

An Instruction to Authors

TABULA, the scholarly journal of the Juraj Dobrila Faculty of Philosophy in Pula, is published annually, and its content is exclusive to scientific and professional papers, as well as reviews and surveys from the various fields of the humanities (philology, the various branches of the study of history, philosophy) and the social sciences (pedagogy, sociology, psychology). Texts may be written in Croatian, Italian, as well as in any of the other languages common to scientific communication in individual fields. In order that a work be published, it will only be accepted if it fits the criteria of a scientific or professional paper as categorised according to prescribed norms (original scientific paper, preliminary pronouncement, review, professional paper). Works that have been published at an earlier date will only be accepted if they have been published in journals which are difficult to. Manuscripts are to be sent via email to the editors at this address: tabula@unipu.hr, and in final form are to be sent to this address: Ul. I. Matetića Ronjgova 1, 52100 Pula. The minimum length of text is 16 pages and the maximum is 32 pages (consisting of 28.800 to 57.600 characters, including empty spaces). An agreement can be made with the editors, so that there can be instances in which a longer or shorter work than as has been stated earlier can be accepted. Manuscripts must be sent in *Word*-format, in *Times New Roman* font, letter size 12 and double spacing. The manuscript must be sent in as simple a format as possible and the intervention of our editors should be avoided as much as possible. The compulsory parts of the manuscript are: title, abstract, key words, main text, summary, list of abbreviations, list of sources, bibliography and list of figures/images.

TITLE of the manuscript must be cited at the heading of the first page and must be written in basic lettering, without the editor's intervention.

ABSTRACT: from 150 to 200 words.

KLJUČNE RIJEČI: ten words max.

MAIN TEXT

Citation of figures/images in the text

The author must cite figures/images in parentheses and every image/figure is to be marked by its type and number in the following – figures (fg. 1), maps (map 1), tables (tab. 1), and (T. 1), catalogue entry (kat.).

Citing bibliography in the text

TABULA follows the Harvard guidelines for the citation of bibliography. Bibliographic entries are to be cited within the text, with the data in parentheses.

The surname of the author must be cited, the year the work was published (not separated by a comma), followed by a colon and page number:

Text ... (Vukušić 1984: 59).

Footnotes must be cited under the page number, and its cardinal number must be marked by the abbreviation *n.*:

Text ... (Vukušić 1984: 59, n. 3).

If more works by the same author are cited then it is unnecessary to repeatedly cite his/her name, individual works must be separated by comma and full stop. In this case chronological order is necessary.

Text ... (Vukušić 1984: 59; 2003).

If a book by two or more authors is cited, it is unnecessary to cite all authors in parentheses, only the first followed by the abbreviation *et al.*:

Text ... (Babić et al. 2004).

Should more works be cited in one parenthesis, they must be ordered chronologically.

LIST OF ABBREVIATIONS

Abbreviations of titles and journals are to be avoided as much as possible. We suggest that only the titles of journals frequently cited in the text should be abbreviated.

BIBLIOGRAPHY

Bibliography must be cited in alphabetical order, in the final part of the text. The surname of the author and the year of publishing are to be cited first – as data in parenthesis within the text – and then as full bibliographical data. Titles of monographies and journals must be written in italics, and the titles of scientific papers are to be written in quotation marks. Place of publication must be cited for both monographies and journals, such as conference proceedings, *ed.* Must be written after the editor's name, *eds.*, if there is more than one editor.

Examples:

BOOK

Vukušić, Stjepan (1984). *Nacrt hrvatske naglasne norme na osnovi zapadnog dijalekta*, Istarska naklada, Pula.

BOOK IN A SERIES

Bertoša, Miroslav (1995). Istra: Doba Venecije (XVI.-XVIII.st.), u: *Povijest Istre*, 2, Zavičajna naklada „Žakan Juri“, Pula.

PAPER IN A JOURNAL

Filipi, Goran (1988). Barka – copul – ladva, *Radovi Pedagoškog fakulteta u Puli*, 8, Pula 1, 95-102.

Matijašić, Robert (1996). Nomenclatura oeconomica antičke Istre (Nazivi poljodjelskih zanimanja i dužnosti u antičkoj Istri), *Arheološki radovi i rasprave HAZU*, 12, Zagreb, 171-188.

If an article has been published in two different languages in the same journal, the original title is to must be cited and the translated title is to be separated by a slash.

PAPER IN A COLLECTION OF SCIENTIFIC PAPERS

Buršić-Giudici, Barbara (1997). Istriotski govor Šišana/Parlata istriota di Sisano/Istriot Idiom of Šišan), u: *Ližnjanski zbornik, Zbornik radova sa znanstvenog skupa: Ližnjan i okolica od prapovijesti do danas (Ližnjan, 13. travnja 1996.)*, (ur. Josip Šiklič), *Knjižnica ACTA*, 3, Pazin, 155-162.

Matijašić, Robert (1995). Commerci romani in AltoAdriatico, u: *Concordia e la X Regio, Giornatedi studio inonoredi Dario Bertolini (Portogruaro, 22-23 ottobre 1994)*, Padova, 289-294.

PAPER IN A MONOGRAPHY OR JOURNAL NOT YET PUBLISHED

Buršić-Matijašić (manuscript submitted for publication)

Klara Buršić-Matijašić: "Torkvesi – jednostavna elegancija prapovijesnog umjetničkog obrta", *Histria Antiqua* 18 (manuscript submitted for publication)

ELEKTRONIC SOURCES

Web address in full (date of last check).

http://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=53632 (23.7.2013.)

MORE THAN ONE WORK BY THE SAME AUTHOR

If the author has more than work published in the same year, the first work is to be cited according to year, while the following are to be cited in alphabetical order, lower case:

Zoričić, Ivan (2002. Dvostrukosti u naglašavanju imenica na –ka, *Riječki filološki dani*, 4, Rijeka, 571-576.

Zoričić, Ivan (2002a). Noviji pogledi na naglasnu tipologiju, *Treći hrvatski slavistički kongres, zbornik radova*, Zadar.

In instances in which works by the first author is the co-author are cited, first those works are cited in which he/she is the second author, then one of three etc.

If the translator of work is cited, a comma must be written after the title, followed by the abbreviation *trans.* and the name of the translator (the writer of the original work must be written first):

Tomaš Špidlik, *Ignacije Lojolski duhovni otac*, prev. Roko Prkačin, Zagreb 2004.

In the case of a work by an editor, *ed.* In parentheses is to be cited after his/her name before the title of the work:

Nediljko A. Ančić (ed.), *Na granicama riječi, Zbornik u čast Drage Šimundže*, Split 2005.

Ako djelo ima jednog autora, autor se navodi na početku, a urednik iza djela:

Kahrh Rahner, *Teološki spisi. Izbor*, Marko Matić (ed.), Zagreb 2008.

ABSTRACT

Up to 1800 signs with empty spaces. Must include a general overview of the topic, methodology, results and conclusion and must be translated in one of the world languages. If the text is a foreign language, the abstract must be in that language followed by a translation in that language. Besides this translated text, key words must also be translated in to Croatian. Reviews and surveys do no include an abstract.