

Instructions for contributors

Thematic area of the Journal and general considerations

Criminology & Social Integration is an international journal which publishes papers in the field of criminology, penology and behavioural problems. Therefore, the focus of the journal is on persons as well as social groups in conflict with the law and/or who manifest behavioural problems and disorders in much broader sense. The journal deals with behavioural problems of persons of all ages - children, young people and adults. The Editorial board accepts manuscripts which cover topics regarding etiology and phenomenology of behavioural problems, as well as topics within the field of prevention, assessment, early interventions, treatment and aftercare of criminal behaviours as well as behavioural problems in general.

The journal is published by University of Zagreb Faculty of Education and Rehabilitation Sciences (with the financial support of Croatian Ministry of Science and Education) and it publishes original scientific papers, preliminary communications, review articles, and professional papers. In addition, notices and information (about conferences, lectures, debates, etc.) and reviews (e.g. book and dissertation reviews) are also more than welcome.

The Editorial board aspires to collect the texts of interest to satisfy a wide circle of readers not only among scientists but also readers working in institutions of social welfare, education, health, justice system and internal affairs.

Manuscripts are published in Croatian and English language. Manuscripts that meet the scope of the Journal and are prepared according to Instructions for contributors are given equal consideration and sent to double-blind peer-review procedure.

Authors are invited to contact the Editorial Board, if in doubt about any aspect of scope, format or content of a proposed contribution.

Criminology & Social Integration publishes two issues a year. Given the number of received articles, the usual duration of article review is from two to four months and the usual publishing time is up to a year after the submission of the contribution.

Throughout the entire editorial process, the Criminology & Social Integration journal is committed to promote the highest ethical publication practices and to maintain the integrity of the scientific record. Though the Journal is not a member of the Committee on Publication Ethics – COPE, Editorial board follows COPE's Code of Conduct (available at: http://publicationethics.org/files/Code%20of%20Conduct_2.pdf), whose policies detail what is to be expected of the key participants in the publishing process: authors, reviewers, editors and publishers.

Journal indexing

The journal is indexed in:

- PSYCH-INFO- AMERICAN PSYCHOLOGICAL ASSOCIATION
- SOCIOLOGICAL ABSTRACTS
- EBSCO
- ProQuest
- Hrčak.

The standards of classification of scientific and professional articles

Articles in the Journal can be classified as scientific (original scientific article, preliminary communication, and review article) or professional paper.

1) Original scientific article

Original scientific paper contains results of original research which has not previously been published. The results have to be presented in the manner that allows for the experiment to be repeated and the results checked. The important qualities of original scientific articles are a clearly defined and consistently represented methodology, as well as a critical approach to findings and possible

weaknesses of the conducted research. Qualitative and quantitative approaches to research are of equal value.

2) Preliminary communication

It is also a scientific article which presents results of an ongoing research, with the first results being issued to the public because of their relevance. This article contains new scientific data and has a clear methodological approach, but the results are still not considered final and cannot be verified.

3) Review article

Review article comprises a comprehensive outline of the state and development trends of certain areas of theory and practice as well as of methodological approaches, the implementation of certain theoretical approaches and the analysis of practice. The article also contains a critical stance of the author as well as a review of relevant literature on the issues in question.

4) Professional article

Professional article is primarily focused on the improvement of practice and, with the help of knowledge on the relevant theoretical approaches and sources, primarily deals with practical experiences of the author and issues related to practice.

Practical experiences are short reviews of the work of experts based on practical work. Practical experiences are expert contributions which can deal with some of the topics within the scope of the Journal.

Journal income

Criminology & Social Integration is open access journal and all its content is free and available at <https://hrcak.srce.hr/ksi?lang=en>. Journal is funded by the publisher (Faculty of Education and rehabilitation Sciences University of Zagreb) and grants given by the Republic of Croatia's Ministry of Science and Education.

Article processing charges

Manuscript submission, article processing, and publishing is free of charge. All scientific papers accepted for publication and written in Croatian are translated to English free of charge for the authors.

Editorial procedure

Each manuscript received is evaluated by the Editor-in-Chief. The manuscripts that do not meet the main criteria listed in this Instructions are returned to authors. Contributions that qualify for further consideration are further processed.

Given the number of received articles, as stated above, the usual duration of article review is from two to four months and the usual publishing time is up to a year after the submission of the contribution. The journal gives equal consideration to every carefully performed research relevant to the Journal's readership, whether the results are negative or positive.

Editor-in-Chief has full authority over the whole editorial process and decision-making responsibility.

Peer-review policy and procedure

Manuscripts that meet the scope of the Journal and are prepared according to this Instructions are sent to double-blind peer-review which means that both reviewer and author remain unknown to each other. It is our belief that this model ensures objectivity during the process.

