Author Guidelines

PLEASE USE THESE IN PREPARING YOUR MANUSCRIPTS FOR SUBMISSION

The Editorial Board accepts unpublished articles in English language and possibly in Croatian language. The paper, including the references and supplements, should not exceed 75 000 characters. Abstract not longer than 300 characters, and a short list of key words must be included (5-10 key words).

Submissions should be formatted in advance, but in any event, all articles accepted for publication will need to comply with these guidelines.

- ***Preparation of manuscripts***

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This will help to ensure that the academic content of the paper is fully understood. Any submission with poor English will be rejected without being sent for review.

Abstract and keywords: All manuscripts should be submitted together with an Abstract of 100 to 200 words in length and up to six key words. The purpose of the Abstract is to identify the subject matter of the article and to summarise the distinctive contribution to the literature which the article makes stating the aims, research methods and objectives. It enables the reader using electronic databases to identify articles that are of interest to them.

Writing guidelines: The main text and footnotes should be written in the same font (Times New Roman), with the main text in size 12 and footnotes in 10. The headings and subheadings should be written in uppercase, with Arabic numeration (eg. 1., 1.2. etc.).

Page layout: Paragraphs start flush left after headings but otherwise are indented, with no extra space between them.

Name/Affiliation: All identifying information should be removed from the manuscript to allow for anonymous peer-review.

Footnotes: cannot be included in book reviews and any references in those submissions should be included in the main text. Notes for articles should be numbered consecutively (after an initial

unnumbered note attached to the author's name by an asterisk) and should be placed as footnotes at the bottom of the relevant page. Numbers in cross-references should be highlighted.

The purpose of footnotes is to provide reference to the principal sources on which the author relies to support his or her argument. Their function is not to provide a comprehensive list of what the author has read nor the materials which the reader could use to follow up the argument. Significant points should be included in the text and not in the footnotes. As a guide, the Journal would not expect footnotes to exceed 20% of the length of the text of the article as a whole. Where the author considers it necessary to have longer footnotes, it would be helpful if he/she could explain the reasons briefly when first submitting the article to the Journal. For good reasons, the Journal may publish an article with longer footnotes.

Cross-references to other parts of the manuscript should be to footnotes and section names not to page numbers. Use "See note 7 above/below" rather than "supra/infra note 7". Numbers should be highlighted to allow for proof correction. For cross-references to material already cited, see below (short form citations are used).

Headings

In *articles* a maximum of four levels of heading is available, one for the title and three within the article:

1. TITLE/AUTHORSHIP

This is centred. Type in capitals:

CENTRED CAPITALS FOR TITLE OF ARTICLE

Only once accepted, the author's name appears, centred, below the title in capitals/small capitals:

MARK MARS[*]

The author's institutional affiliation appears in the asterisked reference and the ORCID identifier should also be mentioned.

Pending peer review, the author's identity, affiliation and other identifying information should be removed as far as possible.

2. FIRST LEVEL SUBHEADING

Centred. Type in capitals/small capitals (precede by Arabic numeration (e.g. 1., 2. etc.) if required): e.g.

1. INTRODUCTION
2. SECOND LEVEL SUBHEADING

Centred. Type with initial capitals for main words only and in italics (precede by Arabic numeration continuing the first level subheading 1.1., 1.2., etc. if required): e.g.

1.1. Subheading in Italics

4. THIRD LEVEL SUBHEADING

Flush left. Type with initial capitals for the first word and proper names only and in italics (precede by a), b), c) etc., if required): e.g.

1. *a) Subheading in italics*

- ***Style***

Quotations of more than c. 60 words (unless in footnotes) should be indented and set off from the text without quotation marks. Otherwise double quotation marks should be used except for quotations within quotations which should use single marks. The note indicator should be placed *after* the quotation: e.g.

The Court of Appeal was of the view that "the appellant's conviction is far from 'unsafe'".[1]

Figures and tables. At the time of submission, contributors should clearly state whether their figures should appear in colour.

Punctuation. All punctuation marks should be *outside* closing quotation marks except an exclamation mark, question mark, dash or parenthesis belonging only to the quotation or a full point at the end of a grammatically complete sentence beginning with a capital letter. Full stops should be outside closing parentheses unless the parenthesis is a complete sentence beginning with a capital letter.

