Instructions for the preparation of notes and bibliography

Author's last name – uppercase (capitals)
Title of article – lowercase in quotation marks
Title of book/monography – italics (slanted to the right)
Title of journal – italics
Title of newspaper/magazine – italics
Ibid – italics
Idem – uppercase
Op. Cit. – italics

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Note: Name of archives, reference number of fonds or collection, name of fonds or collection, name of archival unit, year range (or date) of archival unit, number of technical unit.

Bibliography entry: Name of archives, reference number of fonds, name of fonds or collection.

Note: Državni arhiv u Pazinu [hereinafter: DAPA], HR-DAPA-436, Kotarski školski inspektorat u Puli (Ispettorato Scolastico Distrettuale) – Pula, [hereinafter: KŠIP], 1.

Spisi 1816 – approx. 1827, doc. 1185 (22.X.1817), Box 2.

Bibliography entry: Državni arhiv u Pazinu, HR-DAPA-436, Kotarski školski inspektorat u Puli.

ARCHIVAL MATERIALS – DIGITAL COPIES:

Name of archives, reference number of fonds or collection, name of fonds or collection, name of archival unit, number of technical unit, number of folder, number of record.

Bibliography entry: Name of archives, signatura fonda, naziv fonda ili zbirke.

Note: Državni arhiv u Pazinu [hereinafter: DAPA], HR-DAPA-861 Zbirka preslika gradiva iz arhiva i ustanova Republike Hrvatske, 1539/2004, 1.2. Preslici iz Zbirke mikrofilmova matičnih knjiga i popisa obitelji. Župni arhivi Porečke i Pulske biskupije i matični uredi Istarske županije [hereinafter: HR-DAPA-861], Matična knjiga krštenih [hereinafter: MKK] Motovun 1645-1736, DVD 2, ZM34K-118, M00742906.

Bibliography entry: Državni arhiv u Pazinu, HR-DAPA-861 Zbirka preslika gradiva iz arhiva i ustanova Republike Hrvatske.

OFFICIAL GAZZETTES:

Note: Title of text published in the official gazzette, official gazette abbreviation, number and year of publication.

Bibliography entry: Full title of official gazette (gazette registered office) and individual years or year range the author referred to in his article.

Note: Pravilnik o upravljanju dokumentarnim gradivom izvan arhiva, NN 105/2020.

Bibliography entry: Narodne novine (Zagreb), 2020.

AUTHORED BOOKS:

Note: First name LAST NAME, *Title: Subtitle*, Publisher, Place and year of publication, page number.

Bibliography entry: LAST NAME, First name: *Title: Subtitle*. Publisher, Place and year of publication.

Note: Dražen VLAHOV, *Glagoljski rukopis iz Huma (1608 – 1639)*, Posebna izdanja Državnog arhiva u Pazinu, Vol. 13, Glagoljski rukopisi 3, Pazin 1999, pp. 43 – 48;

IDEM, *Glagoljski zapisi u knjizi krštenih, vjenčanih i umrlih iz Huma (1618 – 1672)*, Državni arhiv u Pazinu, Pazin 2003, pp. 35 – 52.

When the same book is cited repeatedly in the text, the shortened title of the book should be used subsequently in the text after the last name of the author:

VLAHOV, *Glagoljski zapisi…*, p. 105.

The initials of the author's first name are used after the first citation of the full reference only in cases of using bibliographic units of authors having the same last name:

V. BRATULIĆ, *Rovinjsko selo…*, pp. 1–21; J. BRATULIĆ, *Izazov zavičaja…*, pp. 5–16.

Authors can only use the abbreviation Op. Cit. in shorter articles with few notes and if only one book by the same author is used.

Bibliography entry: VLAHOV, Dražen: *Glagoljski rukopis iz Huma (1608 – 1639)*. Posebna izdanja Državnog arhiva u Pazinu, Vol. 13, Glagoljski rukopisi 3, Pazin 1999.

DOCUMENTS IN COLLECTIONS OF PUBLISHED ARCHIVES:

Note: First name LAST NAME (ed.), Title, volume no, Publisher, Place and year of publication, Document no., first / last page.

Bibliography entry: LAST NAME, First name (ed.): Title, Volume no., Publisher, Place and year of publication.

