

GUIDELINES FOR REFERENCES

Technical and methodological instructions:

Scope of the scientific paper: at least 16 pages (28, 800 characters with spaces), and no more than 32 pages (57, 600 characters with spaces). This includes footnotes.

In addition to the paper, authors are required to submit an abstract in the original language of the paper (no more than 15 lines) and in Croatian (no more than 45 lines). In addition to the abstract, authors shall provide at least five key words that will allow paper classification.

Reviews, comments, reflections and reports should not be more than eight pages long.

Authors should supply the Editorial Board with the following information: name and surname; academic level; scientific identification number; name and address of the institution of employment (in the original and in the language in which the article is written); email address, ORCID.

Format of the scientific paper:

Font: Times New Roman

Font size: 12 (text); 10 (abstracts and footnotes)

Line spacing: 1.5 - text, 1.0 - footnotes

Title: upper-case, bold

Subtitle: upper-case, regular font

UNICODE fonts should be used for parts of texts in Greek and Hebrew.

Titles and subtitles in-text should be written in a separate line or as follows:

Introduction and Conclusion: bold, without numeration

Main titles: 1. bold

Subtitle: 1.1. *italics, not bold*

Subtitles within the subtitle: 1.1.1., regular font

Referencing instructions

1. General instructions:

- Author's first name is written in full (not initials), lower-case
- Author's surname is written in upper-case

- Title and subtitle are written in italics and separated by a full stop
- When referencing journals, titles are written in italics and any additional information about the journal is separated from the title with a comma and written in regular font
- Titles are written in regular font and the title of the periodical in which the article was published is written in italics
- Publisher and series are not referenced (e.g. Documents 117, Metanoja 5...)
- Place of publishing: multiple places are separated with a dash and spaces (-) and only the first three are written; the same rule of separation applies to referencing multiple authors
- Place of publishing is followed by a comma
- Year is followed by a comma
- Page numbers are referenced with „p.“, index-cards are omitted; the same applies to the number of columns
- Numeration is referenced with „n.“
- Editor or publisher are referenced with „ed.“, regardless of the publishing language; a) for journals with multiple authors, editors are referenced before the title (as with one author; first name is written in lower-case and surname in upper-case) and „(ed./eds.)“ is added after the surname; b) for papers by one author that were published by another person, full name of the author is written at the beginning and name and surname of the editor comes after the title, written in lower-case and „(ed.)“ is added after the surname; in both cases a comma is written after the abbreviation „(ed.)“
- VARIOUS AUTHORS is written instead of AA. VV. (et al)
- Translators are not referenced
- When referencing works that were printed in multivolume sets, only the number of the volume is written, „sv.“, „Bd“, „vol.“, „t.“ ... are omitted; when the same work is referenced as a complete paper the numbers of the first and last volumes are written after the title (I-III); where volumes are identified with two numbers the first is written in Roman numerals and the second in Arabic numerals (VI/2)
- When referencing dates, the DD/MM/YY format is used, the month is written in Roman numerals e.g. in: *The New York Times*, 7. VII. 2005
- Place of publishing is referenced in the original form as in the paper that is cited (Roma and not Rim; Paris and not Pariz, Wien and not Beč ...)
- When Church fathers are referenced as authors of papers, their proper name is written in lower-case and the second part of their name is written in upper-case (e.g. Cyril of ALEXANDRIA); „st./saint“ is omitted
- Introduction, Prologue and Epilogue are referenced as articles in journals

2. Specific instructions:

2.1. First citation footnote: (regardless of the language)

A. Books and proceedings

• One author:

- Željko MARDEŠIĆ, *Rascjep u svetome*, Zagreb, 2007.
- Aurelije AUGUSTIN, *O državi Božjoj – De civitate Dei*, II, Zagreb, 1995.
- Toma AKVINSKI, *Summa Theologiae*, pars I, q. 1, a. 5, ad 2. (Hereinafter: *STh*)

• Two, three or more authors:

- Angelo SCOLA – Gilfredo MARENKO – Javier P. LÓPEZ, *Čovjek kao osoba. Teološka antropologija*, Zagreb, 2003.

• One author edited by another person:

- Vjekoslav BAJSIĆ, *Granična pitanja religije i znanosti*, Stjepan Kušar (ed.), Zagreb, 1998.

• Chapter in a book:

- Marina MILADINOV, Uvod, in: Anselmo CANTERBURIJSKI, *Quod vere sit Deus*, I, Zagreb, 1997, 25.

• Single editor:

- Nediljko A. ANČIĆ (ed.), *Na granicama Riječi*, Zbornik u čast dr. Drage Šimundže, Split, 2005.

• Multiple editors:

- Marin ŠKARICA – Ante MATELJAN (eds.), *U križu je spas*, Zbornik u čast mons. Ante Jurića, Split, 1997.

