

INSTRUCTIONS FOR AUTHORS

HUM – journal of the Faculty of Humanities and Social Sciences, University of Mostar, is a scientific publication which publishes peer-reviewed papers and those which are not the subject to peer-review process. The reviews are double-blind, so the authors should submit an unsigned manuscript, and information about the author(s) in a separate document. The paper should be submitted to the Editorial Board by e-mail: hum@ff.sum.ba. We kindly ask authors to indicate their full name, academic degree (or professional title) and full name of the institution where they work – phone, address and e-mail for contact purposes. Manuscripts are not returned. The Editorial Board reserves the right to adjust the manuscript to the Journal requirements as well as to the standards of the Croatian standard language. We ask all contributors to hold to mentioned guidelines.

Manuscript format

- a) Preferable *length* of scientific and professional papers should be 16 to 20 pages (1500 characters per page) and for reviews, commentaries and other texts 2 to 6 pages including the notes, the abstract in Croatian and one foreign language as well as references which should be listed separately. Abstract – up to 12 lines - should present the brief contents of the paper, main results and conclusions. The paper should be written impersonally and without passive forms. The abstract should include approximately 5 keywords i.e. terms for easier classification of the paper. The paper could be longer exceptionally if agreed with the editor.
- b) *Titles* of books, conference proceedings and journals should be written in italics. Parts of books (e.g. discussions from a scientific paper) should be written in quotation marks, as well as the titles of the papers. Emphasis in the texts should be expressed with italics and not with capital letters, underlining or with bold letters, unless there are special reasons for that. If it is necessary to mark something again with quotation marks within the citation, then single quotation marks should be used ('single quote').

Technical guidelines

Since the same formats are used for all papers in composing this journal, all authors are requested to adhere to the following:

- a) All papers should be written on computer, using MS word (MS Word 6.0 and further) or in some of programs compatible to MS Word and saved in MS Word format (*.doc/docx).
- b) Usage of Times New Roman (or Times New Roman CE) is obligatory in order to avoid problems with Croatian characters!
- c) Font size in the paper should be 12, line spacing 1.5. Notes font should be 10, single line spacing.
- d) Manuscript should be submitted without final formatting. It is the best to submit the text separately from other attachments (if any). Graphs and drawings (pictures) should be

submitted separately, as standalone files and marked (e.g. with ordinal numbers). The positions of attachments in the text should be clearly marked.

Referencing

For referencing the author can use either the Oxford or Harvard (APA) style, but their combination is not allowed.

Oxford style

The first and then the last name of the author are written with small caps (versal). If a source has three and less authors, all of them are mentioned, if there are more than three, the first one and the abbreviation *et al.* are mentioned. Titles of books, journals, magazines, annuals, conference proceedings, daily newspapers, dictionaries, lexicons, encyclopedias are always written in cursive, while the title of papers, book chapters, entries or laws are written in quotation marks. If the source has both the title and subtitle, the subtitle is separated by colon. The arrangement of other elements depends on the source type. When the same source is used for the second and every other time but not in succession, initial of the first name, author's last name (versal), abbreviation o. c. and the page number are written. If the same source of the same author is used for a couple of times, only abbreviation *ibid.* and page number are provided. If the same page of the same source is used several times in succession, only abbreviation *ibid.* is written. All the pieces of information are provided as they were written in the source. Introduction, preface and afterword are cited as papers in proceedings. Citations (beginning and end of citation should be indicated by quotation marks in the text), paraphrases (abbreviation *cf.* should be used at the beginning of the footnote) and comparative notes (the mark *see* should be used at the beginning of the footnote) should be distinguished.

