

## INSTRUCTIONS TO AUTHORS

“Social ecology” publishes theoretical, empirical and methodological papers within the scope of social ecology, as well as other scientific disciplines related to the area of environmental sociology. Its primary focus being on original scientific (research) papers, the journal also publishes professional papers (featured article), review articles, preliminary communication, conference papers, translations, book reviews, essays, bibliographies, as well as variety of documents and information that would be of interest to science and social development. Authors are asked to keep in mind the multidisciplinary character of the journal, and therefore to make an effort to present their papers in a way acceptable to variety of readership.

Editorial board accepts unpublished manuscripts only. Papers should be submitted exclusively in electronic form through the Open Journal System platform: <https://hrcak.srce.hr/ojs/index.php/socijalna-ekologija/about/submissions>.

Double spacing (30 lines per page) is required as well as wide margins (60 signs per line). Manuscripts are submitted for anonymous review. Editorial board retains the right to adapt the manuscript according to reviews and standards of Croatian language. Manuscripts and diskettes will not be returned.

The submitted manuscript must be the authors' own original work for which they accept full scientific and ethical responsibility. The manuscript cannot be previously published or concurrently submitted for publishing elsewhere. When using other people's or one's own already published knowledge, it is necessary to state and cite it appropriately. In case of images, graphs, tables and other materials reproduction, it is necessary to obtain permission from the copyright holder. Authors are expected to list all the people who contributed to the manuscript but are not the authors, and all the organizations and projects that have, financially or in any other way, supported the research published in the article. Every published research should also have the approval provided by the ethics committee of the competent institution or a detailed description of the process of obtaining informed consent of the respondents. In case of academic dishonesty or plagiarism, the Editorial Board will initiate appropriate procedures in accordance with the internationally accepted ethical guidelines published in the Code of Conduct by the Committee on Publication Ethics (COPE).

Editorial board supports and encourages the use of ORCID identifiers and recommends that authors, during registration and paper submission, provide their ORCID ID or create one, in case they don't have it. To register with the journal, follow the link below: <https://hrcak.srce.hr/ojs/index.php/socijalna-ekologija/user/register>.

Authors are asked to respect the following instructions:

### Papers

1. The paper (including summary, bibliography, footnotes and graphics) should be up to 30 pages long.
2. In upper left corner of the first page write the name and surname of the author. Underneath, write the name and address of the institution in which the author is employed. One double space lower write the title of the paper, in capital letters.
3. Graphic supplements (tables, graphs, drawings, etc.) should be in black and white, not larger than A4 format. All graphic supplements must be numbered (Figure 1, Table 1, etc.), and their place in the text clearly marked. Graphs and tables should also be submitted in separate files saved in their original format.
4. Each time phrases, ideas, data, terms, etc. are quoted, the sources of the quote are to be given in the text, not in footnotes. The reference is placed in brackets and should contain author's surname,

the year of publishing and, in the case of direct quotation, pages, for example: (Rifkin, 1986) or (Rifkin, 1986:23). If the paper has two authors, both should be written, for example: (Mesarović and Pestel, 1976). In the case of three or more authors, the form “et al.” is used, for example: (Matas et al., 1989). All references in the text should be quoted as if they are appearing for the first time, i.e. forms such as “ibid.”, “op. rit.”, “loc.cit.”, etc. should not be used. In the literature (bibliography) at the end of the paper full information should be given about every work quoted in the references.

5. In the literature (bibliography) all works that are referred to or quoted in the text should be listed, in alphabetical order according to the surnames of the authors and in chronological order, when there are more works by the same author. If more works by the same author are referred to, and all are published in the same year, they should be differentiated by placing letters (a, b, c, etc.) after the year of publication. In case the work is written by more authors, the form “et al.” should not be used here, instead, all authors should be listed. Literature should be written according to the following examples for various bibliographical units (books, almanacs, journals):

Rifkin, J. (1986). *Posustajanje budućnosti*. Zagreb: Naprijed.

Matas, M., Simončić, V. and Sobot, S. (1989). *Zaštita okoline danas za sutra*. Zagreb: Školska knjiga.

Afrić, V. (1989). Znanost i ugrožavanje prirodne sredine. In: Cifrić, I. (ed.), *Ekološke dileme* (pp. 31-40). Zagreb: Sociološko društvo Hrvatske.

Ujević, T. (1991). Ekološki aspekti društvenog razvoja. *Revija za sociologiju*, 22(1-2): 191-204. [22 marks the volume, (1-2) number within the volume, and 191-204 are pages of the article within the journal]

References of Internet sources should include the author, year of publication, title, complete URL address and date of last visit to the web page.

6. Footnotes are written in Arabic numbers above the last letter of the word to which they refer, and are listed at the end of a page. Footnotes should only be used for commenting or supplementing what is said in the text.

7. The summary should be 200-250 words long describing the purpose of the paper, its main results and conclusions. The summary should be placed at the beginning of the paper, after the title. At the end of the summary, marked “Keywords”, the key words of the paper should be given in alphabetical order.

### **Reviews and book reviews**

Local and foreign works not older than two years, from the date editorial board receives it, are submitted for review. Review should not be longer than 8 pages. In the first page, in upper left corner, write the name and surname of the author of the work that is being reviewed. In the next line, write in capital letters the title of the work. If there is a subtitle, write it in small caps underneath the title. In the next line give the following information: publisher, place of publishing, year of publishing and the number of pages. Review is signed at the end in full name and surname of the reviewer.

Book reviews (content summary and key ideas discussed in the book) are written in the same way as reviews. They should not be more than 6 pages long.

### **Information**

The length of information about lectures, conferences and other interesting and significant events should not exceed 4 pages. Information is to be signed at the end in full name and surname.