

“Pro Tempore”

Instructions for authors

I) SUBMISSION

- Papers should be submitted in the **Word format** (or in another related format, such as Google Docs) to the following e-mail address: **casopis.protempore@gmail.com**.

II) INSTRUCTIONS

- Main body formatting: Times New Roman, 12 pt., 1.5 spacing, justified.
- Footnote formatting: Times New Roman, 10 pt., 1.0 spacing, justified.
- Papers should be written in **Croatian** or **English**. The journal also accepts papers in **Serbian, Bosnian** and **Montenegrin**.
- All submitted papers must be written in the **Latin script**.
- Papers must contain:
 - The full name(s) of the author(s).
 - The title of the paper.
 - A comprehensive list of sources at the end of the paper.
 - An abstract and keywords in **Croatian** at the beginning of the paper (in case the author does not speak Croatian, the editorial board will do the translation).
 - An abstract and keywords in **English** at the (very) end of the paper.
 - Longer papers **must** contain subheadings.
- Graphic attachments:
 - The table title should be positioned at the top, and the sources at the bottom of the table.
 - Titles of other graphic attachments should be positioned at the bottom of the attachment, along with the sources.

III) BIBLIOGRAPHY AND CITATION

- The paper should be formatted according to the **Chicago Manual of Style** - for more information, please consult:
 - Zrinka Nikolić Jakus, *Uvod u studij povijesti – Historiografski praktikum* (Zagreb: Leykam Int., 2008), 69 – 93.
 - *The Chicago Manual of Style*, 17th Edition (Chicago, London: The University of Chicago Press, 2017), 741 – 891.
- **When citing, the full reference is given only at the FIRST mention of a source. In the remainder of the text, the citation is abbreviated** (Last Name, *First Words of the Title*, pg.; Last Name, “First Words of the Title,” pg.).
- **Please take care that punctuation** (such as full stops, commas, and brackets) **is not written in italics**.

III.1) NOTES AND BIBLIOGRAPHY

a) Books

Bibliographic entry

- Last Name, First Name. *Title of Book*. Place of publication: Publisher, Year of publication.
 - e.g. Raukar, Tomislav. *Hrvatsko srednjovjekovlje*. Zagreb: Školska knjiga, 1997.

Footnote

- **First mention:** Tomislav Raukar, *Hrvatsko srednjovjekovlje* (Zagreb: Školska knjiga, 1997), 24.
- **Shortened note:** Raukar, *Hrvatsko srednjovjekovlje*, 24.

b) Book by multiple authors

Bibliographic entry

- Last Name, First Name, First Name Last Name. *Title of Book*. Place of publication: Publisher, Year of publication.
 - e.g. Nazor, Ante, Zoran Ladić. *Povijest Hrvata*. Zagreb: Multigraf, 2003.

Footnote

- **First mention:** Ante Nazor, Zoran Ladić, *Povijest Hrvata* (Zagreb: Multigraf, 2003), 24.
- **Shortened note:** Nazor, Ladić, *Povijest Hrvata*, 24.

c) Book with editor

Bibliographic entry

- Last Name, First Name, ed. *Title of Book*. Place of publication: Publisher, Year of publication.
 - e.g. Novak, Viktor, ed. *Zadarski kartular*. Zagreb: JAZU, 1959.

Footnote

- **First mention:** Viktor Novak, ed., *Zadarski kartular* (Zagreb: JAZU, 1959), 24.
- **Shortened note:** Novak, *Zadarski kartular*, 24.

d) Translated work with one author

Bibliographic entry

- Last Name, First Name. *Title of Book*. Translated by First Name Last Name. Place of publication: Publisher, Year of publication.
 - e.g. Štih, Petar, Vasko Simoniti. *Slovenska povijest do prosvjetiteljstva*. Translated by Anamarija Paljetak. Zagreb: Matica hrvatska, 2004.

Footnote

- **First mention:** Petar Štih, Vasko Simoniti, *Slovenska povijest do prosvjetiteljstva*, trans. Anamarija Paljetak (Zagreb: Matica hrvatska, 2004), 24.
- **Shortened note:** Štih, Simoniti, *Slovenska povijest*, 24.

e) Reprint editions

Bibliographic entry

- Last Name, First Name. *Title of Book*, 2nd ed. Place of publication: Publisher, Year of publication.
 - e.g. Klaić, Nada. *Povijest Hrvata u ranom srednjem vijeku*, 2nd ed. Zagreb: Školska knjiga, 1975.
- Last Name, First Name. *Title of Book*. Reprint place of publication: Reprint publisher, Reprint year of publication. Reprint, Original place of publication, Original year of publication.
 - e.g. Šišić, Ferdinand. *Povijest Hrvata u vrijeme narodnih vladara*. Zagreb: Matica hrvatska, 1990. Reprint, Zagreb, 1925.

