**Instructions for Authors**

Divine Service, liturgical and pastoral theological journal, the scientific magazine of the Catholic Theological Faculty of the University of Split (humanities and theology, A2), which is published in print and electronic form on the portal of Croatian scientific journals HRČAK and on his own international platform *Open Journal System*, regularly four times a year, and publishes previously unreleased original, review and professional papers, reports and work from scientific symposiums, theological reflections on books and homilies.

1. Papers should be submitted by e-mail to the following address: sluzbabozja@kbf-st.hr or via the platform Open Journal System. The editorial board reserves the right to adjust the work requirements of the journal and the standards of the Croatian language.
2. Categorisation of scientific papers Scientific pass double blind review, the reviewer chooses editorial. The entire review process is anonymous. Peer review comments and suggestions for improvement, together with a description of the necessary adjustments, if any, are sent to the author. Based on the received review and possible amendments and corrections, editorial board makes the final decision on publishing and categorization of work, which can be:

1. *original scientific paper* (contains so far unpublished results of original research that are presented so that they can check the results, analyses and extracts)

2. *Preliminary communication* (brings digest new results of scientific research which demand urgent publishing, assuming that they will later publish the complete work)

3. *Review article* (original and concise display of an area of research with its own critical review and judgment)

4. *Professional paper* (informs and introduces the problem of the profession without pretensions to be the result of scientific research, but its purpose is the dissemination of knowledge)

**Copyright**: If the author does not consent to the requested amendments, has the right to withdraw sent to work. Authors are not paid and they don’t paid for their publishing work. Author published paper receives one free number printed magazine and his work in electronic format and in PDF format. Author agrees to work not published elsewhere without permission of the editorial board. Responsibility for scientific ethics in research and results to be borne by the author (cf.. COPE guidelines, http://publicationethics.org/). The author is with the work required to provide the following information: name and surname, academic degree (scientific title), registration number of scientists, the full name and address of the institution where he works, e-mail address.

**4. Editorial policy**

**Peer Review Policy**

Each arrived article, before heading to a further review process, is being reviewed by the editor in chief and, if necessary, and other members of the Editorial Council that it meets the basic methodological, scientific and theological criteria newspaper and, if it is clearly established that the work meets the necessary conditions, sends it to a double blind review.

Editor in chief, as well as other members of the editorial board, making sure that the reviewer is not in any "conflict of interest" with the author of the article and are really expert for received article and its evaluation.

If the article receives two positive reviews, but different scientific categories, the editorial board will evaluate the article favorable scientific category for authors.

If the article gets one positive and one negative review by reviewers, the article being sent a third reviewer. Based on all the received review editorial board will make a final decision on acceptance or rejection of work, as well as the scientific categorization of the article. The author of the article in any moment is not reveal the name of the reviewer, not even after the article was published in the newspaper.

If during the review process reveals that the article is plagiarism or autoplagijat, the editorial board will reject the article received and notify authors.

Editorial agrees not to for the personal benefit of using data from the received and unpublished works while these works not been published publicly was in a newspaper or in any other journal.

Attempting to refer to the rights and obligations of any author's articles, any reviewer, the editorial board has prepared special guidelines for authors and instructions for reviewers. All instructions are available on the Croatian national portal of scientific journals "Hrcak", at the following address: http://hrcak.srce.hr/sluzba-bozja