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GUIDELINES FOR REFERENCES

ĐAKOVO, 2025

MANUSCRIPT LAYOUT AND CITATION STYLE

1. GUIDELINES FOR CITATION AND PARAPHRASING

In *Diacovensia*, bibliographic references, with information on the work being cited or otherwise referred to, are provided in footnotes.

Quotations in the text are enclosed in quotation marks of any of the following forms: " ", " ", "" , » «. In the printed version of the journal, only the form » « is used. A quotation may contain:

- **A passage shorter than a sentence.** Authors must adhere to the citation conventions of the German or Italian language.
- **A complete sentence (or several sentences) of another author's text.** Authors must adhere to the citation conventions of the German or Italian language.

If part of the quoted text is omitted, this is indicated by (...). The author's comments, interventions, clarifications, etc. within the quoted text are placed inside square brackets [] within the quotation marks.

Quotations of three lines or more should be set off in a new paragraph as block quotations and indented 1 cm from both the left and right margins.

2. MANUSCRIPT FORMAT

Font: Times New Roman

Line spacing: 1.5 in the main text, single in footnotes.

Manuscript title: font size 16, bold.

Manuscript subtitle (optional): font size 16, regular.

Abstract: font size 12, italic.

Keywords: font size 12, italic.

Chapter and section headings should be formatted as follows:

Introduction and Conclusion: bold, without numbering.

Chapter heading: numbered 1., font size 12, bold.

Section heading: numbered 1.1., font size 12, small caps (small caps).

Heading in a foreign language: ALL CAPS, font size 12.

For more detailed instructions on preparing a manuscript ready for publication in *Diacovensia*, follow this [link](#).

The following are rules that must be followed when quoting and citing literature. Below each rule we provide a concrete example of its application.

3. GUIDELINES FOR PREPARING BIBLIOGRAPHIC REFERENCES IN FOOTNOTES

Note:

According to the instructions for preparing bibliographic references in footnotes, the following should be edited:

- Manuscripts **in Croatian**.
- Manuscripts **in Italian and German**, in principle, with translation of elements, e.g., "Usp."/"usp." as "Cfr."/"cfr.", "(ur.)" as "(ed.)"/"(Hg.)", "Isto"/"isto" as "Ibid."/"ibid.", etc. Titles of works are not translated into the language of the article, nor into Croatian; this element is left as in the original, as is done with manuscripts in Croatian.

Manuscripts **in English should be formatted according to the MLA style**. Authors may contact the Editorial Office for further information if they wish.

3.1. AUTHORED AND EDITED BOOKS

The author's **first name** is given by initial. The author's **surname** is written in uppercase. The **title and subtitle** of standalone works are italicized and separated by a period.

Z. PAŽIN, *Litrugijska sakramentologija*, Đakovo, 2018.

N. DOGAN, *U potrazi za Bogom. Kršćanin u postmodernom vremenu*, Đakovo, 2003.

If a work has **multiple authors**, list the initial and surname of each author, separated by commas.

B. MARCONCINI, A. AMATI, C. ROCCHETTA, M. FIORI, *Anđeli i demoni. Povijesna drama između dobra i zla*, Zagreb, 2017.

Name particles such as "von", "de", "van", etc. are written in full, in lowercase.

H. U. von BALTHASAR, *Nova pojašnjenja*, Zagreb, 2005.

When **Church Fathers** or **Doctors of the Church** are cited as authors, both parts of the name are capitalized.

AURELIJE AUGUSTIN, *Protiv laži*, Zagreb, 2011.

The editor of an edited volume is indicated by the abbreviation "Hg."/"ed.".

P. ARAČIĆ (Hg./ed.), *Teologija u dijalogu s drugim znanostima*, Đakovo, 2008.

If an edited volume has **multiple editors**, list the initial and surname of each editor, separated by commas.

I. RAGUŽ, Š. ŠOKČEVIĆ (Hg./ed.), *O Božjem milosrđu*, Zbornik radova s Međunarodnoga znanstvenog simpozija o milosrđu održanog 22. travnja 2016. godine na Katoličkom bogoslovnom fakultetu u Đakovu Sveučilišta Josipa Jurja Strossmayera u Osijeku, Đakovo, 2016.

For a **single-author work edited by another person**, the author is listed first and the editor after the title.

A. ŠARIĆ, *Doprinosi Drugoga vatikanskog sabora*, H. Kalem (Hg./ed.), Sarajevo, 2019.

For works authored by an **institution**, the institution's name is written in uppercase. The title and subtitle are italicized and separated by a period.

HRVATSKA BISKUPSKA KONFERENCIJA, *Direktorij za obiteljski pastoral Crkve u Hrvatskoj*, Zagreb, 2002.

For **electronic authored or edited books** accessed via an e-reader, CD, or DVD, provide the author's initial and surname in uppercase, the book title in italics, the place and year of publication, and the medium. If the e-book/e-reader publisher has introduced location numbers to facilitate searching, it is advisable to include these as well.