Footnote

- **First mention:** Nada Klaić, *Povijest Hrvata u ranom srednjem vijeku*, 2nd ed. (Zagreb: Školska knjiga, 1975), 24.
- **Shortened note:** Klaić, *Povijest Hrvata u ranom*, 24.⁵
- **First mention:** Ferdinand Šišić, *Povijest Hrvata u vrijeme narodnih vladara* (Zagreb: Matica hrvatska, 1990), 24.
- **Shortened note:** Šišić, *Povijest Hrvata*, 24.

f) Preface, afterword, commentary in a book, etc.

Bibliographic entry

- Last Name, First Name. *Title of Book*. Foreword/critical apparatus/translation First Name Last Name. Place of publication: Publisher, Year of publication.
 - e.g. Arhiđakon, Toma. *Povijest salonitanskih i splitskih prvosvećenika*. Foreword, Latin text, critical apparatus and translation Olga Perić. Historical commentary Mirjana Matijević Sokol. Study *Toma Arhiđakon i njegovo djelo* Radoslav Katičić. Split: Književni krug Split, 2003.

Footnote

- **First mention:** Toma Arhiđakon, *Povijest salonitanskih i splitskih prvosvećenika*, foreword, Latin text, critical apparatus and translation Olga Perić, historical commentary Mirjana Matijević Sokol, study *Toma Arhiđakon i njegovo djelo* Radoslav Katičić (Split: Književni krug Split, 2003), 24.
- **Shortened note:** Arhiđakon, *Povijest*, 24.

⁵ If the paper features works of similar titles by multiple authors of the same surname, the Shortened note in the footnote should be expanded. For instance, if the paper cites Vjekoslav Klaić, *Povijest Hrvata* and Nada Klaić, *Povijest Hrvata u ranom srednjem vijeku*, the Shortened note for Nada Klaić should contain another word from the title. If Vjekoslav Klaić is not cited, the title of Nada Klaić's book can be abbreviated in the following manner: Klaić, *Povijest Hrvata*, 24.

g) Book with author or editor which is part of a series with an editor-in-chief

Bibliographic entry

- Last Name, First Name, ed. *Title of Book*. Vol. 1, *Volume title*, series ed. First Name Last Name. Place of publication: Publisher, Year of publication.
 - e.g. Stipišić, Jakov, Miljen Šamšalović, ed. *Codex Diplomaticus Regni Croatiae, Dalmatiae et Slavoniae*. Vol. 1, series ed. Marko Kostrenčić. Zagreb: JAZU, 1967.

Footnote

- **First mention:** Jakov Stipišić, Miljen Šamšalović, ed., *Codex Diplomaticus Regni Croatiae, Dalmatiae et Slavoniae*, vol. 1, series ed. Marko Kostrenčić (Zagreb: JAZU, 1967), 24.
- **Shortened note:** Stipišić, Šamšalović, *Codex*, 24.⁶

h) Multivolume work

Bibliographic entry

- Last Name, First Name. *Title of Book*. Vol. 1, *Volume Title*. Place of publication: Publisher, Year of publication.
 - e.g. Ostojić, Ivan. *Benediktinci u Hrvatskoj*. Vol. 3, *Benediktinci u Panonskoj Hrvatskoj*. Split: Benediktinski priorat Tkon, 1963.
- If a volume does not have a title, only the number of the volume is noted down (*Book Title*. Vol. 1. Place of publication...)

Footnote

- **First mention:** Ivan Ostojić, *Benediktinci u Hrvatskoj*, vol. 3, *Benediktinci u Panonskoj Hrvatskoj* (Split: Benediktinski priorat Tkon, 1963), 24.
- **Shortened note:** Ostojić, *Benediktinci*, 24.⁷

i) Journal article

Bibliographic entry

- Last Name, First Name. "Article Title." *Journal Title* number/volume (year): page numbers.
 - e.g. Benyovsky, Irena. "Gospodarska topografija." *Povijesni prilozi* 24/28 (2005): 23 – 44.
- **If the online version of a journal is consulted, the link should also be provided. This does not pertain to PDFs downloaded from various open-access webpages:**
 - e.g. Buklijaš, Tanja. "Kuga: nastajanje identiteta bolesti." *Hrvatska revija* 2/2 (2002): 90 – 95. <http://www.matica.hr/hr/326/kuga-nastajanje-identiteta-bolesti-20909/> (accessed July 22, 2020).