Examples

a) Books

- JEAN GRONDIN, *Smisao za hermeneutiku*, Matica hrvatska, Zagreb, 1999., p. 23.
- More authors: JAMES CONANT – URZSULA ZEGLEN, *Hilary Putnam, Pragmatism & Realism*, Routledge, London – New York, 2005, pp. 12-15.
- More than three authors: NIGEL BLAKE et al., *The Blackwell guide to philosophy of education*, Routledge, London, 2003.
- Title and subtitle: BRIAN DUIGNAN, *The Britannica Guide to Ethics: The History of Western Ethics*, Britannica educational Publishing, New York, 2011.
- In the case of edited book, the adequate abbreviation should be provided after the author's first and last name: IVAN KORDIĆ (ed.), *Actuality of the Past*, Institute of Philosophy, Zagreb, 2014.
- If the book has more volumes that information should be provided after the title: BONIFAC BADROV, *Sabrana djela: Predavanja iz filozofije*, vol. II, Franjevački samostan "Gorica", Livno – Sarajevo, 1997.

- If the edition was revised, the number of edition is provided after the book title and potential edition: NELSON GOODMAN, *Fact, fiction and forecast*, 4th edition, Harvard University Press, Cambridge Massachusetts – London, 1983.

b) book chapter

- EDWARD CRAIG, “Meaning and privacy”, BOB HALE – CRISPIN WRIGHT, *A companion to the philosophy of language*, Blackwell Publishers, Oxford, 1999.

c) paper in proceedings

- IVICA PETROVIĆ, “Mostar u njemačkoj putopisnoj književnosti“, *Identitetska i kulturna raznolikost BiH: zbornik radova*, IVICA ŠARAC (ed.), Filozofski fakultet Sveučilišta u Mostaru – Synopsis – Zaklada Konrad Adenauer, Mostar, 2015.

d) paper in scientific journal

- BERTRAND RUSSELL, “On denoting” *Mind*, Oxford, Oxford University Press, vol. 14 (1905) no. 56, pp. 479-493.

e) encyclopedias, lexicons and dictionaries

- If there is no author or editor: “Tehnologija”, *Hrvatski enciklopedijski rječnik*, Novi libar, Zagreb, 2002.
- If there is an author or editor: STIPE KUTLEŠA (ed.), “Speuzip“, *Filozofski leksikon*, Leksikografski zavod Miroslav Krleža, Zagreb, 2012.

f) archive

- Arhiv Bosne i Hercegovine (hereafter ABiH), Komisija za vjerska pitanja (hereafter KVP), b. 24, vol. II, f. 12rv, (b. = box, vol. = volume, f. = foglio – sheet, r = recto – front, v = verso - back).

g) Laws and regulations

- “Zakon o znanstvenoj djelatnosti i visokom obrazovanju”, *Narodne novine*, 2013., 123., art. 4.

h) Internet sources

- JULIA TANNEY, “Gilbert Ryle”, *Stanford Encyclopedia of Philosophy*, (18.XII.2007), <<http://plato.stanford.edu/entries/ryle/>>, (14.V.2012).
- If there is no author the citation is started with the title of article or document: “Moritz Schlick”, *Philosophedia*, (12.II.2003), <http://philosopedia.org/index.php/Moritz_Schlick>, (16.IV.2012).

i) References

- In the reference list, the author's last name must be written, followed by the first name separated by a comma, and for papers the page range in the journal must be provided.

Harvard (APA) system

The author's last name, the year of publication and the page or pages number are provided right after the citation or paraphrase (Gadamer, 1997, 44). The special attention should be paid if several works of the same author, published in the same year, are used. Then a small Latin letter is provided for distinguishing sources. (Searle, 1980a, 12), (Searle 1980b, 44).

In terms of references, the difference from the Oxford style is in writing the year of publication right after the first and last name of the author and separating all the elements by colon.

Examples

a) books

- Quine, Willard van Orman. (1995). *From Stimulus to Science*. Cambridge MA. Harvard University Press.

b) for journal papers, the arrangement of elements is as follows

- BERTRAND RUSSELL. (1905). On denoting. *Mind*, 14(56). 479-493.

Other instructions

For papers undergoing peer-review process and being returned for correction and revision after the peer-review process has been finished, the authors must resend the corrected version of the paper to the Editorial Board within 3 months of receiving the reviewer's comments. Otherwise, the Editorial Board reserves the right to refuse the publication of papers due to the possible obsolescence of the research results.