

GUIDELINES FOR AUTHORS

1. The *Journal of the Arts Academy in Split (Zbornik UMAS)*, in accordance with three areas of activity of the Arts Academy in Split, publishes scientific and professional articles in the following fields of the humanities: art history, the science of art, archeology, and interdisciplinary fields of science and art. The journal is published once a year. The submission of articles is open throughout the year, and the deadline for submitting contributions is March 15 each year.
2. Manuscripts should be sent to the Editorial Board in electronic form (in Word for Windows format), at zbornik@umas.hr
The Editorial Board accepts only unpublished manuscripts in Croatian, English, French, German, or Italian.
3. Authors are obliged to submit a grammatically correct text.
4. Manuscripts in Croatian, English, French, German, or Italian should contain:
 - a) a half-page written abstract in the language of the article (up to 1000 characters including spaces);
 - b) a more comprehensive summary (up to 3000 characters including spaces) for articles written in Croatian, this summary should be translated into English, while summaries of texts written in other languages should be sent in the language of the article, and the Editorial Board will translate them into Croatian;
 - c) key words (up to 6): articles in Croatian should have key words in Croatian and English; articles in English, German, French, or Italian should have key words in the language in which the article is written (the Editorial Board will translate them into Croatian).
5. Manuscripts should not exceed 30000 characters including spaces (including notes and bibliography). Longer texts will be accepted only exceptionally. Times New Roman, size 12 (footnotes 10), and line spacing 1.5 (footnotes 1) should be used, with minimum formatting requirements. Notes should be given as footnotes.
6. If the manuscript contains supplements (photographs, drawings, tables, graphics, music notations), please submit them in separate files, and indicate in the text where they should be placed. Refer to the illustrations as Figure 1., Figure 2., etc. The number of illustrations is limited to 15. Illustrations should be provided as a JPEG or TIFF, with a resolution of not less than 300 dpi.
It is necessary to provide a list of illustrations, with legends and authorships in a separate file.
7. Two copies/versions of the manuscript should be attached:
 - a) the first copy intended for the Editorial Office, including the author's personal data, which will be published on the first page, as follows:
 - Name Surname
 - Institution, Address, City
 - Email with the domain of the institution where the author is employed (or personal email if the author is not affiliated with an institution)
 - b) another copy intended for reviewers on which all personal identification of the author has been removed, as well as any authorship of illustrations that could reveal who the author of the article is.

8. All articles are double-blind peer-reviewed. In the case of different/opposite opinions, the Editorial Board shall submit the article to the third peer-review. Based on the peer-reviews, the Editorial Board classifies the article in following categories:
 - Scientific papers: original scientific paper, preliminary communication, review article, conference paper, short communication;
 - Professional papers: art-based research, professional paper, essay, report and review.
9. The author of the article, after receiving a notification about the peer-review procedure, is obliged to act according to the remarks of the reviewers and of the Editorial Board, and submit the final text within the agreed deadline.
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12. Publications for review (books, journals, audio-visual materials) should be sent to the Editorial Board's email at zbornik@umas.hr
13. Citations:

Works in *footnotes* should be cited in the following manner:

□ **Books:** Given Name FAMILY NAME: *Title of the book*, City: Publisher, year, pages(s).

Koraljka KOS: *Hrvatska umjetnička popijevka. Povijesna i analitička motrišta (1834.-1911.)*, Zagreb: HMD, 2014, 53.

□ **Articles in journals and newspapers:** Given Name FAMILY NAME: Title of the article, *Title of the Journal*, volume (year) issue, pages(s).

Naila CERIBAŠIĆ: Povrh tekstualnog predstavljanja u etnomuzikologiji: od epistemologije do angažmana i pragme, *Arti musices*, 46 (2015) 2, 185-201.

□ **Articles in collections of papers:** Given Name FAMILY NAME: Title of the article, in: Given Name Family name (ed.): *Title of the Collection*, City: Publisher, year, page(s).

Sanja MAJER-BOBETKO: Ivan Zajc in the Whirlpool of Croatian Music Historiography: Towards a Monograph, in: Stanislav Tuksar (ed.): *Ivan Zajc (1832-1914). Music Migrations and Cultural Transfers in the 'Long' 19th Century in Central Europe and Beyond*, Zagreb: HMD, 2016, 527-551.

□ **Encyclopedic Entries:** Given Name FAMILY NAME: Title of the entry, *Title of the Encyclopedia*, volume, City: Publisher, year, pages(s).

Ivona AJANOVIĆ-MALINAR: Kos, Koraljka, *Hrvatski biografski leksikon*, vol. 7, Zagreb: Leksikografski zavod Miroslav Krleža, 2009, 651-653.

□ **Archival materials:** Institution, City, fund, signature of the fund, box/bundle, page or folio, title of the material

Croatian State Archives, Zagreb, Franjo Kuhač Fund, sign. HR HDA 805, bundle LXII, The greeting card by Matrix Croatica (15 December 1905).

□ **Electronic sources:** Bibliographic unit, reference to the website/URL (date of access)

Vjera KATALINIĆ: Zajc, Ivan, *Hrvatski biografski leksikon*,
<http://hbl.lzmk.hr/clanak.aspx?id=11919> (access 1 January 2016).

If a citation is repeated, only the name and family name along with the title of work and pages should be given.

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- Archive sources
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The format of the *bibliography* is the same as for citations in the footnotes ,except for the authors' names. They should be inverted (FAMILY NAME, Given name) with the complete pagination of articles. The bibliography should be in alphabetical order.

Anonymous works should be cited with three stars (***) , and should be at the beginning of the bibliography.