



# SYNTHESIS PHILOSOPHICA

Filozofski fakultet, I. Lučića 3, HR-10000 Zagreb - Tel. + 385(0)1-6111-808, Fax +385(0)1-6117-012 - e-mail: [synthesis.philosophica@hrfd.hr](mailto:synthesis.philosophica@hrfd.hr) - [www.hrfd.hr](http://www.hrfd.hr)

## GUIDELINES FOR AUTHORS

### General information

*Synthesis philosophica* is a scientific journal of the Croatian Philosophical Society based in Zagreb, Republic of Croatia. It was founded in 1986 and soon gained worldwide reputation. Since then, it has been known for its dedicated acceptance of theoretical diversity, including openness to new ideas, approaches and methodologies, different orientations and schools of thought, and marginalised or unjustly neglected topics. The journal was particularly distinguished by its focus on the concept of integrative thinking and its dedicated promotion of interdisciplinary studies.

As an open access journal, *Synthesis philosophica* supports the concept of open science and does not charge for its service. All content is freely available to users or their institutions at no charge. Users may read, download, copy, distribute, print, search, link, or use the full texts of the papers for any non-commercial lawful purpose without first obtaining permission from the publisher or author, but must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

The journal publishes two issues per year, with previously unpublished papers in English, German and French language.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.

#### A. Categorized papers:

1. **Original paper:** presents new and thus far unpublished research results of scientific research.
2. **Preliminary communication:** presents new and thus far unpublished preliminary results of scientific research.
3. **Review paper:** presents an original and critical survey of a specific field of study or its part.

#### B. Uncategorized papers (standard):

1. **Critical review:** presents and examines philosophically relevant publications published within the period of the last three years.
2. **Introductory:** introduces into the issue's main topic.



3. **Bibliography:** presents bibliographic information for the corresponding volume.

**C. Uncategorized papers (occasional):**

1. ***In memoriam:*** reflects on the life and work of philosophers or other persons relevant to philosophy, who recently passed away.
2. **News and notices:** informs about important scientific events or events dedicated to the popularisation of science.
3. **Commentary:** presents a reaction to a specific occurrence, event or a published paper relevant for the scientific community.
4. **Portraits:** biographical review of a scientist's life and work.

The journal is digitally available on the following two addresses:

(1) Hrčak, Portal of Croatian Scientific and Professional Journals:

<https://hrcak.srce.hr/synthesis-philosophica?lang=en>

(2) Official website of the Croatian Philosophical Society:

<http://www.hrfd.hr/synthesis-philosophica/>

## Authenticity of manuscript

*Synthesis philosophica* publishes exclusively original, previously unpublished scientific papers. By sending a manuscript to *Synthesis philosophica*, the authors of the manuscript guarantee to the Croatian Philosophical Society:

1. the right to first publishing of the sent manuscript in printed or electronic (online) form;
2. the right to unlimited and unrestricted reprinting and re-issuing according to the needs of the Croatian Philosophical Society as long as new releases are in the open access;
3. originality and authenticity of the manuscript the author takes responsibility for, that is, guarantees that the whole manuscript or some of its parts are not plagiarised, and that in the case of using special elements of the third party, such as photographic images and schematics, they acquired all necessary rights to use them in the published version of their research paper;
4. that during the review process the manuscript was not sent to other journals with the intention of being published.

The Editor's Office will gladly accept and consider all manuscripts received and will conduct a review process according to its dictum. However, it reserves the right to return the manuscript to the authors for revision, to change the category of the contribution, and to refuse to publish the received manuscript.

In the spirit of academic honesty, the Editor's Office actively participates in preventing falsified content and authorship, as well as repeated publication. All manuscripts received are thoroughly reviewed and analysed using available software tools such as CrossCheck and PlagScan. If the Editor's Office suspects fraud, it will reject the publication and takes precautionary measures.

## Consent for processing personal data

Under Art. 7. para. 1 and Art. 8. para 2. of the Personal Data Protection Act (Official Gazette No. 103/03, 118/06, 41/08, 130/11, 106/12 – consolidated text), Croatian Philosophical Society requests consent for (1) processing personal data for submission, processing and publishing papers in journal *Synthesis philosophica*, (2) carrying out the review process, (3) and archiving material. Information regarding the necessity of this act is available in the document titled General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC), available here: <https://eur-lex.europa.eu/eli/reg/2016/679/oj>.

By sending the manuscript, the author of the manuscript (1) confirms that they understand the General Data Protection Regulation act, (2) confirms that the Editor's office properly ensured that they (the author) are familiar with their rights in respect to the General Data Protection Regulation act, and (3) is granting consent to the Croatian Philosophical Society Zagreb for (3.1) processing personal data for the purpose of submission, processing and publishing papers in journal *Synthesis philosophica*, (3.2) carrying out the review process, and (3.3) archiving material. The personal data includes full name and surname, institution or home address, e-mail address and other miscellaneous data provided through manuscript submission.

