

INSTRUCTIONS FOR AUTHORS

I. Nova prisutnost is an interdisciplinary journal of the Christian Academic Circle. It has three annual issues and is primarily focused on publishing the original scientific papers in the field of social sciences, humanities and related sciences.

In addition to scientific papers that are categorized in accordance with the recommendations of the Ministry of Science (cf. II), Nova prisutnost also publishes thematic units, interviews, scientific conference reports, reviews, reflections, presentations and translations of foreign language works.

The editorial board accepts only unpublished papers. Papers are submitted to the editorial board electronically via email nova.prisutnost@gmail.com.

The Editorial Board reserves the right to adapt the paper according to the standard Croatian language.

According to the Regulations on the conditions for election to scientific-educational titles, which National Council for Science, Higher Education and Technological Development has adopted on March 7th, 2017 (Official Gazette, 28/2017) Nova prisutnost belongs to the A1 journal scientific category for the social (art. 17) and humanities (art. 31) disciplines.

II. Categorization of academic papers

Category is proposed by author but final decision about categorization is made by editorial board according to suggestion made by two reviewers.

1) Original scientific paper: a paper that reviewers and the Editorial Board consider to consist of original, previously unpublished theoretical or practical results obtained from original research. These papers are written in a way that the obtained results, analyzes and extracts can be checked based on the information provided.

2) Preliminary communication: a paper containing one or more new scientific data but lacking sufficient details that could be verified as is the case with original scientific papers. It brings new results of scientific research (completed or ongoing) which, due to actuality, require fast publication.

3) Review: an original, concise and critical review of the situation and tendencies in the development of a particular field of research with a critical review and evaluation. The literature cited must be sufficiently comprehensive to provide good insight and inclusion in the area shown.

4) Professional paper: a paper which informs and introduces a professional issue or outlines some original solutions in a particular field. The paper does not have to be related to original research, but contains a contribution to the application of known scientific results and their adaptation to the needs of practice and is a contribution to the dissemination of knowledge.

III. Technical and methodological instructions

Due to practical reasons related to text processing, we kindly ask associates to obey technical and methodological instructions:

1) Scope of the scientific paper: preferably 16 to 20 author cards (author card makes 1,800 keystrokes, including spaces, commas, etc., which makes 28,800 to 36,000 keystrokes). It includes notes and abstract in Croatian (maximum 15 lines) and English language (up to 45 lines), mentioning translator to English, title of the paper and information about the author (academic level, institution of employment, address) in Croatian and English. In addition to the abstract, authors shall provide at least five key words in alphabetical order, in Croatian and English language.

2) Scientific paper appearance: Font style: Times New Roman; font size: 12 (text); 10 (notes); spacing: 1,5 lines in text, single in notes; title of the paper and subtitles in line stand individually; Introduction and Conclusion are without numeration; in entire document it is obligatory to use following type of quotation: »word« (Alt+175 and Alt 174). If quotation marks are used inside another pair of quotation marks, then single quotation marks are used.

3) Instruction on writing notes: Nova prisutnost follows European (sub)system of notes in footnotes marked with continuous order of numbers starting from 1 onwards. Notes, citations and references should be in accordance with the usual norms of scientific presentation of the scientific text, be as accurate and consistent as possible, which means that, wherever possible, the relevant page(s) is(are) cited. In the first citation the complete bibliographic unit is written, and in further repetition only the author's surname (lowercase), the shortened title of the paper in cursive with three dots and the corresponding page, without writing the abbreviation p for the page, for example: Mardešić, *Split in the Holy...*, 45. The source citation for the paraphrase begins with the abbreviation: Cf. meaning Compare.

Basic instructions:

Book:

Željko MARDEŠIĆ, *Rascjep u svetome*, Zagreb, Kršćanska sadašnjost, 2007, 34-63. Name (or initial of the name) and surname of the author (UPPERCASE), title (and subtitle) in cursive, place of publishing, publisher, year, pages of the book.

Article in journal:

Tonči MATULIĆ, (Bio)etičko tematiziranje biološkog rata, *Nova prisutnost*, 3 (2005) 1, 65-78.

Name (or initial of the name) and surname of the author (UPPERCASE), title of the article in sentence case, *name of the journal in cursive*, volume, year (in brackets), number, pages of the article from-to.

Appendix from Proceedings:

Špiro MARASOVIĆ, Preduvjeti mira u socijalnim dokumentima Crkve, in: Bože VULETA et al. (ed.), *Dijalogom do mira. Zbornik radova u čast dr. Željku Mardešiću*, Split, Franciscan Institute for the Culture of Peace, 2005, 410-423.

Lexicons, encyclopedia and dictionaries:

Diether SPERLICH, Genpool, in: Wilhelm KORFF, Lutwin BECK, Paul MIKAT (ed.), *Lexicon der Bioethik*, 2, Gütersloh, Gütersloher Verlaghaus, 2000, 45-47.

Name (or initial of the name) and surname of the author (UPPERCASE) /if there is/, title of the article or entry written in sentence case, in: author or editor of the edition, title of the edition in cursive, number of volume (if there is), place of publishing, publisher, year, pages of the article or entry.

Church teachings documents:

DRUGI VATIKANSKI KONCIL, *Lumen gentium. Dogmatska konstitucija o Crkvi* (21.XI.1964), in: *Dokumenti*, 7th add. and corr. ed., Zagreb, Kršćanska sadašnjost, 2008.

IVAN PAVAO II., *Apostolsko pismo Christifideles laici – vjernici laici. Apostolska pobudnica o pozivu i poslanju laika u Crkvi i u svijetu* (30.XII.1988), Zagreb, Kršćanska sadašnjost, 1990.

The first mention in the note indicates the complete bibliographic unit, with the abbreviation which will be used further in text and is written as reference in text with the corresponding number, for example: (CL 18).

Newspaper citation:

Željko TANJIĆ, Svjetovno i religiozno - dijalog ili sukob? (2), *Glas Koncila*, 5. ožujka 2006., 11.

Name (or initial of the name) and surname of the author (UPPERCASE), title of the article in sentence case, name of the newspaper in cursive, date of publishing, pages of the article.

Electronic source:

Anthony CARROLL, *Faith, reason and modernity* (30.09.2006), <http://www.thetablet.co.uk> (12.02.2009).

Name (or initial of the name) and surname of the author (UPPERCASE), title of the article in sentence case (in brackets date of article publishing, if available), web address, in brackets date of last access.

4) Reviews of domestic and foreign publications (not older than three years) should be between 4 and 8 author cards (1,800 keystrokes), with accurate bibliographic references. The same scope applies to other non-categorical contributions.

5) In addition to papers, the author should provide the following information: first and last name, academic degree, ORCID number, unique researcher ID, name and address of the institution of employment, personal address of residence and e-mail address.

6) Each author receives 1 copy of Nova prisutnost with his/hers published paper.

7) The editorial board is not responsible for the judgments and views of individual authors.