**INSTRUCTIONS FOR AUTHORS**

**1. Journal profile**

*Kroatologija* is an interdisciplinary journal published by the Faculty of Croatian Studies of the University of Zagreb. It is a journal dedicated to the publication of scholarly articles in the fields of social sciences and the humanities in the Croatian and English languages. *Kroatologija* also publishes thematic sections, interviews, reports on academic conferences, debates, apologia, polemics, essays, overviews, in memoriams, reviews and, exceptionally, translation of papers from foreign languages. The Editorial board exclusively accepts unpublished manuscripts. The manuscripts are sent via e-mail, to the address: **kroatologija.casopis@hrstud.hr**. According to the Ordinance on Conditions for Election into Scientific Grades, enacted by the National council for science, higher education and technological development on 7 March 2017 (Narodne novine, 28/207), *Kroatologija* is an a3 category scientific journal for social sciences (article 17) and a2 category journal for the humanities (article 31).

**II. Review process and categorization**

All the manuscripts are primarily analyzed by the editors in order to ascertain whether the manuscript complies with the academic and editorial standards of the journal and whether it conforms with the aims and themes of the journal. The manuscripts that go through this process are then put through a double blind peer review process which does not divulge the identity of the authors or the reviewers. The academic articles are categorized according to the Ordinance on Conditions for Election into Scientific Grades (NN 28/2017). The Editorial board gives the final decision on categorization, based on the suggestions of the two reviewers.

**III. We ask the authors to follow these guidelines:**

1. The manuscripts on subjects in the social sciences should be from 15 to 12 standard pages long (1800 charaters, including blank spaces), including footnotes, sources and bibliography, places for graphical documents, Croatian and English language summaries. The manuscripts on subject in the humanities should be under 32 standard pages long. The summary should have up to 25 lines in the Croatian language version, and up to 30 lines in the English language version. The authors must translate the summaries into the English language in their own arrangement. The summary must be accompanied by a list of up to five key words.

2. The text must be double spaced, all the pages must be numbered.

3. The first page must contain the name and surname of the author, the name and address of the institution of employment, his e-mail and the article title (the editors will remove all the information during the review process).

**IV. Guidelines for references in manuscripts on subjects in the social sciences:**

General guidelines

The sources and literature should be referred to in the text, not in footnotes.

The bibliography should contain full data on all the texts mentioned in the text. Also, the bibliography should contain notes on all the sources mentioned in the text. The texts are alphabetically ordered according to the author's surname and the chronological order of the works by the same author. If more texts by the same author, with the same year of publication are noted, they should be distinguished by letters (a, b, c, etc.) after the year of publication.

If the paper is written in the English language, the list of sources and bibliography, the titles of articles in periodicals, book chapters, monographs, which are in the Croatian language, must be noted in English translation.

**1. Articles in periodicals**

Bucić, Pavle; Milanović, Božo; Musil, Sanja; Siluković, Dragan (2012). Značenje Požeške gimnazije tijekom tri stoljeća njezina postojanja. *Radovi Zavoda za znanstveni i umjetnički rad u Požegi*, 1, pp. 131-148. → (Bucić et al., 2012, 132)

Šarić, Tatjana; Jukić, Marijana (2013). Prilog proučavanju povijesti omladinskih organizacija na temelju fonda Republičke konferencije Socijalističkog saveza omladine Hrvatske (1942-1990). *Arhivski vjesnik*, 56, pp. 269-288. → (Šarić and Jukić, 2013, 170-271)

Šestak, Ivan (2015). Srednjovjekovna filozofija u hrvatskoj katoličkoj periodici od 1910. do 2012. godine. *Obnovljeni život*, 70(4), pp. 473-486. → (Šestak, 2015, 485)

**2. Book chapters**

Grčević, Mario (2015). Vanjskopolitički utjecaji na hrvatski književnojezični razvoj u drugoj polovici XIX. stoljeća. In: Ivan Šestak (ed.), *Od Mure do mora, od Save do Seine: Spomen-zbornik patru Vladimiru Horvatu SJ za njegov 80. rođendan* (pp. 353-404). Zagreb: Filozofsko-teološki institut Družbe Isusove. → (Grčević, 2015, 358)

Kazali, Pasko Antun (2005). Zlatka: Pjesanca. In: Slavica Stojan (ed.), *Pasko Antun Kazali: Mato Vodopić: Ivan August Kaznačić: Orsat Medo Pucić: Izabrana djela* (pp. 29-107). Zagreb: Matica hrvatska. → (Kaznačić, 2005, 31)

**3. Monograph**

Jembrih, Alojz (1997*). Na izvorima hrvatske kajkavske književne riječi: Rasprave i građa iz povijesti hrvatskoga jezika i književnosti*. Čakovec: Zrinski. → (Jembrih, 1997, 56)

Korade, Mijo; Aleksić, Mira; Matoš, Jerko (1993). *Isusovci i hrvatska kultura*. Zagreb: Hrvatski povijesni institut u Beču. → (Korade et al., 1993, 43)

