
Guidelines for Authors

1. Paper Authenticity

The journal *New Theories* will only publish original papers. By sending a paper, the author/s of the paper guarantee/s to the Academy of Arts and Culture: 1) the right to first publishing of the sent manuscript in printed or electronic (*online*) form; 2) the right to unlimited and unrestricted reprinting and re-issuing according to the needs of the Academy of Arts and Culture as long as new releases are in the open access; 3) originality and authenticity of the paper the author takes responsibility for, that is, guarantees that the whole manuscript or some of its parts are not plagiarised, and that in the case of using special elements of the third party, such as photographic images and schematics, they acquired all necessary rights to use them in the published version of their research paper; 4) that during the review process the paper was not sent to other journals and/or books of proceedings with the intention of being published. However, reprints of papers that were previously published elsewhere, with a clear reference to the place where it was first published, can be published in the journal. The Editorial Board will gladly accept and consider all received papers and send them into the review process. Still, it retains the right to return the paper to its authors for a revision, to alter the paper's category and to refuse to publish the received paper. Since the Editorial Board of the journal *New Theories* promotes academic honesty, the Editorial Board actively participates in the prevention of falsified content and authorship and repeated publishing. All received papers are to be thoroughly examined and analysed by the available software tools such as *CrossCheck* and *PlagScan*. If the Editorial Board suspects fraud, it will refuse to publish the paper, and it will take measures of caution.

2. Consent for Processing Personal Data

Under Art. 7. para. 1 and Art. 8. para 2. of the Personal Data Protection Act (Official Gazette No. 103/03, 118/06, 41/08, 130/11, 106/12 – consolidated text), Academy of Arts and Culture request consent for (1) processing personal data for submission, processing and publishing papers in the journal *New Theories*, (2) carrying out the review process, (3) and archiving material. Information regarding the necessity of this act is available in the document titled General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC), available here: <https://eur-lex.europa.eu/eli/reg/2016/679/oj>.

By sending a paper to the journal *New Theories*, the author of the paper (1) confirms that they understand the General Data Protection Regulation act, (2) confirms that the

Editorial Board properly ensured that they (author/s) are familiar with their rights in respect to the General Data Protection Regulation act, and (3) is granting consent to the Academy of Arts and Culture for (3.1) processing personal data for the purpose of submission, processing and publishing papers in the journal *New Theories*, (3.2) carrying out the review process, and (3.3) archiving material. The personal data includes full name and surname, institution or home address, e-mail address and other miscellaneous data provided through paper submission.

3. Using Published Material

All the papers published in the journal *New Theories* the authors can publish in other publications under the condition of clearly and entirely designating where the paper was published for the first time.

All the papers or their parts published in the journal *New Theories* can be used freely for every purpose under the condition of respecting author's and publisher's rights. This regulation is in terms with the CC BY-NC 4.0 licence (*Creative Commons Attribution Non-Commercial 4.0 International licence*), available here: <http://creativecommons.org/licenses/by-nc/4.0/>.

4. Paper Submission

4.1. Sending a Paper

Papers should be sent via e-mail either to the Editor-in-Chief (kresimirpurgar@gmail.com) or deputy editors (lrafolt@gmail.com or dpapo@ffos.hr); reviews should be sent to dvuger@gmail.com.

The Editorial Board of the journal *New Theories* requests no fee to be paid for accepting or publishing the paper, as well as for no other possible service in the publishing process.

4.2. Paper Length

Length of a paper should be between 5 and 8 thousand words.

4.3. Formatting a Paper

The paper should be written in the *Times New Roman* font, font size 12 pt, line spacing 1,5. In addition to the paper, photos, image printouts, tables and graphs, which should all contain a description and ordinal number, are accepted.

Papers written in Croatian, English, French, Italian, Spanish, Polish and Czech are accepted.

I. Arrangement of a Paper

- Title of the paper
- Name and surname of the author(s)
- Name and address (street and city) of the institution at which the author is employed or the author's private address
- E-mail address of the author(s)
- A summary of the paper of the length between 400 and 500 words in the language in

which the paper is written, as well as a summary in English

- Key words (up to 10 words) in the language in which the paper is written, as well as key words in the language in which the paper is written and English

- The paper should be written in sequence and without indentations

- Chapters (from introduction to the reference list) should be marked with Arabic numerals; chapter titles should be written in bold, and subchapter titles should be written in italics

- Notes in the paper should be numbered with Arabic numerals and enclosed at the bottom of the page (*footnotes*)

- A bibliography which should include doi identifiers for those articles which have one (for rules of quoting and citing literature, see chapter II).