⁶ Sources such as the *Codex Diplomaticus* are cited according to established Shortened notes, in this case CD. If the author decides to use an Shortened note, they should state this clearly in the bibliography. In that case, the work should be cited as: CD 1, 24.

⁷ If multiple volumes are cited, the title is abbreviated in the following manner: Ostojić, *Benediktinci*, vol. 1, 24.

Footnote

- **First mention:** Irena Benyovsky, “Gospodarska topografija,” *Povijesni prilozi* 24/28 (2005): 24.
- **Shortened note:** Benyovsky, “Gospodarska topografija,” 24.

- **First mention:** Tanja Buklijaš, “Kuga: nastajanje identiteta bolesti.” *Hrvatska revija* 2/2 (2002): 90 – 95, <http://www.matica.hr/hr/326/kuga-nastajanje-identiteta-bolesti-20909/> (accessed July 22, 2020).⁸
- **Shortened note:** Buklijaš, “Kuga,” 90 – 95.

j) Articles from an edited collection with various authored chapters

Bibliographic entry

- Last Name, First Name. “Article Title.” In *Collection Title*, ed. First Name Last Name, page numbers. Place of publication: Publisher, Year of publication.
 - e.g. Jakić-Cestarić, Vesna. “Osobna imena redovnika samostana.” In *1000 godina samostana sv. Krševana*, ed. Ivo Petricioli, 131 – 139. Zadar: Narodni list, 1990.

Footnote

- **First mention:** Vesna Jakić-Cestarić, “Osobna imena redovnika samostana,” in *1000 godina samostana sv. Krševana*, ed. Ivo Petricioli (Zadar: Narodni list, 1990), 134.
- **Shortened note:** Jakić-Cestarić, “Osobna imena,” 134.

k) Encyclopaedia entries

Bibliographic entry

- **If the author is not signed:**
 - *Book Title*, edition (if reprinted), s.v. “Chapter Title”
 - e.g. *Enciklopedija Jugoslavije*, 2nd ed., s. v. “Hrvati”.

- **If the author is signed:**
 - Last Name, First Name. “Chapter Title.” In *Book Title*, edition (if reprinted).
 - e.g. Šidak, Jaroslav. “Hrvati, Historija.” In *Enciklopedija Jugoslavije*, 2nd ed.

- **Encyclopaedias and lexicons**
 - *Title of Book*. Edited by First Name Last Name. Place of publication: Publisher, Year of publication.
 - e.g. *Leksikon antičkih autora*. Edited by Dubravko Škiljan. Zagreb: Latina&Graeca, Matica hrvatska, 1996.

- **Online encyclopaedia:**
 - *Encyclopaedia/Webpage Title*, s. v. “Chapter Title.” Link (date of access).
 - e.g. *Hrvatska enciklopedija – online edition*, s. v. “Hrvati.” <https://www.enciklopedija.hr/Natuknica.aspx?ID=26386> (accessed July 22, 2020).

⁸ When the page numbers of the PDF version are not listed, the page numbers of the print version should be listed.

Footnote

- **First mention/Shortened note:** *Enciklopedija Jugoslavije*, 2nd ed., s. v. "Hrvati".
- **First mention:** Jaroslav Šidak, "Hrvati, Historija," in *Enciklopedija Jugoslavije*, 2nd ed.
- **Shortened note:** Šidak, "Hrvati, Historija."
- **First mention/Shortened note:** *Leksikon antičkih autora*, s. v. "Tit Livije."
- **First mention:** *Hrvatska enciklopedija – online edition*, s. v. "Hrvati," <https://www.enciklopedija.hr/Natuknica.aspx?ID=26386> (accessed July 22, 2020).
- **Shortened note:** *Hrvatska enciklopedija*, s. v. "Hrvati."

l) Theses and dissertations

Bibliographic entry

- Last Name, First Name. "Thesis Title." Ph.D. diss/MA thesis, Academic Institution, year.
 - e.g. Karbić, Damir. "The Šubići of Bribir." Ph.D. diss., CEU, 2000.