Marinović Bobinac, Ankica; Marinović Jerolimov, Dinka (2008). *Vjerske zajednice u Hrvatskoj: Kratka povijest, vjerovanje, obredi, hijerarhija, organizacija, članstvo, tradicija, običaji i blagdani*. Zagreb: Prometej. → (Marinović Bobinac i Marinović Jerolimov, 2008, 143)

**4. Encyclopedias and dictionaries**

Klaić, Bratoljub (2002). *Rječnik stranih riječi: Tuđice i posuđenice*. Zagreb: Nakladni zavod Matice hrvatske. → (Klaić, 2002, s. v. ekumena)

Kovačec, August (ed.) (2005). *Hrvatska enciklopedija: 7: Mal-Nj*. Zagreb: Leksikografski zavod Miroslav Krleža. → (Kovačec, 2005, s. v. Merz, Ivan)

**5. Documents of church teachings**

EG. *Evangelii Gaudium*. In: Franjo, *Evangelii Gaudium – Radost evanđelja: Apostolska pobudnica o naviještanju evanđelja u današnjem svijetu*. Zagreb: Kršćanska sadašnjost, 2014. → (EG5)

KKC. *Katekizam katoličke crkve*. In: Ivan Pavao II., *Katekizam katoličke crkve*. Zagreb: Hrvatska biskupska konferencija, 2016. → (KKC3)

MM. *Mater et magistra*. In: Marijan Valković (ed.), *Sto godina katoličkog socijalnog nauka: Socijalni dokumenti Crkve* (pp. 106-162). Zagreb: Kršćanska sadašnjost, 1991. → (MM 7)

**V. Guidelines for references in manuscripts on subjects in the humanities**

General guidelines

Sources and literature should be noted in footnotes.

The abbreviation *Isto* (*Same*) is used when the same work as the one in the previous footnote is noted, but only if it is the only work noted in the previous footnote, and is written in cursive script.

In case of more publishers or places of publication they are separated with semicolons.

The list of sources and bibliography lists the works in alphabetical order, by the rank of author's surname. In case there are more works by the same author, they are also listed alphabetically.

The footnote is present in the text after the punctuation mark.

If the paper is written in the English language, the list of sources and bibliography, the titles of articles in periodicals, book chapters, monographs, which are in the Croatian language, must be noted in English translation.

Example

Akmadža, Miroslav. *Katolička crkva u komunističkoj Hrvatskoj: 1945. – 1980.* [*The Catholic Church in Communist Croatia: 1945-1980*], Zagreb: Despot Infinitus; Slavonski Brod: Hrvatski institut za povijest, 2013.

Translations in square brackets should also be mentioned in the footnotes.

1. Articles in periodicals

The article is noted in the footnote in the following way: Surname, „Article title“, quoted pages. In the bibliography, the article is noted in the following way: Surname, Name. „Article title“. *Journal title*, year/year of issue (year of publication), volume: full article page range.

Example

In the footnote: Banac, „'I Karlo je o'šo u komite': nemiri u sjevernoj Hrvatskoj u jesen 1918.“, 30.

In the bibliography: Banac, Ivo. „'I Karlo je o'šo u komite': nemiri u sjevernoj Hrvatskoj u jesen 1918“. *Časopis za suvremenu povijest*, 24 (1992.), No. 3: 23-43.

2. Book chapter or article in a collection of papers

The chapter or article in a collection of papers is noted in the footnote in the following way: Surname, „Article title“, quoted pages. In the bibliography, the chapter or article in a collection of papers is noted in the following way: Surname, Name. Year of publication. „Article title“. In: *Book title/Collection title*, Name and Surname of the editor. Place of publication. Editor. Page range.

Example

In the footnote: Radelić, „Rat, država, nacija i revolucija: bitne pretpostavke komunističke represije u Hrvatskoj“, 25.

In the bibliography: Radelić, Zdenko. 2012. „Rat, država, nacija i revolucija: bitne pretpostavke komunističke represije u Hrvatskoj“. In: *Represija i zločini komunističkog režima u Hrvatskoj: zbornik radova [sa znanstvenog skupa održanog u palači Matice hrvatske 10. svibnja 2011.]*, ed. Romana Horvat. Zagreb. Matica hrvatska. 21-48.

3. Book

The book is noted in the footnote in the following way: Author's surname, *Book title*, quoted pages. In the bibliography the book is noted in the following way: Surname, Name. Year of publication. Book title. Place of publication. Publisher. In case the book has several authors, their surnames are noted and divided with a comma in the footnote, while in the bibliography they are separated with a semicolon. If the book is edited, the footnote mentions the editors surname, while in the bibliography, the abbreviation ed. is added to the surname.

Example

In the footnote: Mijatović, *Bruno Bušić: prilog istraživanju života i djelovanja: (1939.-1978.)*, 24-76.

