INSTRUCTIONS FOR AUTHORS

Submitting Papers

Manuscripts are accepted exclusively as attachments to emails sent to the address **csi.unizd@gmail.com**. A completed and signed author form must be included with the manuscript. If the manuscript is not written in Croatian, Russian or English, a proofreading certificate must also be provided. Manuscript submissions are accepted on a rolling basis, with issues finalized on **January** and **July**. As the second issue is dedicated to thematic topics, submission deadlines may be set by specific calls for contributions.

Manuscript Length

Manuscripts should be shorter than 16 standard pages (28.800 keystrokes). This includes the title, abstract with keywords, footnotes, descriptions accompanying images and tables, lists of primary and secondary sources, translations of the title, abstract and keywords into another language, and any additional appendices.

The Editorial Board may approve manuscripts exceeding this length (up to 32 standard pages or 57.600 keystrokes) if they are deemed to significantly advance the state of research within the field or if the article includes an appendix featuring a critical edition of important, previously unpublished sources.

Manuscript Structure and Formatting

1. **Title of the Paper.** Centered. Font: Times New Roman, 16 points, 1.15 line spacing, **ALL CAPITAL LETTERS AND BOLD**.
2. **Author Information.** Aligned to the left margin below the title. Includes the following elements: full name, affiliation, institutional address and email address. Independent researchers should provide their home address instead of an institutional address. Regardless of the language or script in which the article is written, author information must be written in Latin script. Font: Times New Roman, 12 points, normal, 1.15 line spacing.
3. **Abstract in the Language of the Paper.** Outlines the paper's purpose, corpus, theoretical framework, methodology, key results and conclusions. Recommended length: 1,500–2,000 characters, including spaces. Font: Times New Roman, 11 points, normal, 1.5 line spacing.

4. **Keywords.** Five terms or concepts representing the central themes of the article are listed in alphabetical order, separated by commas. Font: Times New Roman, 11 points, *italic*, 1.5 line spacing.
5. **Headings and Subheadings.** The body of the text should be divided into numbered headings and subheadings. Example: 1. Introduction; 2. Main Heading; *2.1. Subheading A*; *2.2. Subheading B*; *2.2.1. Sub-subheading C*; 3. Main Heading, etc. Headings are written in Times New Roman, 16 points, bold, with 1.15 line spacing. Subheadings are written in Times New Roman, 14 points, *italic and bold*, with 1.15 line spacing. Sub-subheadings are written in Times New Roman, 12 points, *italic and bold*, with 1.15 line spacing.
   A blank line should be left between the headings and the paragraphs that precede or follow them.
6. **Main Text and Quotations**

a. The primary font for the main body of the text is Times New Roman, 12 points, normal, with 1.5 line spacing. Examples of phonemes, words, and sentences are written in the same font size but in *italics*. Expressions in languages other than that of the article are also written in *italics*, while examples in Cyrillic script should be transliterated according to the ISO 9:1995 standard. Titles of academic and literary books, journals and collected volumes should also be *italicised*: *Povijest hrvatskog kazališta*. Titles of chapters from academic books, titles of articles from journals and collected volumes, as well as titles of literary works that are part of a larger collection, should be written in normal script within quotation marks: "Najranija književnost dalmatinsko-hrvatske crkve".
b. All quotations in the text must be enclosed in quotation marks in the following manner: " before the quotation and " after it. Quotations within quotations and word meanings should be enclosed in single quotation marks: ' and '. Omissions within quotations must be indicated using three dots in round brackets (...). The abbreviation *ibid* is used for consecutive quotations of the same source.
c. Quotations longer than three lines should be formatted as a separate paragraph in Times New Roman, 11 points, normal, with 1.5 line spacing. A blank line should be inserted before and after the paragraph.
d. All quotations, paraphrases and other forms of referencing must be followed by in-text parenthetical citations, including the author's surname, year of publication and page number (Kravar 2004: 144–145). If the source has two authors, both surnames should be included (Bratulić and Damjanović 2005: 83). For sources with three or more authors, only the surname of the first author is given, followed by the abbreviation "et al." (Štefanić et al. 1969: 98). If the article is referencing multiple works by the same author published in the same year, they should be distinguished by adding lowercase letters after the year, e.g. (Štefanić 1969a: 19) and (Štefanić 1969b: 44). When referencing multiple works by the same author within a single set of

parentheses, the author's surname is given only for the first work, while the subsequent works are indicated by the year of publication only, separated by semicolons (Štefanić 1969a: 38; 1969b: 44; 1970: 53).