## Using published material

*Synthesis philosophica* supports the establishing and profiling of all its contributors. All papers published in *Synthesis philosophica* may be published by the authors in other publications, provided that it is clearly and completely stated where the paper was first published.

*Synthesis philosophica* supports the concept of open science and does not charge for its services. All content is freely available to users or their institutions. Users may read, download, copy, distribute, print, search, link to, or use the full texts of articles for any lawful, non-commercial purpose without first obtaining permission from the publisher or author. However, they must give appropriate credit, provide a link to the licence and indicate if changes have been made.

This can be done in any reasonable manner, but not in a way that suggests the licensor endorses you or your use. This is in line with the CC BY 4.0 licence, which is available here: <https://creativecommons.org/licenses/by/4.0/>.



## Manuscript submission

### Sending a manuscript

Manuscripts can be sent to the Editor's office in two ways:

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

[synthesis.philosophica@hrfd.hr](mailto: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:

Synthesis philosophica  
Croatian Philosophical Society  
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* does not charge any fee for the acceptance or publication of the contribution, nor any other possible service within the publication process.

### Manuscript size

Type of submission	Size
Research paper	Often from 20 to 32 typewritten pages. *
Critical review	Often from 8 to 12 typewritten pages.
Report	Often from 2 to 6 typewritten pages.

\* 1 typewritten page equals 1800 characters with spaces

### Formatting a manuscript

We recommend that authors use the template provided to format their manuscripts. Manuscripts that apply the formatting standard will be processed faster and have a higher chance of being published. The template is available in Microsoft Office \*.doc format:

[https://hrcak.srce.hr/upute/obrazac\\_clanak\\_en\\_Synthesis\\_philosophica.doc](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:

1. Author's name and surname.
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.
7. Citation standard as described in guidelines for references. The instructions are available at: <https://hrcak.srce.hr/synthesis-philosophica?lang=en>.
8. doi identification for papers to which the doi was assigned. For more information, visit <http://www.doi.org/factsheets/DOIKeyFacts.html>, and for searching the database, visit <https://www.crossref.org/>.

The Editor's Office expects authors to proofread their manuscript before submitting it, to conform language use and style to general academic guidelines, and to adhere to the standard of the chosen language. The Editor's Office reserves the right to adjust the manuscript to the standards or return it for revision, as well as the right to reject the manuscript due to misuse of language, regardless of the content.

### **Reviewing process**

After receiving the manuscript and confirming that the manuscript meets the journal's specifications, the editorial board sends the manuscript to the double-blind review process. In the review process, the anonymised version of the manuscript is sent to two experts on the manuscript's topic, ensuring that neither the reviewers nor the authors know each other's identities. The review process can take several months. The Editorial Board strives to make the process as efficient as possible, but it is highly dependent on the availability and sense of responsibility of the best experts in the field and on the quality of the manuscript received.

The fundamental workflow:

Phase	Activity
1. Receiving a manuscript	If the author does not receive an e-mail confirmation within 14 days of mailing a physical copy of the manuscript or within 7 days of mailing electronically, it is possible that the manuscript has not been received by the Editorial Office. We kindly ask the authors to contact the Editorial Office.
2. Checking the formal elements	Received manuscripts are checked for: 1) elementary requirements – if the manuscript does not meet these requirements, the Editor's Office may return the manuscript for revision;



	<p>2) elementary quality of research and language – if the manuscript falls short, the Editor’s Office may return the manuscript for revision or reject it;</p> <p>3) plagiarism – if the manuscript fails the test, the Editor’s Office will reject the manuscript.</p>
3. The review process	The Editor's Office selects at least two experts for double-blind peer review and awaits the results. In case of mixed or conflicting assessments, the Editor's Office may seek additional reviewers to gain better insight.
4. Paper revision	Based on the evaluation given by the reviewers, the Editor’s Office may contact the author and ask for a revision of the manuscript. After the author submits a new version of manuscript, the Editor’s Office may decide to send it to the reviewers again. The process repeats until the Editor’s Office concludes whether or not to publish the manuscript.
5. Decision on publishing the manuscript	Finally, the Editor's Office informs the author of the status of the manuscript and, in the case of a decision to publish the manuscript, of the category. Categories are not negotiable. If the Editor's Office has doubts about the originality of the paper before publishing, it can refuse to publish the paper regardless of the decision. We encourage authors to take rejection as encouragement to continue to strive and use the review material to improve their work. The Editor's Office also encourages authors to try to submit their work elsewhere if they feel the decision is insufficiently justified.
6. Confirmation letter	The Editor’s Office can issue a confirmation letter stating that the manuscript was accepted for publishing.

**Editor’s Office**  
*Synthesis philosophica*