

# Instructions for associates

## Editorial board's contact

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Papers are submitted by regular and/or electronic mail during the whole year and they need to be delivered no later than **July 1st 2019**. Papers delivered after that date will be considered for publishing in the following edition.

Podravski zbornik engages themes from various areas (economy, society, archaeology, history, geography, ethnology, anthropology, art history, librarianship, literature) in the River Drava Basin, so only papers which are somehow related to that area will be published.

The papers in the Podravski zbornik are divided to articles, contributions and literary contributions.

## Articles

should contain these elements:

1. Title
2. Summary (1 text card at most)
3. Key words (up to 7 words)
4. Introduction
5. Main part of the paper which, apart from the text part may contain pictorial contributions and/or tables (notes below the text are obligatory, and the text should be divided into chapters)
6. Conclusion
7. Literature and sources (only the titles which are used in the article, they should be alphabetized by the author's last name)

The scope of the article can be maximum 25 cards (45.000 characters at most, including spacing and notes) and it can contain up to 7 color picture contributions. Pictures and tables must contain a signature and origin (author, source, owner, year).

## Contributions

They include short, popular papers which besides the textual part can also include 2 –

3 pictures or tables, notes are not obligatory but literature is welcome. The scope is 6 cards (10.800 characters).

## Literary contributions

Podravski zbornik also publishes literary papers and the editorial board chooses among those that are submitted the ones which they consider to be of best quality, at the same time respecting the gender and genre diversity.

## Technical instructions for writing a paper

All supplements (articles, contributions, literary contributions) are delivered in the computer program MS Word: Times New Roman font, size 12, single line spacing, no alignment, margins 2,5 cm.

The tables, graphs and pictures are delivered as a separate computer folder in adequate format, they should have a number, name and source. They are numbered in line using Arabic numbers. The places where pictures, tables and graphs should be placed inside the paper should be marked in some way.

Papers are delivered exclusively in the electronic form (CD, USB or e-mail).

## Instructions for writing notes

Notes are marked in a belonging place in the text and at the bottom of the page in a continuing sequence from 1 onwards. When the quote is made for the first time, all bibliographic information should be given and every next mention of the same author should be noted by his or hers first and last name and „Ibidem“ or the abbreviation of the title, with the mandatory addition of the page from which the quote is taken. If one comments or compiles a bigger part of the text, those pages should be written in a note (from-to). The marking “The same” is used if the notes connected to a certain paper are used sequentially.

## Instructions for quoting

- a. Quoting of books which have one, two or three authors  
SEKELJIVANČAN, Tajana: *Podravina uranom*

srednjem vijeku. Zagreb: Institut za arheologiju, 2010., 50.

MARESIĆ, Jela; MIHOLEK, Vladimir: *Opis i rječnik đurđevačkoga govora*. Đurđevac: Gradska knjižnica Đurđevac, 2011., 123.

If the publication is a work of four or more authors, state the name of the title and bibliographic information and leave the authors out.

b. Quoting papers from almanacs

KOLAR-DIMITRIJEVIĆ, Mira: *Povjesničar Rudolf Horvat i Koprivnička Podravina*. // Podravski zbornik 1993/94 (ed. Franjo Horvatić), Koprivnica: Muzej grada Koprivnice, 1995., 22–24.

c. Quoting papers from magazines

DOBROVŠAK, Liljana: *Židovi u gospodarstvu Koprivnice i Podravine*. // Podravina: časopis za multidisciplinarna istraživanja VIII, 16, 2009., 98–114.

d. Quoting newspapers

KUZEL, Vladimir: *Brigaza najboljeg čovjekovog prijatelja*. // Glas Podravine i Prigorja LIII, 47 (27. 11. 1998.), 9

or

Podravske novine IV, 46 (18. 11. 1933.), 2.

e. Quoting from the funds of an archive

Nadbiskupski arhiv Zagreb. Kanonske vizitacije (dalje: NAZ, KV), Prot. 89/I, 85. Hrvatski državni arhiv (dalje: HAD). Zagrebačka oblast (141): Veliki župan Zagrebačke oblasti, kut. 176, br. 35554/1924

f. Quoting articles via electronic media  
MANZO, Kathleen Kennedy: *Libraries seeking updated role as learning center*. // Education week 16, 1997. Available on: <http://www.epnet.com/ehost/login.html> (15. 4. 2002.).

g. Electronic and printed articles

NEJAŠMIĆ, Ivo: *Posljedice budućih demografskih promjena u Hrvatskoj*. // Acta Geographica Croatica XXXVIII, 1 (2010. – 2011.), 1–14. Available on: [http://hrcak.srce.hr/index.php?show=clanak&id\\_clanak\\_jezik=126073](http://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=126073) (2. 8. 2012.).

## Author rights

Once accepted paper obligates the author not to publish it elsewhere without the permission of the editorial board who accepted it. In that case the author must refer to the first publication. The authors avouch that their paper is an original contribution and that its publication does not represent the violation of the author's rights. By accepting the paper, the publisher becomes the carrier of the author's rights unless it is appointed otherwise. The editorial board is not responsible for standpoints brought in certain papers, but the authors are.

## General Data Protection Regulation (GDPR)

Based on the General Data Protection Regulation (GDPR) 2016/679, which protects the privacy of an individual and obliges organizations that use personal data for the purpose of securing confidentiality, integrity and availability of such data, the authors expressly agree that the Koprivnica Town Museum as a publisher collect, process, use and analyze the personal information that is related to them, as well as taking actions related to their processing.

## Other relevant notes

The article must comply all the technical propositions given in these instructions, while the contributions may or may not contain all the required elements. It only has to satisfy the technical requests concerning the submission of the article. Editorial board holds the right for returning the paper to the author or adjusting it to Croatian standards if the paper is not suitable. The final decision of acceptance and publication of the article, as well as the alignment of the articles, will be made by the editorial board. Every author receives a copy of *Podravski zbornik* in which his/her paper is published.

*Editorial board of Podravski zbornik*