7. **Footnotes.** Footnotes are an optional part of the manuscript, where authors may provide additional explanations and comments. They are not to be used for citations referring to the main body of the text. Font: Times New Roman, 10 points, normal (except for examples and book titles, which should be *italicised*), single line spacing.
8. **Tables and Figures**

a. The journal publishes images (in JPEG or TIFF format, with a minimum resolution of 300 dpi) only when they are essential to the development or understanding of the arguments presented in the article.
b. For visual appendices that are not the original work of the article's author, or that depict items that may not be published without the owner's consent, the author is responsible for obtaining the necessary permissions for publication. Copies of these permissions must be submitted to the Editorial Board as attachments to the email containing the manuscript.
c. **Figures** should not be embedded in the manuscript itself but attached to the submission email as separate files. The intended placement of visual appendices in the final layout of the manuscript should be marked in **RED, BOLD AND ALL CAPITAL LETTERS**, for example: **FIGURE 1.** This placement marker must be identical to the name of the file (e.g. FIGURE_1.JPEG) containing the respective visual material. Each marker must be accompanied by a brief legend printed below the visual appendix (Font: Times New Roman, 10 points, normal, 1.5 line spacing): **FIGURE 1.** Representation of the *imago pietatis* in the *Novak Missal*. Vienna: Vienna Court Library, *Cod. Slav. 8*, f. 159r.
d. **Tables** are formatted using a word processor programme. A short legend is printed above the table (Font: Times New Roman, 10 points, normal, 1.5 line spacing): Table 1. Number and proportion of respondents by education level.
e. Authors using tables and figures between the main text and the bibliography must provide a list of tables and figures (Font: Times New Roman, 12 points, normal, 1.5 line spacing). The list should also include any necessary publication permissions for visual materials.
Example: Figure 1. Representation of the *imago pietatis* in the *Novak Missal*. Vienna: Vienna Court Library, Cod. Slav. 8, f. 159r. Published with permission of the Vienna Court Library (Austria).

9. **Bibliography**

a. Where appropriate, the bibliography may be divided into multiple sections, e.g. **Primary Sources** and **Secondary Sources**. The bibliography must include full details of all publications referenced in the in-text citations. The abbreviation "et al." used in parenthetical citations is not used in the bibliography; all authors' first names and surnames must be given for works with multiple authors.

b. Bibliographic entries should be written in Times New Roman, 12 points, with 1.5 line spacing.
c. The organisation of entries within the bibliography should follow this order:
   - Entries are arranged alphabetically by authors' surnames.
   - Works by different authors with the same surname are ordered alphabetically by their first names.
   - Works by the same author are listed chronologically, from earliest to latest.
   - If multiple works by the same author share the same year of publication, these works are sorted alphabetically by title, and distinguishing lowercase letters are added to the year, which must also be used in parenthetical citations.
d. If the article is written in Latin script, all bibliographic entries originally published in Cyrillic must be transliterated into Latin script according to the normative document *Transliteration of Cyrillic characters into Latin characters – Slavic and non-Slavic languages* (ISO 9:1995).
e. Quotation marks (including single quotation marks) in all bibliographic entries should conform to English orthographic conventions. An en dash (–) should be used rather than a hyphen (-) when indicating page ranges.
f. Detailed rules and examples for formatting different types of bibliographic entries can be found at the end of this document.