Note indicators in the text follow punctuation marks. e.g.:

This is known in the economic literature as "market failure";[12]

Capitals. Capitals should be used when a specific reference is intended: the Act, the Bill, the Cabinet, the Crown, the Directive, the Government (but government and industry), Parliament (but parliamentary). Unless the writer is referring to a court by name (e.g. the Supreme Court), "court" should not have a capital.

No full points should be used with abbreviations consisting of initials (ACAS, EC, USA). Otherwise full points are retained (ch., Dr., L.J., ed., Ltd., St., vol.) including "para." for paragraph and "s." for section. The abbreviation for public limited company is "plc". Note also "per cent.", with full point.

Dates. Use the style "10 February 1999"; "1998-99"; "1990s".

Numerals. If below 10, these should be spelt out. E.g. "the four defendants".

Spelling. Except in quoted matter English spelling should be used (labour, not labor).

Use:

-ise (not -ize); judgment for a court's decision (not judgement);
ius (not jus; i.e. Latin i not j).

Italics. The following should be italicised:

- Case names (including the "v").
- Latin (and other foreign) words and phrases except those in common use such as: bona fide, de facto, de jure, (obiter) dicta/dictum, habeas corpus, intra vires, mens rea, prima facie, ratio decidendi, ultra vires.
- Ship names.

Latin abbreviations should be in roman but retain full points: cf., e.g., ibid., i.e., loc. cit., op. cit., per, viz.

Note indicators. Wherever possible note indicators should be deferred to the end of the relevant sentence or clause of the text.

Articles

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- **The Review Process Policy (for Articles)**

After submission, manuscripts will go through the following stages:

- Formal examination to ensure the identity of the author is not on the manuscript and to check length, as well as situations where the submission is self-evidently unsuitable. This stage is normally complete within two weeks of submission.
- A substantive assessment by one of the Editors-In-Chief to assess whether the manuscript is prima facie suitable and ready to be sent for anonymous review. If the manuscript is not thought suitable or ready it will be rejected at this point. This normally occurs within two weeks, so at the latest one month after submission.
- If the manuscript is suitable and ready for review, normally two anonymous reviewers will then be sought to offer independent and expert advice. This stage can take up to a month as it can be difficult to locate suitable reviewers who are willing to act.
- If the manuscript is sent for review, the reviewers are given a standard period of four weeks (though this may be extended if the reviewer needs more time).
- Once the external reviews have been received, the Editors-In-Chief will make an assessment based on those reviews and their own assessment of the paper. A decision will be made whether to reject, to accept or to seek revisions.
- If revisions are sought, the author will be asked to resubmit the revised paper explaining how they have responded to the criticisms of the Reviewers/Editors. The revised version, once submitted will probably again be sent out for review (often to the initial reviewers, if available). In order to maintain anonymity, responses to reviewer comments should not contain identifiable information.
- If accepted, the author will once again be asked to check all references to ensure they are correct and to ensure the manuscript complies with the style-guide.

- **Online Posting by the Author (Repositories, SSRN)**

Authors are permitted to publish a pre-publication text of their article on repositories such as SSRN. But they should replace the pre-publication text with a reference to the Journal website once the article appears in *FirstView*. On acceptance for publication, the author is permitted to post the

accepted manuscript in an institutional repository. But such a publication should still contain a reference to the year and page reference of the publication in the *SLPD Journal.*

Make a new submission to the [Articles](#) section.

Books reviews

The Journal accepts reviews of books, not older than three years. The desirable length of review is between 5000 and 9000 characters. All the relevant information on the reviewed book must be indicated at the beginning of the text, and the author's name should be stated at the end. Footnotes are not permitted.

Authors are required to submit all book reviews to the SLPD Journal in Word format to: slpd@pravri.uniri.hr

Make a new submission to the [Books reviews](#) section.

Information and Events

The desirable length of information and reviews about particular events is between 5000 and 9000 characters. All the relevant information on the conference, debate or document must be indicated at the beginning of the text, and the author's name should be stated at the end. Footnotes are not permitted.

Authors are required to submit all events information to the SLPD Journal in Word format to: slpd@pravri.uniri.hr

Make a new submission to the [Information and Events](#) section.