and (Štefanić 1969b: 44). Compare 9 p.b.iv. below. When citing more works by the same author in the same parentheses, the author's surname is given only for the first work, and, for the remaining works, only the year of publication is written after the semi-colon (Štefanić 1969a: 38; 1969b: 44; 1970: 53).

d. In the case of repeated citing of the same literature, the full in-text citation should be written again.

8. **Footnotes.** They are an optional part of the article in which authors can give additional explanations and comments. They are not used for in-text citations which refer to the content of the main text. Font: Times New Roman, 10-point font size, 1-point line spacing, regular (except for examples and titles of books which should be written in *italics*).

9. **Tables and illustrations.**
   a. The journal publishes illustrations (JPEG or TIFF format, with minimal resolution of 300 dpi) only if they are important for giving or understanding arguments presented in the article.
   b. The author is obliged to obtain the required publishing permissions for visuals which are not his/her original work or which show objects that must not be published without their author's consent. Copies of the publishing permission should be delivered to the Editorial Board as email attachments together with the manuscript.
   c. **Illustrations** are not embedded in the manuscript but are attached to an email as separate files. In the manuscript, the place where visuals should be inserted at text layout is marked in **RED BOLD CAPITALS**: e.g., **PICTURE 1,** and it must have the same name as the file (e.g., ILLUSTRATION_1.JPEG) in which the corresponding visual material is stored. Under the visual, there should also be a short legend written in small print: **PICTURE 1.** Representation of *imago pietatis* in *Novakov's Missal*. Vienna: Vienna Court Library, sign. *Cod. Slav. 8,* f. 159^r.
   d. Unlike illustrations, **tables** are formatted in the word processing program.
   e. Authors who use tables and illustrations between the main text and references should hand in the list of tables, graphics, and illustrations. The list should also contain the required permissions for publishing visuals.

      Example:
      Picture 1: Representation of *imago pietatis* in *Novak's Missal*. Vienna: Vienna Court Library, sign. *Cod. Slav. 8,* f. 159^r. With the permission of the Vienna Court Library (Austria).

10. **References.**
    a. References are the mandatory and penultimate part followed only by the abstract with keywords in another language. If required, references can be subdivided into more sections, e.g., **Primary Literature** and **Secondary Literature**. References should contain full information about all publications mentioned in in-text citations. When listing works written by several authors in references, the abbreviation »et al.« is not used as it is the case in in-text citations; instead, authors' names must be given in full.

b. In references, entries are organised in the following way:
   i. Works are ordered alphabetically according to authors' surnames.
   ii. Works by different authors who have the same surname are ordered alphabetically according to their first names.
   iii. Works by the same author are ordered chronologically.
   iv. Works by the same author published in the same year are ordered alphabetically according to the title, and the distinguishing letters, which should also be used in in-text citations, are added to the year of publication.

c. If the article is written in the Latin script, all bibilographical entries which were published in the Cyrillic script should be transliterated in Latin according to the normative document »Transliteracija ćiriličnih u latinične znakove za slavenske i neslavenske jezike (ISO 9:1995)« [»*Transliteration of Cyrillic characters into Latin characters — Slavic and non-Slavic languages* (ISO 9:1995)«].

d. If the article is written in the Cyrillic script, bibliographic entries published in the Cyrillic script should be listed in the Cyrillic script and then transliterated in Latin within square brackets.

   Example:

   Милтенов, Явор. 2004. »Апокрифнят апокалипсис на Йоан Богослов. Анализ на междутекстовите отношения«. *Paleobulgarica* 28, 3: 85–102. [Miltenov, Âvor. 2004. »Apokrifnât apokalipsis na Joan Bogoslov. Analiz na meždutekstovite otnošeniâ«. *Paleobulgarica* 28, 3: 85–102.]

e. More detailed guidelines for citing different types of primary and secondary sources are elaborated in the separate section below.

11. **Translation of the title, abstract, and keywords into another language.**
    a. The article must include the translation of the title, abstract, and keywords into one or two additional languages depending on the language in which it was written.
       i. All articles not written in English must include the translation of the title, abstract, and keywords into English.
       ii. All articles not written in Croatian must include the translation of the title, abstract, and keywords into Croatian.
    b. The translation of the title, abstract, and keywords into another language is formatted in the same way in which the title, abstract, and keywords are formatted in the language of the article.

