

Referencing

Notes should be written in the so-called Oxford system, i.e. writing in footnotes. When you reference a source for the first time, full bibliographic information (information about the source) must be provided. Second and subsequent references to the same source do not need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to, using standard Latin abbreviations (o.c.; *ibid.*, p.; cf. etc.). Bibliography should not be listed at the end of the article.

Books

Full bibliographic information includes author's name and surname. The book's title is written in italics. If there is a subtitle, it is separated from the title with a colon.

Josip Horvat, *Povijest i kultura Hrvata kroz 1000 godina: od velikih seoba do XVIII. stoljeća*, Knjigotisak, Split, 2009.

- when there are three authors, it is advisable to list all three: Stjepan Babić – Božidar Finka – Milan Moguš, *Hrvatski pravopis*, Školska knjiga, Zagreb, 1971.
- when there are more than three, only the first one is listed and the abbreviation “et al.”: Eugenija Barić et al., *Hrvatska gramatika*, Školska knjiga, Zagreb, ²1997.
- if the book is translated from a foreign language, it is required to write the name and surname of the translator after the abbreviation “trans.”: William K. Frankena, *Etika*, trans. Vesna Mahečić, KruZak, Zagreb, 1998.
- if the book has a chief or head editor, their name should be written along with the abbreviation “ed.” in brackets: Boško Pešić – Danijel Tolvajčić (ed.), *Filozofija egzistencije Karla Jaspersa*, Hrvatsko društvo “Karl Jaspers”, Zagreb, 2013.
- if the book has more volumes, that information is provided after the title: Albert Bazala, *Povijest filozofije*, III vol., Globus, Zagreb, 1988.
- a revised edition is expressed with a superscript on the upper left corner of the year of publication: Ratko Zelenika, *Metodika i tehnologija izrade znanstvenog i stručnog djela*, Ekonomski fakultet, Rijeka, ⁴2000.

The place of publication is provided in the form the author stated it.

The introduction, preface and postface are referenced as papers in proceedings.

Paper in proceedings and book chapters

Papers in proceedings should be cited: Radomir Videnović, “Filozofije i svjetovi Pavla Vuk-Pavlovića u Spinozinom ključu”, *Pavao Vuk-Pavlović: život i djelo*, proceeding, Hrvatska akademija znanosti i umjetnosti, Razred za društvene znanosti – Institut za filozofiju, Zagreb, 2003., p. 239-245.

Book chapters are similarly cited: Ivan Supičić, “Humanizam i politika”, in: Stjepan Balaban (ed.), *Kršćanstvo, Crkva i politika*, CPSNC, Zagreb, 1999, p. 17.

Paper in scientific journals

There should be the author’s name and surname, the paper’s title in quotation marks, the journal’s name in italics. All these information should be followed by volume, the year in brackets, number and page number:

Stjepan Babić, “Hrvatski književni jezik, ponajprije njim samim”, *Jezik, časopis za kulturu hrvatskoga književnog jezika*, 56 (2009) 5, p. 161-200.

Encyclopaedias, lexicons, dictionaries

When citing encyclopaedias and lexicons it is necessary to use the entry word in quotation marks. That information is followed by the name of the encyclopaedia or lexicon, the volume, publisher, place of publication and page numbers: “Dalmacija”, *Hrvatska enciklopedija*, vol. 1., Leksikografski zavod Miroslava Krleža, Zagreb, ³2005., p. 580.

As for dictionaries, it is advisable to write the author’s name, then the entry or definition in quotation marks, the name of the dictionary in italics, the publisher, place of publication, year and page numbers: Bratoljub Klaić, “Tehnika”, *Rječnik stranih riječi*, Nakladni zavod Matice hrvatske, Zagreb, 2002., p. 1332.

Archives

An example of citing archive sources:

Državni arhiv u Dubrovniku (further: DAD), *Sjednice Vijeća umoljenih*, vol. IV., f. 32rv. (vol. = volume; f = foglio – sheet; r = recto – front; v = verso – back)

Regulations

When citing regulations, it is important to cite the name of the regulation, the name of the official journal in italics, then the year of publication, the volume, and the article (instead of page numbers): “Zakon o visokim učilištima”, *Narodne novine*, 1993, 96, art. 35.

Internet

Citing materials or documents from the Internet it is advisable to write the author's name and surname (if it is known), the title of the document in quotation marks, the whole link of the Internet page in angle brackets and the date when the site was last visited:

Zvonko Pandžić, “Odlazak nestora hrvatske filozofije”,
http://amac.hrvati-amac.com/index2.php?option=com_content&do_pdf=1&id=345 (22. XI. 2008.)

When a particular source is cited more than once in a paper, the full bibliographic details are not provided each time in a footnote, but are shortened:

- When referencing only one work by one author: R. Zelenika, o. c., p. 63.
- If two or more different publications by the same author are used then there is the need to include part of the title to distinguish different publications: R. Zelenika, *Metodologija...*, p. 488.
- If the footnote mentions a book which has been immediately cited before, then “ibid.” is used: Ibid., p. 90.