

# **Guidelines for authors**

## *International Studies*

### **Categorization of papers and other works in the Journal**

*International Studies* publishes scientific papers, translations of relevant works into Croatian, and reviews of books and other publications. All scientific papers are refereed by two anonymous and independent referees (*double-blind peer review*) and are sorted based on the referees' recommendations into the following categories:

#### **1) Original scientific paper**

An original scientific paper contains as yet unpublished original theoretical or practical results of original research.

#### **2) Preliminary communication**

A preliminary communication contains one or more new pieces of scientific data, but lacks the appropriate amount of detail. The paper brings forth new research results on changing phenomena, trends or events, which require immediate publication.

#### **3) Review paper**

A review paper contains original, brief and critical review of the state of the art and potential development trends of a research field, and provides critical evaluation of the same. The literature review needs to be complete enough to offer solid insights and bring the reader up-to-date with a given research problem.

#### **4) Conference paper**

Conference papers, if they are refereed and categorized for the conference in question will have one of the above categorizations. They can also be refereed by the journal's referees.

Alongside scientific papers, *International Studies* also publishes:

**Translations of relevant works** into Croatian, the contents of which are of interest to the scientific and professional community. Such translations should not exceed 20 text cards, one card equaling 1800 character spaces.

**Reviews of books and other publications**, which need to be written as critical reviews, and which should not exceed 5 text cards.

## **Manuscript characteristics and publication requirements**

Manuscripts sent to the Journal must adhere to the following requirements:

- they must not be already published or submitted for publication somewhere else;
- they should not be shorter than 18 000 character spaces in .doc or .docx format (typical for MS Word) nor longer than 64 000 character spaces in .doc or .docx format, including abstracts, notes and references;
- the manuscript header should contain a clear, concise and informative manuscript title, author's name and last name, academic title, and the full name and full address of the institution with which the author is affiliated;
- below the title information the manuscript requires an abstract no longer than 800 character spaces in Croatian or English (in the language in which the manuscript is submitted), in which the author, exclusively using the passive voice, offers a concise description of the paper's contents and research results, after which they provide four to eight keywords in the same language;
- the abstract and key words have to be translated into Croatian or English (depending on the language of the manuscript) and added to the manuscript; non-Croatian speaking authors will consult with the Editor regarding an abstract in Croatian;
- sources should be referenced in text notes, in a style similar to the APA (American Psychological Association) style, with several graphic and stylistic differences described in more detail at the end of this document;

- footnotes should be denoted with Arabic numerals in the text and contain additional information at the discretion of the author;
  - alongside the additional information given in the footnote, the author may, if found necessary for said additional information, include a text-note within the footnote, keeping in mind that the footnote’s primary function is not referencing sources;
  - if necessary, the author can use footnotes rather than text-notes upon consultation with the Editors.
- all graphical renditions, pictures, etc. should be submitted exclusively (for now) in black and white;
- the reference list should be alphabetically ordered based on author’s last name(s), and publication dates for works by the same author, while in the case of works by the same author as either independent or as a co-author, independent works should come first;
- authors should adhere to all methodological requirements typical of scientific papers, as described in the appropriate methodological literature for the subject matter which the paper covers;
- authors should always adhere to the scientific methodology pertinent to their field.
- submitted manuscripts must be the author’s original work and adhere to scholarly best-practices regarding proper attribution and citation. All submitted manuscripts are checked for authenticity using the “Turnitin” plagiarism detection software and will be rejected in case of gross plagiarism or returned to the author for corrections in case of small misattributions.

### **Submissions, acceptance or rejection of manuscripts**

A requirement for paper publication in *International Studies* is that the paper be first accepted for the review process by the Editors, following which it must be recommended for publication by two anonymous and independent referees solicited by the Editors. The Editors will solicit referees who are not employed at the author’s institution.

Based on the referees’ recommendations the Editors decide to accept the submitted manuscript for publication or to reject the manuscript followed by a written explanation to the

author. The Editors' final decision to accept or reject a manuscript depends on the recommendations of the referees. In case the two referees' recommendations contradict each other, the editors will find a third referee to break the tie. The categorization of published papers also depends on the recommendations of the referees.

By accepting the referees' recommendations and categorizations the author commits themselves not to publish the manuscript elsewhere and without permission from the editors. After publication the author will receive one printed copy of the issue in which their work is published. In case an issue is published only electronically, the author will be sent a link where they can download the published paper.

For further clarifications potential authors can contact the Editor-in-Chief, doc. dr. sc. Vladimiru Filipoviću via e-mail at [vfilipovic@libertas.hr](mailto:vfilipovic@libertas.hr)

## **Guidelines for references**

Referencing sources should be consistent throughout the manuscript, and in accordance with the following guidelines:

- All sources should be referenced with short text notes, containing only the author's last name, year of publication, and page number relevant for the reference - ex. (Huntington, 1991: 109); in case of two authors (Mrakovčić & Vuković, 2019: 78), and in case of three or more authors (Jefferson *et al.*).
- Listing the exact page number is not mandatory while paraphrasing sources, but it is mandatory for direct quotations. Listing the page number is, naturally, not mandatory for sources which do not contain any pagination, as is the case for some web sources, or on written sources.
- Text notes should be treated the same regardless of the type of source, such as a book, journal article, chapter in edited volume, web source, etc.

A full alphabetical list of references should be provided at the end of the manuscript, in accordance with the following format:

a) Books:

Last Name, Name, year of publication, *Book title*, Publisher, City.

b) Journal articles:

Last Name, Name, year of publication, Article title, *Journal Name* (volume), issue: page numbers.

c) Articles or chapters in edited volumes:

Last Name, Name, year of publication, Chapter title, in: Volume editors, *Volume Name*.  
Publisher. City: page numbers.

d) Web sources:

Source name. Link. Date of access.