D. B. HART, *That All Shall be Saved. Heaven, Hell and Universal Salvation*, London, 2019. [kindle, poz. 205].

For **electronic authored or edited books accessed online**, provide the author's initial and surname in uppercase, the book title in italics, and, in addition to the place and year of publication, the full URL of the webpage where the book is available, together with the access date.

A. GOLUBOVIĆ, *Uvod u Kierkegaardovu antropologiju*, Rijeka, 2013. Verfügar unter: / Disponibile su:
<http://www.ffri.uniri.hr/files/izdavacka/A%20Golubovic%20-%20Uvod%20u%20Kierkegaardovu%20antropologiju%20.pdf> (date of access).

3.2. ARTICLES IN JOURNALS, EDITED VOLUMES, LEXICONS, ENCYCLOPEDIAS, DICTIONARIES, AND ON WEBSITES

The author's **first name** is given by initial. The author's **surname** is written in uppercase. The **title and subtitle of a journal article** are written in regular type, while the journal title is italicized; no space is inserted between the journal title and its publication data (volume, year, issue). Page numbers are given at the end. At the first mention of an article, always provide the full page range of the article and then the specific page cited.

S. RADIĆ, Neki kontekstualno-ideološki aspekti Darwinove teorije evolucije s obzirom na njeno nastajanje i promoviranje, in: *Diacovensia* 20(2012)1, 75-91, hier/qui 80.

If an article has **multiple authors**, list the initial and surname of each author, separated by commas.

I. ČATIĆ, I. ANDELFINGER, Isusov samopredstavljajuće-teofanijski »Ja sam« u Mk 6, 50; Mt 14, 27; Iv 6, 20; 18, 5-6, u: *Diacovensia* 24(2016)1, 153-193.

If an article has an **institution** as its author, the institution's name is written in uppercase. The title and subtitle of the article are written in regular type.

EUROPSKA KOMISIJA, Zajednička komunikacija europskom parlamentu i Vijeću. Akcijski plan za ljudska prava i demokraciju (2015. – 2019.). »Ljudska prava kao trajni prioritet programa EU-a«. Verfügbar unter: / Disponibile su: <https://eurlex.europa.eu/legalcontent/HR/TXT/?uri=CELEX%3A52015JC0016> (date of access).

If an **article is published in an edited volume**, provide the author's initial and surname in uppercase; the article title and subtitle are written in regular type.

Introductions, forewords, and afterwords are cited in the same way.

A. ŠTRUKELJ, Božje milosrđe – izvor nade, in: I. RAGUŽ, Š. ŠOKČEVIĆ (Hg./ed.), *O Božjem milosrđu*, Zbornik radova s Međunarodnoga znanstvenog simpozija o milosrđu održanog 22. travnja 2016. godine na Katoličkom bogoslovnom fakultetu u Đakovu Sveučilišta Josipa Jurja Strossmayera u Osijeku, Đakovo, 2016., 107-114.

J. SOBOL, Prave vrednote ne poznaju zakon prolaznosti, one su vječne [foreword], in: M. SRAKIĆ, *Blago mirotvorcima! Teološke rasprave o kreposti pravednosti i istinoljubivosti, pitanju rata i izgradnji mira te o društveno-socijalnim temama i školskom vjeronauku*, V. Dugalić (Hg./ed.), Đakovo, 2013., 5-6.

When citing a **document of the Church's magisterium**, the name of the Pope, congregations, or other Holy See institutions is written in uppercase, and the document title in italics. If possible, provide at the end of the reference the abbreviation as in the examples below, and in subsequent citations refer to the document **in the footnote** by that abbreviation.

KALCEDONSKI SABOR, Sažetak vjerovanja, u: H. DENZINGER, P. HÜNERMANN (Hg./ed.), *Zbirka sažetaka vjerovanja, definicija i izjava o vjeri i ćudoređu*, Đakovo, 2002. (= DH).

FRANJO, *Amoris laetitia – Radost ljubavi. Posinodalna apostolska pobudnica o ljubavi u obitelji*, Zagreb, 2016. (= AL).

When citing an **article in a lexicon, dictionary, or encyclopedia**, give the author's initial and surname in uppercase. The article title is written in regular type, and all relevant information about the lexicon/dictionary/encyclopedia is provided (title of the reference work, volume number, place of publication).

J. GUILLET, Milost, in: X. LÉON-DUFOUR i dr. (Hg./ed.), *Rječnik biblijske teologije*, Zagreb, ⁴1993., 543-548, hier/qui 543.

If an entry or headword is **unattributed**, write it in regular type and provide all relevant information about the lexicon/dictionary/encyclopedia as above. Page numbers are given at the end.

Agamemnon, in: M. DIXON-KENNEDY (Hg./ed.), *Encyclopedia of Greco-Roman Mythology*, Oxford, 1998., 17-19, hier/qui 18.

When citing a **newspaper article**, give the author's initial and surname in uppercase, the article title in regular type, the newspaper title in italics, the date of the issue cited, and the page number(s):

K. SCHLÖGEL, Im Westen viel Neues, in: *Frankfurter Allgemeine Zeitung. Feuilleton*, 22. 2. 2019., 10.

When citing an article in an **electronic journal**, give the author's initial and surname in uppercase, the article title in regular type, the journal title, volume number, year, issue, the full URL where the article is available, and the access date.