In the bibliography: Mijatović, Anđelko. 2010. *Bruno Bušić: prilog istraživanju života i djelovanja: (1939.-1978.)*. Zagreb. Školska knjiga.

4. Encyclopedia

The encyclopedic article is noted in the footnote in the following way: Surname, „Article title“, quoted pages. If the article is unsigned, it is noted with the article's title. In the bibliography, the encyclopedic article is noted in the following way: Surname, Name. Year of publication. „Article title“. In: *Encyclopedia title*, volume number. Place of publication. Published. Page range.

5. Newspaper articles

Newspaper articles are noted in the footnote in the following way: Name Surname, „Article title“, *Newspaper title* (Place of publication), date of publication, quoted pages. In the bibliography, newspaper articles are noted in the following way: *Newspaper title* (Place of publication), year of publication. If the article is unsigned, the note should begin with the article's title. If the article is signed with a pseudonym or initials, they are noted instead of the name and surname. In case there is some information on the author, the name and surname are noted in square brackets. If the article has been taken from a website, the website address should be noted (URL), as well as the date of access.

Example

In the footnote: Juraj Krnjević, „Mlado hrvatsko pokoljenje“, *Hrvatska riječ. List hrvatskih radnika u slovosnoj Evropi* (Jemeppe-sur-Meuse), 26.5.1957., 1.

In the bibliography: *Hrvatska riječ. List radnika u slobodnoj Evropi* (Jemeppe-sur-Meuse), 1957.

6. Graduate, master's and doctoral theses

Graduate, mather's and doctoral theses are noted in the footnotes in the following way: Surname, „Thesis title“, quoted pages. In the bibliography, graduate, master's and doctoral theses are noted in the following way: Surname, Name. Year of thesis defense. „Thesis title“. Type of work, university where the thesis was defended.

Example

In the footnote: Tepeš, „Političko djelovanje Hrvatske seljačke stranke u emigraciji od 1945. do 1990. godine“, 33-36.

In the bibliography: Tepeš, Ivan. 2018. „Političko djelovanje Hrvatske seljačke stranke u emigraciji od 1945. do 1990. godine“. Doctoral thesis, University of Zagreb.

7. Web content

Web content is noted as newspaper articles, with the addition of date of access and the Internet address. In case the web content has no authoral information, and/or place and date of publication, the article's title should be noted, along with the name of the website or the institution responsible for publishing the content, along with the date of access and web address.

Example

In the footnote: „Srećko Cvitanović: kako sam preživio partizansku klaonicu“.

In the bibliography: „Srećko Cvitanović: kako sam preživio partizansku klaonicu“. Portal Hazud.hr, 17 May 2014. Accessed on 29 November 2017. <http://www.hazud.hr/srecko-cvitanovic-kako-sam-prezivio-partizansku-klaonicu/>

8. Lectures at academic or expert conferences

In the footnote, lectures at academic or expert conferences are noted in the following way: Surname, „Lecture title“. In the bibliography, lectures at academic or expert conferences are noted in the following way: Surname, Name. „Lecture title“. Information on whether it was an academic or expert conference: Conference title, Name of the conference organizer, Place of the conference, time when the conference was held.

Example

In the footnote: Šterc, „Gastarbajterski romantizam – vječni san o povratku“.

In the bibliography: Šterc, Stjepan. „Gastarbajterski romantizam – vječni san o povratku“. Lecture given at the international scholarly conference: Gastarbaiter emigrant poem – from reality to romanticism, Faculty of Croatian Studies of the University of Zagreb; Croatian Catholic University, Zagreb, 19-20 October 2020.

9. Archival and unpublished sources

Archival and unpublished sources are noted in footnotes so that the abbreviated name of the country and archive is given, then the number of the archival fond and name of the archival fond. All the abbreviations are connected with dashes. This is followed by the name of the subseries (if one exists), then the title or description of the document, and finally with the date of the document's creation. In case the archival holdings have been organized in such a way, one might note the number of the box or volume, the name or accession number of the document and number of the page. In the bibliography, archival and unpublished sources are noted by writing the abbreviated form of the information in the footnotes, followed by the information regarding the state, archive and name of the archival fond. As archival holdings can be arranged in multiple ways, there are many ways of quoting them. However, the author should be as precise as possible, so that anyone who might wish to inquire further could locate the document with as much ease as possible. If the document is in the author's possession, for instance an interview by the author, then this is noted in the bibliography in brackets.

Example

In the footnote: HR-HDA-1561-SDS RSUP SRH, Internal affairs (code 0), Illegal enemy organizations (code 19), number 67.-3., „Akcija 'Lado' i 'Centar' – aktivnost ilegalne grupe iz Zagreba, vezane za ekstremnog emigranta Biošić Josipa – 1966-1972.“, 15-20.

In the bibliography: HR-HDA-1561-SDS RSUP SRH: Croatia, Croatian State Archive, Zagreb, fond 1561, State Security Service of the Republican Secretariat of Internal Affairs of the Socialist Republic of Croatia.