All received papers are reviewed by two peer-reviewers. Editorial board decides on the reviewers according to the manuscript's subject. The manuscript may be reviewed additionally by a third reviewer if shown necessary.

When reviewers require, manuscript will be returned for correction to the address of the author responsible for correspondence.

The Journal advises its reviewers to adhere to the Journal's Guidelines for peer-reviewers available on the Journal hrcak webpage. In order to improve peer-review process and maintain high quality reviews, all peer-reviewers are encouraged to use Reviewer's Check List while reviewing the manuscript.

After receiving the reviews, the authors submit to the Editorial board a cover letter stating which reviewers' proposals and suggestions were accepted and how, and which were not (with explanation and argumentation) together with the new version of the manuscript. Authors can write an appeal letter regarding the review process or the decision on the manuscript to the Editor-in-Chief. In case of repeated appeal, the Editor-in-Chief decides based on a discussion of the Editorial board members.

The Editorial board reserves the right to revise the manuscript to the journal's standards in terms of editing and language.

Ethical issues

Editorial board of the Journal strongly promotes **research integrity** and aims to prevent any type of scientific misconduct, such as fabrication, falsification, plagiarism, redundant publication, and authorship problems.

Research studies must be in accordance with the applicable ethical rules and codes of conduct of research, wherein the description of the research procedure should contain all information relevant to the evaluation of the ethics of conducting the research. The Editorial board may request confirmation from the authors regarding approval of the ethics committee of the relevant institution about the conducted study.

In accordance with the instructions for authors of the European Association of Science Editors (EASE) 2016 (<http://ease.org.uk/publications/author-guidelines>), the journal recommends that the list of authors include a list of all people who have significantly contributed to the planning of the study, data collection and interpretation of the results and have also written or edited the manuscript and approved its final version accepting responsibility for all aspects of the paper. Any person who meets the described criterion should be allowed to participate in the writing of the manuscript and approval of its final version (ICMJE 2015).

All persons who have made substantial contributions to the work but do not meet the criteria for authorship should be listed in the Acknowledgments section (technical help, writing assistance, language translation service, general support, financial and material support). All persons named in the Acknowledgments section of the manuscript must give their permission to be named.

Reviewers are required to treat each received manuscript as confidential. Authors and reviewers are required to reveal potential conflicts of interest related to the article which is sent or reviewed, or, in case of conflict of interest, to exclude themselves from the review process. The same is true for editors and Editorial board members, who should be excluded from the editorial process if they are in conflict of interest (cooperation or any other links with the authors).

In case of suspicion of unethical scientific conduct (plagiarism, self-plagiarism, manipulation of data, changes in authorship etc.) the Editorial board will act in accordance with the guidelines of the international association - "Committee on Publication Ethics" (COPE).

The Journal is adopting the system by which each author is identified with his unique identification number, ORCID. ORCID ensures transparency in authorship and personal identification. It is easy to obtain and available for free at <http://orcid.org/>. It is recommended for each author to provide his/her ORCID number. Editorial board strongly recommends to the authors to register their ORCID IDs and enter them in HRČAK after the paper has been published. For more information on ORCID go to <https://hrcak.srce.hr/index.php?show=orcid&lang=en>.

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Copyright for articles published in this journal is retained by the authors, with first publication rights granted to the journal. Papers published in the journal are licensed under the [Creative Commons license BY-NC-ND](#), which means that their content can be distributed with attribution for non-commercial purposes without modification and as long as they cite the source in an appropriate manner.

The use of measurement instruments and computer programs should be in accordance with applicable regulations, and the Editorial board may request the authors to submit a statement on the use of legitimate copies or possession of written permission for the rights to their use.

Author's appeal

As mentioned before, all authors are welcome to submit an appeal if they feel there were irregularities during the submission process or if they do not agree with Editor-in-Chief's decision. It is Editor-in-Chief's responsibility to provide an answer based on the stated editorial policy and in the timely manner. All appeals can be sent to the Journal e-mail address: ksi@erf.hr.

Reporting guidelines and manuscript preparation

The manuscripts should be written in Croatian or English and the authors are responsible for ensuring that the language is suitable for publication. All manuscripts are assumed to be submitted exclusively to the Criminology & Social Integration. Editors hold the right to make all the necessary changes to the language and style of the original manuscript in order to adhere to the uniform standards of the Journal.

The manuscripts should be submitted by e-mail to the Journal's e-mail address: ksi@erf.hr.

Recommended length of the manuscript (including references, notes, figures and tables) should not exceed 20 pages. The file should be in MS Word format (.doc or .docx), with 1.5 line spacing in Calibri font, size 11, all margins 2.5.

All pages should be numbered. Do not use Headers. Footers should be used with exception.