S. FUŽINATO, »Vidiš li ovu ženu?« Pragmatička funkcija Lk 7,36–50, in: *Obnovljeni život* 72(2017.)1. Verfügar unter: / Disponibile su: https://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=265400 (15. 6. 2019.).

When citing an **article on a website**, provide the author's initial and surname in uppercase (if available), the title (and subtitle) in regular type, the date/year of publication (if available), the full URL, and the access date.

I. DŽEBA, Jesu li libertarijanizam i katoličanstvo spojivi?, 9. Oktober / 9 ottobre 2017. Verfügar unter: / Disponibile su: <https://www.bitno.net/academicus/filozofija-academicus/libertarijanizam-i-katolicanstvo/> (19. 6. 2019.).

3.3. ORAL SOURCES

When citing a **lecture** delivered as part of a course or conference, give the lecturer's initial and surname in uppercase, the lecture title in regular type, then the course/conference title in which it was delivered, the institution, the place, and the date of the lecture.

S. VULETIĆ, Molekularna genetika i genetski inženjering, Bioetika, Sveučilište J. J. Strossmayera, Katolički bogoslovni fakultet u Đakovu, Đakovo, 5. ožujka 2012. [Lecture].

3.4. ARCHIVAL MATERIAL

Archival material is cited according to the archival fonds and collections of the respective archives.

HR-NAĐ-10-100/1999.

At the **first citation** of archival material, it should be given in full so that the meaning of each abbreviation is clear.

Hrvatska (im Folgenden: / nel seguito: HR) Nadbiskupijski arhiv Đakovo (im Folgenden: / nel seguito: HR-NAĐ) Ordinarijat (im Folgenden: / nel seguito: HR-NAĐ-O), 1157/1961: Dekret Biskupskoga ordinarijata u Đakovu o osnutku Župe sv. Josipa Radnika u Osijeku V, Đakovo, 21. 6. 1961.

Note: In addition to the sources listed here, there are other types of sources that authors may consult in their papers. In such cases, authors may propose a citation format or request assistance from the Editorial Board.

3.5. CROATIAN LAWS

Croatian laws are cited in footnotes in the following form:

Art. 75. i 94. Zakona o radu (Narodne novine Nr./n. 93/14, 127/17, 98/19).

Cfr. art. 75. i 94. Zakona o radu (Narodne novine Nr./n. 93/14, 127/17, 98/19).

3.6. SUBSEQUENT CITATION OF AUTHORS AND WORKS

When a **second work by the same author** is cited consecutively within the same footnote, write: "ID.".

J. MOLTSMANN, *Perspektiven der Theologie. Gesammelte Aufsätze*, München – Mainz, 1968; ID., *Umkehr zur Zukunft*, München – Hamburg, 1970; ID., *Die ersten Freigelassenen der Schöpfung. Versuche über die Freude an der Freiheit und das Wohlgefallen am Spiel*, München, 1971; ID., *Mensch. Christliche Anthropologie in den Konflikten der Gegenwart*, Stuttgart – Berlin, 1971; ID., Theological Basis of Human Rights and of the Liberation of Man, in: *Reformed World* 31(1971), 348.-357.

When citing a work **already mentioned earlier**, after intervening notes, provide the author's initial and surname in uppercase and the main title of the work (for articles in regular type; for books in italics).

. RADIC, Neki kontekstualno-ideološki aspekti Darwinove teorije evolucije s obzirom na njeno nastajanje i promoviranje, 80-83.

N. DOGAN, *U potrazi za Bogom*, 73.

When the same work is cited **in several consecutive footnotes**, the footnote should contain only the word *ibid.* The word *ibid.* is italicized whether it refers to a book or an article; when preceded by Cfr./cfr. (when this abbreviation does not begin a sentence/reference) or when it occurs in another part of the note that is not the beginning of a sentence (e.g., in parentheses not preceded by a period), it is written with a lowercase initial, but still italicized (e.g., "Cfr. *ibid.*").

3.7. BIBLICAL BOOKS

Biblical books are cited in parentheses in the text, in accordance with the citation conventions of the German or Italian language.

Transliterated Greek and Hebrew expressions are italicized, and their translations are placed in quotation marks.

3.8. OTHER GUIDELINES

When giving page numbers, do not use the abbreviation "S."/"p.".

When specifying numbers, use the abbreviation "N."/"n.".

When citing a work published in multiple volumes, give only the volume number after the title, in Roman numerals, without a period or any other designation. If referring to the work as a whole, give the first and last volume numbers after the title.

H. JEDIN (Hg./ed.), *Velika povijest Crkve. Crkva u doba apsolutizma i prosvjetiteljstva*, V, Zagreb, 1978.

J. J. STROSSMAYER, *Sve za vjeru i za domovinu*, I-IV, V. Dugalić (Hg./ed.), M. Srakić, A. Landeka (Hg./ed.), Đakovo, 2015.

24th November 2025

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