



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 - 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. Founded in 1986, it soon reached global reputation and has since been known for its engaged acceptance of theoretical diversity, including openness towards new ideas, approaches and methodologies, different orientations and schools of thought, and marginalised or unfairly neglected topics. The journal became exceptionally distinct for its focus on the notion of integrative thought and dedicated promotion of interdisciplinary studies.

Synthesis philosophica is an open-access journal, it supports the conception of open science, and it does not charge for its service. Being an open access journal means that all content is freely available without charge to the user or their institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles, or use them for any other lawful purpose, without asking prior permission from the publisher or the author.

The journal publishes two issues per year, with previously unpublished papers in English, German and French language.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. Categorised 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 **Original paper:** presents new and thus far unpublished research results of scientific research.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 **Preliminary communication:** presents new and thus far unpublished preliminary results of scientific research.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. Uncategorised 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. Uncategorised 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 received manuscripts and by its dictum carry out a review process. Still, it retains the right to return the manuscript to its authors for a revision, to alter the paper's category and to refuse to publish the received manuscript.

Since *Synthesis philosophica* promotes academic honesty, the Editor's office actively participates in the prevention of falsified content and authorship and repeated publishing. All received manuscripts are thoroughly examined and analysed by the available software tools such as CrossCheck and PlagScan. If the Editorial suspects fraud, it will refuse to publish the paper, and it will take measures of caution.

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 the papers published in *Synthesis philosophica* the authors can publish in other publications under the condition of clearly and entirely designating where was the paper published for the first time.

All the papers or their parts published in *Synthesis philosophica* can be used freely for every purpose under the condition of respecting author's and publisher's rights. This regulation is in terms with the CC BY-NC 4.0 licence (*Creative Commons Attribution Non-Commercial 4.0 International licence*), available here: <http://creativecommons.org/licenses/by-nc/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



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 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

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 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:

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 that before manuscript submission, the authors will proofread their manuscript, adapt the use of language and style to general academic propositions, and follow the standard of the chosen language. The Editorial retains its right to adapt the paper to the standards or to return the paper for revision, as well as the right to refuse the paper based on misuse of language, regardless of the content.

Reviewing process

After the Editor's office received the manuscript and confirmed that the manuscript abides the journal's propositions, it will send the manuscript into the international double-blind reviewing process. The reviewing process includes sending the anonymised version of the paper to two international experts on the paper's topic, securing that neither reviewers nor authors are aware of the identities of each other. The review process may take several months. The Editor's office aims towards the most efficient process possible, but the process greatly depends on the availability and responsibility of top experts in the field, and the quality of the received manuscript.

The fundamental workflow:

Phase	Explanation
1. Receiving a manuscript	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.
2. Checking the formal elements	Received manuscripts are checked for: 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.
3. The review process	The Editor's office selects at least two international experts for a double-blind peer review and waits for the results. In the case



	of mixed or conflicting reviews, the Editor's office may search for additional reviewers to gain better insight.
4. Paper revision	Based on an evaluation provided by the reviewers, the Editor's office may contact the author and request a revision of the manuscript. After the author submits a new version of their manuscript, the Editor's office may decide to send it to the reviewers again. The process repeats itself until the Editor's office concludes whether the manuscript will be published or not.
5. Decision on publishing the manuscript	Eventually, the Editor's office informs the author regarding the manuscript status and in the case of deciding to publish the manuscript, informs about the category. Categories are not negotiable. If the Editorial becomes suspicious regarding the originality of the paper before the release, it may choose to reject publishing the paper regardless of the decision. We encourage authors to understand the rejection as an 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 elsewhere if they find their decision lacking argument.
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