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The journal publishes two issues per year, with previously unpublished papers in English, German and French language. The journal publishes both the papers that are reviewed and the papers that do not undergo a review process. The papers that undergo a review process are accepted for publication once they receive two anonymous positive reviews.

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3. **Commentary**: presents a reaction to a specific occurrence, event or a published paper relevant for the scientific community.

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Manuscript submission

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1. Attached to the e-mail message sent to:

   synthesis.philosophica@hrfd.hr
2. Printed, accompanied with a digital copy stored on a CD, DVD or USB stick, and sent to the following address:

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   Faculty of Humanities and Social Sciences  
   University of Zagreb  
   Ivana Lučića 3  
   HR – 10 000 Zagreb

The Editor’s office does not return received manuscripts.

*Synthesis philosophica* requests no fee to be paid for accepting or publishing the paper, as well as for no other possible service in the publishing process.

### Manuscript size

<table>
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<th>Type of submission</th>
<th>Size</th>
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<tr>
<td>Research paper</td>
<td>Often from 20 to 32 typewritten pages. *</td>
</tr>
<tr>
<td>Critical review</td>
<td>Often from 8 to 12 typewritten pages.</td>
</tr>
<tr>
<td>Report</td>
<td>Often from 2 to 6 typewritten pages.</td>
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* 1 typewritten page equals 1800 characters with spaces

### Formatting a manuscript

We advise authors to use the provided template for formatting their manuscripts. Manuscripts who apply the formatting standard are processed more quickly and have a higher chance of being published. The template is available in the Microsoft Office *.doc format: https://hrcak.srce.hr/upute/obrazac_clanak_en_Synthesis_philosophica.doc.

For the manuscript to qualify for the reviewing process, it has to contain the following elements:

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2. Name and address of the institution the author works in, or the author’s home address if the author has no institution attached.
3. E-mail address.
4. Full title of the paper.
5. Abstract (up to 900 characters with spaces) in either English, French or German language, corresponding to the language in which the paper was written.
6. Keywords (up to 10, we recommend from 5 to 10 keywords) in the language corresponding to the abstract.
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**The fundamental workflow:**

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<th>Phase</th>
<th>Explanation</th>
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<td>1. Receiving a manuscript</td>
<td>In case that the author does not receive a confirmation letter within 14 days from sending a physical copy of the manuscript or a confirmation e-mail within 7 days from sending it electronically, it is possible that the manuscript did not arrive into the Editor’s office. We kindly ask authors to contact the Editor’s office.</td>
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1) elementary requirements – in case that the manuscript does not suffice, the Editor’s office may return the manuscript for a revision;  
2) elementary quality of research and language – if the manuscript will not suffice, the Editor’s office may return the manuscript for a revision or reject it;  
3) plagiarism – if the manuscript fails the test, it will be rejected. |
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of mixed or conflicting reviews, the Editor’s office may search for additional reviewers to gain better insight.

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| 6. Confirmation letter | The Editor’s office can issue a confirmation letter stating that the manuscript was accepted for publishing. |

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**Editor’s office**

*Synthesis philosophica*