GUIDELINES FOR LISTING DIFFERENT TYPES OF BIBLIOGRAPHIC ENTRIES IN REFERENCES

MONOGRAPHS

1. Surname, First Name.
   (If written by multiple authors: Author, First, Second Author and Third Author.)
2. Year of publication.
3. *Monograph title in italics. Subtitle.*
4. (For the translation, the following is added: Trans. First Name Surname)
5. Place of publication:
6. Publisher.
7. (If the monograph is part of the numbered publishing series, the symbol = should be written in parentheses, and the name of the series and number of the volume should be italicised.)

Examples:
Curtius, Ernst Robert. 1998. *Europska književnost i latinsko srednjovjekovlje*. Prev. Stjepan Markuš. Zagreb: Naprijed.
Curtius, Ernst Robert. 1998. *Europska književnost i latinsko srednjovjekovlje*. Trans. Stjepan Markuš. Zagreb: Naprijed.

Santos Otero, Aurelio de. 1978. *Die Handschriftliche Überlieferung der Altslavischen Apokryphen. Band I.* Berlin i New York: Walter de Gruyter. (= *Patristische Texte und Studien 20*)
Santos Otero, Aurelio de. 1978. *Die Handschriftliche Überlieferung der Altslavischen Apokryphen. Band I.* Berlin and New York: Walter de Gruyter. (= *Patristische Texte und Studien 20*)

JOURNAL ARTICLES

1. Surname, First Name.
   (If written by multiple authors: Author, First, Second Author and Third Author.)
2. Year of publication.
3. »Article title in quotation marks«.
4. *Name of the journal in italics*
5. Number, volume:
6. Number of pages.

Examples:
Ferguson, Charles A. 1959. »Diglossia«. *Word* 15, 2: 325–340.

Núñez, Rafael E. and Eve Sweetser. 2006. »Aymara, where the future is behind you: convergent evidence from language and gesture in the crosslinguistic comparison of spatial realizations of time«. *Cognitive Science* 30: 410–450.

ARTICLES IN CONFERENCE PROCEEDINGS

1. Surname, First Name.
   (If written by multiple authors: Author, First, Second Author and Third Author.)
2. Year of publication.
3. »Article title in quotation marks«.
4. *Title of the conference proceedings in italics. Subtitle.*
5. Ed. First Editor and Second Editor.
6. Place of publication:
7. Publisher:
8. Number of pages.
8. (If the conference proceedings are part of the numbered publishing series, the symbol = should be written in parentheses, and the name of the series and number of the volume should be italicised.)

Examples:
Nazor, Anica. 2013. »Molitve sv. Brigite u Oficiju rimskom Šimuna Kožičića iz 1530. godine«. *Od indoeuropeistike do kroatistike. Zbornik u čast Daliboru Brozoviću*. Ed. Ranko Matasović. Zagreb: Hrvatska akademija znanosti i umjetnosti: 417–428.

Zayarnyuk, Andriy. 2006. »Letters from Heaven: An Encounter between the 'National Movement' and 'Popular Culture'«. *Letters from Heaven: Popular Religion in Russia and Ukraine*. Ed. Andriy Zayarnyuk and John-Paul Himka. Toronto, Buffalo and London: University of Toronto Press: 165–200.

DISSERTATIONS

1. Surmane, First Name.
2. Year.

3.   *Title of the work in italics. Subtitle.*
4.   Level.
5.   Place:
6.   Institution.

Examples:
BUDIŠĆAK, Vanja. 2020. *Žanrovska obilježja* Odiljenja sigetskoga *Pavla Rittera Vitezovića*. Doctoral thesis. Zagreb: Sveučilište u Zagrebu.

DEKKER, Simeon. 2016. *Old Russian Birchbark Letters. A Pragmatic Approach*. Doctoral thesis. Leiden: Universiteit Leiden.