Footnote

- **First mention:** Damir Karbić, "The Šubići of Bribir" (Ph.D. diss., CEU, 2000), 24.
- **Shortened note:** Karbić "The Šubići," 24.

m) Webpage

Bibliographic entry

- **Chapter/article published online, author signed:**
 - Last Name, First Name. "Chapter/Article Title." *Webpage name*. Link (date of access).
 - e.g. Gračanin, Hrvoje. "Zenobija – carica istoka." *Starapovijest.eu*. <https://www.starapovijest.eu/zenobija-carica-istoka/> (accessed July 22, 2020).
- **Webpage:**
 - *Webpage name*. "Chapter/Article Title." Link (date of access).
 - e.g. *Hrvatski povijesni muzej*. "O muzeju." <http://www.hismus.hr/hr/o-muzeju/> (accessed July 22, 2020).

Footnote

- **First mention:** Hrvoje Gračanin, "Zenobija – carica istoka," *Starapovijest.eu*, <https://www.starapovijest.eu/zenobija-carica-istoka/> (accessed July 22, 2020).
- **Shortened note:** Gračanin, "Zenobija."
- **First mention:** "O muzeju," *Hrvatski povijesni muzej*, <http://www.hismus.hr/hr/o-muzeju/> (accessed July 22, 2020).
- **Shortened note:** "O muzeju," *Hrvatski povijesni muzej*.

n) Newspapers

Bibliographic entry

- *Name of newspapers*, date, issue, year (some information may not be available).
 - e.g. *Jutarnji list*, August 1, 1936 – August 17, 1936, no. 8805 – no. 8821.

Footnote

- **First mention/Shortened note:** *Jutarnji list*, no. 8808, 1936, 24.

o) Archival materials

- Archival materials are cited according to the archival record under which they are kept.
- Archival materials are usually cited according to Shortened notes.
- Examples:
 - **Bibliography:** Graz, Steiermärkisches Landesarchiv, Laa A. Antiquum XIV, Militaria, 1630, No. 28.
 - **Footnote:** Graz, StLA, Militaria, 1630, No. 28.

 - **Bibliography:** Beč, Kriegsarchiv (KA), Alte Feldakten (AFA). Box/folder: 7 – 41. Years: 1552 - 1602.
 - **Footnote:** KA-AFA-1577-13-2, 52r-61r.

 - **Bibliography:** HR-HDA- 1801-233: Hrvatski državni arhiv, Zagreb, collection Razne osobe.
 - **Footnote:** HR-HDA- 1801-233, box 44, Razne osobe.

III.2) MISCELLANEOUS SOURCES

a) Papers written in the Cyrillic script

- Papers written in the Cyrillic script **are cited according to the same rules**. However, authors should:
 - **transcribe** the name of the author into the Latin script;
 - the source title is cited **in its Cyrillic form**; however, **the bibliography** should feature a transcript in **square brackets**.
 - Example:
 - **Bibliography:** Alimov, Denis. „«Переселение» и «крещение»: К проблеме формирования хорватской этничности в Далматии” [”«Pereselenie» i «kreshchenie»: K probleme formirovaniya khorvatskoy etnichnosti v Dalmatsii”]. *Studia Slavica et Balcanica Petropolitana* 2/4 (2008): 94 – 116.
 - **Footnote:** Denis Alimov, „«Переселение» и «крещение»: К проблеме формирования хорватской этничности в Далматии,” *Studia Slavica et Balcanica Petropolitana* 2/4 (2008): 94.

 - **Bibliography:** Braun, Piter. *Успон хришћанства на Западу* [*Uspón hrišćanstva na Zapadu*]. Beograd: Klio, 2010.
 - **Footnote:** Piter Braun, *Успон хришћанства на Западу* (Beograd: Klio, 2010), 154.

b) Unknown data/multiple publishers or places of publication

- If the place of publication is unknown, write: **s. l.**
- If the year of publication is unknown, write: **s. a.** or **s. t.**
- If the publisher is unknown, write: **s. n.**
- If a work has multiple publishers/places of publication, all are listed and separated by commas (e.g. Split, Zagreb: Matica hrvatska, Školska knjiga, 2012).

Please consult: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html#cg-website

Should you have any further questions, please contact us at: **casopis.protempore@gmail.com.**