• Organisation as author:

- PONTIFICIUM CONSILIUM PRO LAICIS, *I movimenti nella Chiesa*, Atti del Congresso mondiale dei movimenti ecclesiali (27.-29. V. 1998), Città del Vaticano, 1999.

• Organisation as author edited by another person:

- VIJEĆE ZA LAIKE HRVATSKE BISKUPSKE KONFERENCIJE, *Mogućnosti organiziranog djelovanja vjernika laika u Hrvatskoj*, Đuro Hranić (ed.), Zagreb, 2002.

B. Articles in periodicals (magazines and periodicals are referenced with volume, the year [in parenthesis], issue, the first and the last page of the article):

• **One author:**

- Ivan KARLIĆ, Pristupi Isusu Kristu. Usmjerenja suvremene kristologije i Krist u nekršćanskim religijama, in: *Crkva u svijetu*, 33 (1998) 2, 101-121, here 111.

• **Two, three and more authors:**

- Siniša ZRINŠČAK – Gordan ČRPIĆ – Stjepan KUŠAR, Vjerovanje i religioznost, in: *Bogoslovska smotra*, 70 (2000) 2, 233-255, here 246.

• **Organisation as author:**

- COMITATO PREPARATORIO DEL CONVEGNO ECCLESIALE 1985, In forza della riconciliazione, in: *Il Regno – Documenti*, 29 (1984) 19, 610.

C. Articles in proceedings

- Stipe TADIĆ, Temeljna obilježja pokreta, zajednica i udruga, in: VIJEĆE ZA LAIKE HRVATSKE BISKUPSKE KONFERENCIJE, *Mogućnosti organiziranog djelovanja vjernika laika u Hrvatskoj*, Đuro Hranić (ed.), Zagreb, 2002, 719-726.

- Jozef NIEWIADOMSKI, Christlicher Kern der Menschenrechte, u: Ivan DODLEK – Nenad MALOVIĆ – Željko PAVIĆ (ur.), *Religija između hermeneutike i fenomenologije*. Zbornik u čast prof. dr. sc. Josipu Osliću povodom 65. godine života, Zagreb, 2018., 323-340, here 332.

D. Magisterial documents (at first citation magisterial documents are referenced in footnotes with all relevant information, including the original publishing date; on subsequent citations they are referenced in-text using abbreviations)

- PRVI VATIKANSKI KONCIL, *Dei Filius*. Dogmatska konstitucija o katoličkoj vjeri (24. IV. 1870), in: Heinrich DENZINGER – Peter HÜNERMANN, *Zbirka sažetaka vjerovanja, definicija i izjava o vjeri i čudoređu*, Đakovo, 2002. (Hereinafter: DH).

- DRUGI VATIKANSKI KONCIL, *Lumen gentium*. Dogmatska konstitucija o Crkvi (21. XI. 1964), n. 8, in: *Dokumenti*, Zagreb, 41986. (Hereinafter: LG).

- IVAN PAVAO II., *Christifideles laici – Vjernici laici*. Apostolska pobudnica o pozivu i poslanju laika u Crkvi i u svijetu (30. XII. 1988), Zagreb, 1990, n. 29 (Hereinafter: CL).

E. Dictionary and reference books

- Hans GASPER, Geistliche Gemeinschaften und Bewegungen, in: *Lexikon für Theologie und Kirche*, IV, Freiburg, 31995, 386-389.

- Luigi SARTORI, Carismi e ministeri, in: *Dizionario Teologico Interdisciplinare*, I, Torino, 1977, 504-516.

F. Newspaper articles

- Josip SABOL, Karizmatski pokreti – snaga u evangelizaciji (2), in: *Glas Koncila*, 30. X. 2005, 11.

- BENEDIKT XVI., Discorso ai presuli della Conferenza episcopale tedesca, in: *L'Osservatore Romano*, 24. VIII. 2005, 5.

- Christoph SCHÖNBORN, Finding design in nature, in: *The New York Times*, 7. VII. 2005.

G. Electronic books, documents and sources: (publishing date is written in parenthesis [following the title] and date of accesses [at the end]):

- Walter KASPER, Informazioni, riflessioni e valutazioni del momento attuale del dialogo ecumenico (23. XI. 2007), in:

http://www.vatican.va/roman_curia/pontifical_councils/chrstuni/card-kasper-docs/rc_pc_chrstuni_doc_20071123_dialogo-ecumenico_it.html (15. I. 2008).

2.2. Subsequent citations:

- *Ibid.* is written when the same work is referenced in multiple successive footnotes, the abbreviation *Ibid.* is written in italics, when referencing both books and articles.

- When referencing previously cited work separated with other footnotes, *Ibid.* is omitted and the full first name and surname of the author and the main title of the work are written (for articles in regular font, for books in italics); for example:

- Vjekoslav BAJSIĆ, *Granična pitanja religije i znanosti*, 17.

- Siniša ZRINŠČAK – Gordan ČRPIĆ – Stjepan KUŠAR, *Vjervanje i religioznost*, 233.