ONLINE TEXTS

1.   If the author is known: SURNAME, First Name. (If written by multiple authors: AUTHOR, First, Second AUTHOR and Third AUTHOR.) If the author is unknown, the TITLE (if it is short) or the ACRONYM (if the title is long) can be given.
2.   Year of publication, if it is known. If not, [s. a.] is written.
3.   »Full title of the text in quotation marks«.
4.   *Website title in italics.*
5.   URL:
6.   The access date (XY. month XYWQ) should be given in parentheses.

Examples:
SCHUBERT, Lenhart. 2014. »Computational Linguistics«. *Stanford Encyclopedia of Philosophy.* URL: https://plato.stanford.edu/entries/computational-linguistics/ (10. September 2021)

LGR. 2015. »Leipzig Glossing Rules. Conventions for interlinear morpheme-by-morpheme glosses«. *Max Planck Institute for Evolutionary Anthropology. Department of Linguistics*. URL: https://www.eva.mpg.de/lingua/resources/glossing-rules.php (21. September 2021)

OLD MANUSCRIPTS

1.   If the author is known: AUTHOR'S FIRST NAME (AND SURNAME).
     If the author is unknown, the MANUSCRIPT TITLE (if it is short) or its ACRONYM (if the title is long) used in in-text citations can be given.
2.   *Name of the manuscript in italics.*
3.   Place where it is kept:
4.   Institution in which the manuscript is stored,
5.   signature.
6.   (If the manuscript can be dated, its dating should be given in parentheses.)

Example:
PETRISOV ZBORNIK. *Petrisov zbornik*. Zagreb: Nacionalna i sveučilišna knjižnica, sign. R 4001. (1468.)

TEXTS FROM OLD MANUSCRIPTS

1.   If the author is known: AUTHOR'S FIRST name (AND SURNAME).
     If the author is unknown, the common TITLE OF THE text (if it is short) or its ACRONYM (if the title is long) used in in-text citations can be given.
2.   »Title of the text in quotation marks«.

3. *Name of the manuscript in italics.*
4. Place where it is kept:
5. Institution in which the manuscript is stored,
6. signature,
7. pages on which the text is written.
7. (If the manuscript can be dated, its dating should be given in parentheses.)

Example:
Muka. »Muka Spasitelja našega«. *Zbornik prikazanja*. Zagreb: Arhiv Hrvatske akademije znanosti i umjetnosti, sign. IV a 47, ff. 3ʳ–82ʳ. (1556.)

ARCIVE FUND:

1. COUNTRY CODE-ABBREVIATED NAME OF THE ARCHIVE-FOND NUMBER.
2. Full name of the archive.
3. *Name of the archival fond.*

Example:
HR-DAZD-336. Državni arhiv u Zadru. *Benediktinski samostan sv. Krševana u Zadru*.

AUTHOR FORM

(If the manuscript has several authors, the author form must be signed by each of them.)

The manuscript which is submitted to the Editorial Board of the journal *Croatica et Slavica Iadertina* with the working title _____
_____ (working title of the manuscript) on _____ (date) is signed by:

1. _____ (name; affiliation),
2. _____ (name; affiliation),
3. _____ (name; affiliation).

The undersigned authors attest that:

i) They have participated in writing the aforesaid manuscript and conducting research upon which the manuscript is based to a significant extent or as the sole author.

ii) All individuals who have made a sufficient contribution to the research and mansucript have been considered authors.

iii) They have obtained publishing permissions for all sources which are subject to special copyright and proprietary rights and that they take the whole responsibility if the content of their paper leads to legal dispute due to infringement of copyright or proprietary rights of any third party.

iv) Sources of all their ideas and words taken from other authors have been clearly referenced according to norms of academic communication.

v) Except for the cited sources, not a single part of the submitted manuscript has previously been published.

vi) The manuscript has not been sent to another journal or publisher's consideration at the same time.

vii) They will conscientiously revise the manuscript according to the editor's or reviewers' suggestions in all cases in which suggestions could not be rejected as supported by arguments.

viii) In the case of withdrawal of the paper, they will inform the Editorial Board about their decision in a signed letter.

ix) In the case of publishing their own text from the journal *Croatica et Slavica Iadertina* in a different place, they will clearly indicate where the text has primarily been published, providing the link to the electronic version of the article on the portal Hrčak.

Authors' signatures

1. _____

2. _____

3. _____