Title/first page

The title page should be a separate page. The title page should include:

- full title of the manuscript (which should be concise but informative) written in capital letters
- authors names and affiliations (institution, department, city, country) written in Croatian and English (for manuscripts submitted in Croatian) and contacts
- corresponding author's e-mail address. Please note that the e-mail address of corresponding author will be published in the final version of the article if a manuscript is accepted.
The corresponding author should be marked with an asterisk (*).

The Editorial board will delete this information (except the title) before sending the manuscript to the reviewers.

The second page starts with abstract containing maximum 300 words. The abstract of an original scientific article, and preliminary communication should contain brief information on the research problem, purpose and goals of the study, methods, main results, and conclusions. For other article types, abstracts should indicate the aim of the work, the methodology used, and the most important findings and conclusions. Authors should specify up to five key words written in alphabetical order separated by commas.

The text of the articles should include the following structure/sections: introduction, aim and purpose of the paper, methodology (for scientific papers), results and discussion, research limitations (for scientific papers), conclusion, acknowledgments (if needed) and references.

Subtitles in the text should be written in bold letters as well as emphasized parts of the text. Underlining should not be used.

Tables and figures (graphs and images) should be numbered and have their own captions (which should be short and clear). Figures and tables should be enclosed within the text of the article in the places where they need to be displayed. The caption should be placed above the tables and under the images and graphs and written in bold and italic. The figures should be saved in original format, with their size and complexity adjusted to the format of the Journal so that all elements are clear and visible and may contain colours. Decimal places in decimal numbers should be separated by commas and a zero should be added where necessary.

Professional papers written in Croatian should include abstract and key words translated to English on the last page of the manuscript.

Formatting references in the text according to APA style

The sources should be cited in the text, not in the footnotes. The reference should be in brackets, containing the author's surname and year of publication e.g.:

(Balci, 2011) or

Balci (2011).

The page number should be included for quotations or references to books e.g.:

(Broom, 2010, p. 22).

If the reference was written by two authors, both should be mentioned e.g.:

(Kamasak & Bulutlar, 2008).

If the work has three, four or five authors, all the authors' surnames should be listed in parentheses after the first citation. In repeated citations the form "et al." is used:

(Porporino, Robinson & Fabiano, 1992)

(Porporino et al., 1992).

If the work has six or more authors, the form "et al." is used from the first citation on, e.g.:

(Dunlap et al., 2006) or

Dunlap et al. (2006).

The reference list should be written in APA style as in the following examples:

Book – one author:

Creswell, J. (2013). *Qualitative inquiry and research design: Choosing among five traditions (3rd ed.)*. Thousand Oaks, CA: Sage.

Book – several authors:

Clarke, V. & Braun, V. (2013). *Successful qualitative research: A practical guide for beginners*. London: Sage.

Work from an anthology:

Greenberg, M., & Hughes-Evans, D. (1980). Air pollution. In J. Aldrich (Ed.), *Atmosphere, weather and climate* (Vol. 3, pp. 35–75). London: Methuen.

Article in a journal with a DOI number:

Colman, I., Wadsworth M., Croudace T., Jones, P. (2007). Forty-Year Psychiatric Outcomes Following Assessment for Internalizing Disorder in Adolescence. *American Journal of Psychiatry*, 164 (1), 126-133. doi: 10.1176/ajp.2007.164.1.126

Article in a journal without a DOI number:

Galešić, M., & Stepanić, J. (2003). Toward parameterisation of E-mail mediated communication. *Interdisciplinary Description of Complex Systems – INDECS*, 1(1–2), 54–65. Available at <http://indecs.znanost.org>

Unpublished doctoral dissertation:

Surname, X. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of institution, Location.

Published conference paper:

Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of paper. In A. Editor, B. Editor, & C. Editor, *Title of published proceedings*. Paper presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of publication: Publisher.

Laws and regulations:

Act on vocational rehabilitation and employment of persons with disabilities. *Official Gazette*, 143/2002, 33/2005.

Article in newspaper (unsigned):

Article title. (Date of issue). *Name of newspaper*, p. xx.

Other detailed examples can be found at <http://www.apastyle.org/>.

Reviews

Croatian and foreign publications that were published less than one year ago (counting up to the day the review is received by the Journal) can be reviewed. The length of a review should not exceed three pages. On the first page, the first line should include title and subtitle in small letters. The second line should include the name and surname of the author of the reviewed work. The third line should include: the name of the publisher, the place of publication, the year of publication and the number of pages. Reviews are also provided in electronic format via the journal e-mail.

A review should be signed at the end.

Notices and Information

The journal also includes notices and information about lectures, debates, scientific conferences and other interesting and important events in Croatian and international scientific circles. They should not exceed three pages and should be signed at the end. The first line should include the name of the event, the second line: country and city of the event, the third line: date of the event.