

## Editorial Guidelines for Authors

Please consider our editorial guidelines,

**Manuscripts** should be submitted in English or in Croatian, to the editorial office and should be accompanied by an indicative abstract of 100 to 200 words.

The text should be structured by numbered subheadings. It should contain (a) an Introduction, giving an overview and stating the purpose, (b) the main body, describing in sufficient detail the materials or methods used and the results or ideas developed, and (c) a conclusion or summary.

**Criteria for acceptance** will be appropriateness to the field of the journal's Scope and Aims, taking into account the merit of the contents and presentation. The manuscript should be concise and should conform to professional standards of English usage and grammar or Croatian usage and grammar. Manuscripts are received with the understanding that they have not been previously published, are not being submitted for publication elsewhere, and that if the work received official sponsorship, it has been duly released for publication. Submissions are reviewed, and authors will usually be notified within 6 to 8 weeks. Unless specifically requested, manuscripts and illustrations will not be returned.

**Title page.** The title page should list (1) the article; (2) the author's name and affiliation at the time the paper was written; (3) author's address and e-mail address, if available.

Authors have to provide a **one-paragraph biographical sketch**, on the bottom of the title page.

**Abstract.** An abstract should be submitted that does not exceed 200 words in length. This should be typed on a separate sheet following the title page.

**Keywords:** Topic described with 5-10 keywords.

**Reference citations** with the text should have the following form: (author, year). For example, (Kent, 1949). Specific page numbers are optional e.g. (Kent, 1949, p. 56). A citation with two authors would read (Shulsky & Godson, 1991); three or more authors would be: (Smith et al., 1995). When the author is mentioned in the text, only the date and optional page number should appear in parenthesis - e.g. According to Kent (1949).

References should be listed alphabetically by author at the end of the article. Journal names should not be abbreviated. Multiple citations by the same author should be listed chronologically and should each spell out the author's name. Articles appearing in the same year should have the following format: Smith, M. (1995a) ..., Smith, M. (1995b) ...

## Examples:

- **Journal reference:** Alexander, M. S. (1988). Introduction: Knowing Your Friends, Assessing Your Allies - Perspectives on Intra-Alliance Intelligence. *Intelligence and National Security*, 13(1). 1-17.
- **Edited book reference:** Gries, D. D. (1995). New Links Between Intelligence and Policy. In H. B. Westerfield (ed.). *Inside CIA's Private World*. New Haven and London: Yale University Press.
- **Book reference:** Andrew, C. (1985). *Secret Service: The Making of the British Intelligence Community*. London: Sceptre.
- **Conference paper reference:** Habsburg, O. v. (1998). A Security Policy for Europe. In M. Sopta & M. Marnika (eds.). *Croatia as a Stabilizing Factor For Peace In Europe: Proceedings from an International Symposium Held in Zagreb, Croatia 11 - 14 April 1996*. Zagreb: Croatian Centre of Strategic Studies. 27-34.

**Footnotes** should be kept to a minimum. They should be indicated in the text with numbered superscripts, and the corresponding notes should be collected at the end of the page.

**Illustrations** should be kept to the necessary minimum. Charts and diagrams should be supplied as black and white drawings suitable for reproduction. Half-tone illustrations should be sharp, well-contrasted glossy prints. Tables should contain a number and a title at the top, and all columns and rows should have headings. All illustrations should be cited in the text as Figure 1, Figure 2, etc. or Table 1, Table 2, etc.