10. **Translation of the Title, Abstract and Keywords into Another Language**

a. The article must include translations of the title, abstract and keywords into one or two additional languages, depending on the language in which the article is written:
   - All articles not written in English must include translations of the title, abstract and keywords into English.
   - All articles not written in Croatian must include translations of the title, abstract and keywords into Croatian.
b. The translation of the title, abstract and keywords into another language should be formatted in the same way as the title, abstract and keywords in the language of the article.

Use of AI tools

Authors are encouraged to use artificial intelligence tools transparently and responsibly, following the guidelines established in accordance with the University of Zadar's Policy on the Use of Artificial Intelligence and the European Association of Science Editors (EASE) Recommendations on the Use of AI in Scholarly Communication.

FORMATTING BIBLIOGRAPHIC ENTRIES

Monographs

Surname, First Name (not Initial).[1] Year of publication. *Title of monograph in italics*. *Subtitle*.[2] (If it is a translation, include: Trans. Name Surname.). Place of publication: Publisher. (If the monograph is part of a numbered series, include in parentheses the equals sign = followed by the name of the series and the volume number in italics.)

Catford, John Cunnison. 1965. *A Linguistic Theory of Translation.* London: Longman.

Journal Articles

Surname, First Name. Year of publication. "Title of article in quotation marks". *Title of journal in italics* volume (issue): page range.

Ferguson, Charles A. 1959. "Diglossia". *Word* 15 (2): 325–340.

Articles in Conference Proceedings

Surname, First Name. Year of publication. "Title of article in quotation marks". *Title of conference proceedings in italics*. *Subtitle*. Ed. First Editor and Second Editor. Place of publication: Publisher: page range. (If the conference proceedings are part of a numbered series, include in parentheses the equals sign = followed by the name of the series and the volume number in italics.)

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.

Theses and Dissertations

Surname, First Name. Year. *Title of paper in italics*. *Subtitle*. Paper level. Place: Institution.

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[1] If a work has multiple authors: Surname, First Name, First Name Surname and First Name Surname.

[2] Capitalize all proper nouns in the title of a monograph, article, or journal.

Budišćak, Vanja. 2020. *Žanrovska obilježja Odiljenja sigetskoga Pavla Rittera Vitezovića*. Doctoral dissertation. Zagreb: Sveučilište u Zagrebu.

Online Sources

Surname, First Name.[3] Year of publication, if known. If the year of publication is not known, include [s. a.]. "Full title of text in quotation marks". *Name of website in italics.* URL: (accessed Day Month Year)

Schubert, Lenhart. 2014. "Computational Linguistics". *Stanford Encyclopedia of Philosophy.* URL: https://plato.stanford.edu/entries/computational-linguistics/ (accessed 10 Sep. 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 (accessed 21 Sep. 2021)

Old Manuscripts

Author's First Name (and Surname).[4] *Name of manuscript in italics.* Repository location: Holding institution, shelfmark. (If the manuscript can be dated, the date is given in parentheses.)

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

Texts from Old Manuscripts

Author's First Name (and Surname).[5] "Title of text in quotation marks". *Name of manuscript in italics*. Repository location: Holding institution, shelfmark, folio numbers. (If the manuscript can be dated, the date is given in parentheses.)

Muka. "Muka Spasitelja našega". *Zbornik prikazanja*. Zagreb: Arhiv Hrvatske akademije znanosti i umjetnosti, IV a 47, ff. 3^{r}–82^{r}. (1556.)

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[3] If the author is unknown, the Title (if short) or its Acronym (if the title is long) may be used instead.
[4] If the author is unknown, the Name of the manuscript (if short) or its Acroynm (if the name is long) may be used instead and, consequently, should also be used in in-text citations.
[5] If the author is unknown, the usual Title of the text (if short) or its Acronym (if the title is long) may be used instead and, consequently, should also be used in in-text citations.

Archival fonds

COUNTRY CODE-ARCHIVE ABBREVIATION-FONDS NUMBER. Full name of archive. *Name of archival fonds*.

R-DAZD-336. Državni arhiv u Zadru. *Benediktinski samostan sv. Krševana u Zadru*.