The Editors-in-Chief will provide editing and proofreading of texts.

II. Quoting and Citing Literature

Used literature and sources should be stated in the body of the text according to the Author-Date version proposed in the 17th edition of *Chicago Manual of Style*. Authors are also allowed to use footnotes, but they should be used only for important remarks, and by no means for presenting new theoretical concepts or additional explanations. If the contents of a footnote require data regarding the source, the reference must be written down using the proposed citation style.

In the section that follows, examples of reference list entries and in-text citations according to the Author-Date version of *Chicago Manual of Style* (https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html) are presented.

a) Book

Reference list entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

In-text citations

(Grazer and Fishman 2015, 12)

(Smith 2016, 315–16)

b) Chapter or other part of an edited book

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

Reference list entry

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

In-text citation

(Thoreau 2016, 177–78)

In some cases, you may want to cite the collection as a whole instead.

Reference list entry

D'Agata, John, ed. 2016. *The Making of the American Essay*. Minneapolis: Graywolf Press.

In-text citation

(D'Agata 2016, 177–78)

c) Translated book

Reference list entry

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

In-text citation

(Lahiri 2016, 146)

d) E-book

For books consulted online, include a URL or the name of the database in the reference list entry. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the text, if any (or simply omit).

Reference list entries (in alphabetical order)

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

In-text citations

(Austen 2007, chap. 3)

(Borel 2016, 92)

(Kurland and Lerner 1987, chap. 10, doc. 19)

(Melville 1851, 627)

e) Journal article

In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

Reference list entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. 2017. "Conundrum: A Story about Reading." *New England Review* 38 (1): 95–109. Project MUSE.

Satterfield, Susan. 2016. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April): 165–76.

In-text citations

(Keng, Lin, and Orazem 2017, 9–10)

(LaSalle 2017, 95)

(Satterfield 2016, 170)

Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by *et al.* ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by *et al.*

Reference list entry

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May): 463–73. <https://doi.org/10.1086/691233>.

In-text citation

(Bay et al. 2017, 465)

f) News or magazine article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. In the reference list, it can be helpful to repeat the year with sources that are cited also by month and day. Page numbers, if any, can be cited in the text but are omitted from a reference list entry. If you consulted the article online, include a URL or the name of the database.

Reference list entries (in alphabetical order)

Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. 2017. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. 2017. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. 2007. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

In-text citation

(Manjoo 2017)
(Mead 2017, 43)
(Pai 2017)
(Pegoraro 2007)

Readers' comments are cited in the text but omitted from a reference list.

In-text citation

(Eduardo B [Los Angeles], March 9, 2017, comment on Manjoo 2017)

g) Book review

Reference list entry

Kakutani, Michiko. 2016. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

In-text citation

(Kakutani 2016)

h) Interview

Reference list entry

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

In-text citation

(Stamper 2017)

i) Thesis or dissertation

Reference list entry

Rutz, Cynthia Lillian. 2013. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago.

In-text citation

(Rutz 2013, 99–100)

j) Website content

It is often sufficient simply to describe web pages and other website content in the text ("As of May 1, 2017, Yale's home page listed . . ."). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, use *n.d.* (for "no date") in place of the year and include an access date.

Reference list entries (in alphabetical order)

Bouman, Katie. 2016. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDx BeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. n.d. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

In-text citations

(Bouman 2016)

(Google 2017)

(Yale University, n.d.)

k) Social media content

Citations of content shared through social media can usually be limited to the text (as in the first example below). If a more formal citation is needed, a reference list entry may be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Reference list entries (in alphabetical order)

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNCt/>.

In-text citations

(Chicago Manual of Style 2015)

(Souza 2016)

(Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style 2015)

l) Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text only; they are rarely included in a reference list.

In-text citation

(Sam Gomez, Facebook message to author, August 1, 2017)

5. Review Process and Paper Categorization

Papers are subject to blind peer review according to the categorisation of corresponding scientific fields. For example, categorisation for the humanities is as follows:

- 1) Original scientific paper
- 2) Preliminary communication
- 3) Review article
- 4) Professional paper

The first three categories are scientific, and the fourth category is professional. Each paper is subject to at least two peer reviews. If the opinions of the reviewers on the categorisation of the paper are divided, the Editor-in-Chief and Deputy Editors will decide on the final evaluation of the paper, whereby they may consult a third peer reviewer.

By submitting their papers for print in the journal *New Theories*, the authors agree that their papers are also published in the *online* version of the journal.