

GUIDELINES FOR PAPER SUBMISSION

REVIEWING PROCEDURE AND SUBMISSION OF PAPERS

Contemporary Issues is an international scientific journal published by VERN' University from Zagreb. Contemporary Issues publishes previously unpublished articles from the fields of political sciences, sociology, communication sciences, contemporary history relating to the region of South-Eastern Europe. The journal publishes papers annually in the Croatian and English languages.

All papers submitted to the editorial board will go through two external, double blind reviews. The Editorial Board brings the final decision on article publishing. After the initial evaluation the Editorial Board can decide not to review papers that do not meet the minimal quality standards set by the Journal and the editors will notify the authors that their work has been rejected. If any two reviews differ substantially in their evaluation of the paper, the editors will request the third review. The reviewers will receive the papers by email, together with this form in Croatian and the comments should be written in Croatian. After agreeing to review a paper, reviewers are requested to fill out the manuscript review form within two to three weeks.

The submitted articles must not be previously published, neither partially nor in full. They must not be in the process of publishing in a different journal, proceedings, book etc. and they must not be a translation of such papers. The requirements for publishing in the Journal are two anonymous positive reviews by international media experts.

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SUBMISSION OF PAPERS AND FORMATTING

The papers should be sent exclusively as .doc documents by electronic mail to the address: st@vern.hr. Because of double blind reviews, the name or names of authors, place of employment, contact information (address/phone number/email address) should be sent in a separate document. The first page should contain the title of the paper and the abstract stating the purpose and goals of the paper, research methods and the key results (120-150 words with a list of five key words) in Croatian and English. The abstract should be written using 10-point font size, 1,0 spacing and 2,5 cm

margins to both sides. The purpose of key words is to facilitate search therefore, the selected key words should be the ones that frequently appear in the article and are relevant to its topic. Key words should be formatted in the same way as the abstract.

Papers should be written in Croatian or English, using typeface Times New Roman, 12-point font size, spacing 1,5. All pages must be numbered. Footnotes must be aligned, using the same typeface as the main text, 10-point font size, spacing 1,0. Footnotes are used to provide additional explanation, not for referencing. If additional literature is mentioned in the footnotes, it has to appear in the reference list at the end of the article. Papers must be divided into sections with corresponding numbered subheadings. Double quotation marks should be used throughout the text (e.g. "sign") but single quotation marks should be used for in-text citation ('sign'). Use Italic only for foreign words and titles of publications. Use bold font for the title and subtitles as well as titles of tables and tables. Quotations longer than three lines should be indented 2,5 cm to the left. Tables and graphs should be centered while the text they contain should be written using the same typeface in 11-point font size with 1,0 spacing. The source should be stated below the tables and graphs. At the beginning of every book review the title should be stated in the form: author's name and surname, title, place of publishing, publisher, year and number of pages.

An original scientific paper should be 6,000 to 10,000 words long. This type of paper should offer an original contribution, which, among other things, includes testing or developing a new theory, testing and developing hypotheses, introducing new concepts or critiquing the existing ones, new insights into archival materials or processing previously unknown archival materials and empirical research such as public opinion polls, depth interviews, focus groups, etc.

A review article should be 4,000 to 6,000 words long. This type of paper has a predominantly synthetical character rather than an analytical one. It can include a detailed review of existing published literature with the author's own insights and recommendations for further research. However, it can also include a framework of research, critical reviews of current research issues as well as a detailed description of research material.

A book review should be between 1,000 and 1,500 words long. The reviewed books should be of academic character and must not be older than two years. Instead of a book review, the authors can also review a few related titles (up to three books) and compare them critically. This type of paper should be 2,000 to 3,000 words long.

The Journal publishes article in Croatian and English exclusively. Articles not written in the standard Croatian language will not be published. The authors are required to submit copyedited manuscripts. Authors should pay attention to the correct spelling of foreign names and words with corresponding special characters. The quotations not in Croatian should be translated. Quotations that are originally in non-Latin scripts should be transliterated according to rules of the standard Croatian language. When citing international literature translated into the languages that use phonetical spelling of foreign names, the authors' names should be spelled in the original form while the translated title of the work should be kept in the reference list according to the translation into one of the above-mentioned languages. Date format is 1st May 2020. Numbers below 10 are written as words.

CREDITING SOURCES (CITING REFERENCES)

Authors should use the author-date APA referencing style, <https://apastyle.apa.org/>

References are placed in parentheses and cited in the text, not the footnotes.

Footnotes are used for comments or additional explanation.

Do not use abbreviations such as *ibid.* and *op. cit.*

IN-TEXT CITATION:

- a) When referencing an author's work in the text use the author's surname and the year of publication in parentheses:
E.g. In his work Horvat (2020) states...
Or
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- b) If you directly quote work or research paper, use quotation marks and place the author's name and the year of publication in parentheses at the end of the sentence, you can also add the page number:
E.g. The research shows "... (Horvat, 2020, p. 5).
- c) When a work has two authors cite the surnames of both authors and the year of publication. Separate the authors' surnames in the citation with an "&":
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In the reference list, list only the source you have read, for example, Horvat.

CITING SOURCES AT THE END OF YOUR WORK – REFERENCE LIST:

Book:

Surname, initial(s) of author. (Year of publication). *Title: Subtitle* (Edition). Publisher.

One author:

Saxenian, A. (2006). *The new Argonauts: Regional advantage in a global economy*. Harvard University Press.

Multiple authors:

Jamieson, K. H., & Campbell, K. K. (1992) *Interplay of influence: News, advertising, politics, and the mass media*. Wadsworth Publishing.

Book in another language

If a book is in a different language, include a translation of the book title in square brackets.

Castells, M. (2003). *Internet galaksija: razmišljanja o Internetu, poslovanju i društvu* [The internet galaxy: Reflections on the internet, business, and society]. Naklada Jesenski i Turk.

Book chapter:

Author's surname, initial(s). (Year of publication). Title of chapter: Subtitle. In Editor's initial(s), surname (Ed.), *Title of book: Subtitle* (edition, pp. xxx-xxx). Publisher.

Massey, G., Hodson, R., & Sekulić, D. (2004). Nacionalizam, liberalizam i liberalni nacionalizam u poslijeratnoj Hrvatskoj [Nationalism, liberalism and liberal nationalism

in post-war Croatia]. In D. Sekulić et al. (Eds.), *Sukobi i tolerancija: o društvenoj uvjetovanosti nacionalizma i demokracije* (pp. 225-255). Naklada Jesenski i Turk.

Journal article:

Author's surname, initial(s). (Year of publication). Title of article: Subtitle. *Title of Journal*, volume(issue), pp-pp.

Bertan, S. (2020). Restaurant rankings factors in gastronomy tourism. *Tourism: An International Interdisciplinary Journal*, 68(1), 34-42.

Article with DOI:

Philips, A. Q. (2020). Just in time: Political policy cycles of land reform. *Politics*, 40(2), 207-226. <https://doi.org/10.1177/0263395719859459>

E- journals or databases:

Author's surname, initial(s). (Year of publication). Title: Subtitle. *Title of Journal*, volume(issue), pp-pp. Name of Database. URL

Holy, M. (2019). Oraclum Intelligence Systems case study: Usage of Big Data in the political elections prediction. *Suvremene teme: međunarodni časopis za društvene i humanističke znanosti*, 10(1), 67-82. http://contemporary-issues.vern.hr/contemporary-issues_current_issue_13.htm