Note: Tade SMIČIKLAS (ed.), *Codex diplomaticus Regni Croatiae, Dalmatiae et Slavoniae* [hereinafter: CD], vol. 4, Tisak Dioničke tiskare, Zagreb 1906, doc. 32, pp. 35 – 36.

Bibliography entry: SMIČIKLAS, Tade (ed.): Codex diplomaticus Regni Croatiae, Dalmatiae et Slavoniae, vol. 4. Tisak Dioničke tiskare, Zagreb 1906.

JOURNAL ARTICLES:

Note: First name LAST NAME, "Title of work: Subtitle", *Journal title*, Volume number, number (year), first / last page.

Bibliography entry: LAST NAME, First name: "Title of work: Subtitle", *Journal title,* Volume number, number (year.), first / last page of entire article.

Note: Ivan MILOVAN, "Vjersko i moralno stanje župe Svetvinčenat u 19. stoljeću", *Vjesnik istarskog arhiva* [hereinafter: VIA], year 1996 – 1997, Vol. 6 – 7 (2001), pp. 151–156.
Ibid, p. 155.

Bibliography entry: MILOVAN, Ivan: "Vjersko i moralno stanje župe Svetvinčenat u 19. stoljeću", *Vjesnik istarskog arhiva*, year 1996 – 1997, Vol. 6 – 7 (2001.), pp. 151–157.

ARTICLES FROM BOOKS OR COLLECTIONS:

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Bibliography entry: LAST NAME, First name: "Title of work: Subtitle", in: editor, *Title of book/collection: Subtitle*. Publisher, Place and year of publication, first / last page of entire article.

Note: Tajana UJČIĆ, "Jer ne žive od općine, nego od svoga truda: Izbor iz arhivskog gradiva Žminjštine", in: Slavko KRAJCAR (EIC), *Libri žminjski: Libar prvi.* Katedra Čakavskog sabora Žminj, Žminj 2008, pp. 137 – 142.

Bibliography entry: UJČIĆ, Tajana: "Jer ne žive od općine, nego od svoga truda: Izbor iz arhivskog gradiva Žminjštine", in: Slavko KRAJCAR (EIC), *Libri žminjski: Libar prvi.* Katedra Čakavskog sabora Žminj, Žminj 2008, pp. 137–151.

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Bibliography entry: Author's LAST NAME, First name: "Entry in encyclopaedia or lexicon", Title: Subtitle. Publisher, Place and year of publication, first / last page of entire entry.

Notes: Ivan JURKOVIĆ, "Jadransko pitanje", *Hrvatski leksikon* [hereinafter: HL], Vol. 1, Naklada leksikon, Zagreb 1996, p. 527.

Bibliography entry: JURKOVIĆ, Ivan. "Jadransko pitanje", *Hrvatski leksikon*, Vol. 1. Naklada leksikon, Zagreb 1996, pp. 527 – 528.

NEWS OR MAGAZINE ARTICLES (daily newspapers, weekly or monthly magazines):

Note: Author's First name LAST NAME, "Title of article", *Title – Subtitle of newspaper/magazine,* Volume number, number (Place, year of publication), first / last page.

Bibliography entry: Author's LAST NAME, First name: " Title of article", *Title: Subtitle of newspaper/magazine,* Volume number, Number, Place, year of publication.

Note: Miroslav BERTOŠA, "Pazinska gimnazija: Kula hrvatstva, odskočnica za Europu", *Glas Istre – Nezavisni dnevnik* [hereinafter: GI], Vol. LVI, No. 281 (Pula, 18.X.1999), p. 6.

Bibliography entry: BERTOŠA, Miroslav: "Pazinska gimnazija: Kula hrvatstva, odskočnica za Europu", *Glas Istre – Nezavisni dnevnik*, Vol. LVI, No. 281, Pula, 18.X.1999.

DIGITAL ENTRIES:

Note: Author's First name LAST NAME, "Title of entry", *Title of web page*.

Bibliography entry: LAST NAME, Author's First name: , "Title of entry", *Title of web page*. Accessed date, URL or DOI.

Note:	Mijo KORADE, "Glavinić, Tomo", *Istrapedia - istarska internetska enciklopedija*.
Bibliography entry:	KORADE, Mijo: "Glavinić, Tomo", *Istrapedia - istarska internetska enciklopedija*.
	Accessed August 30, 2023,
	https://www.istrapedia.hr/hr/natuknice/2311/glavinic-tomo.

WORKS AVAILABLE AS MANUSCRIPTS (master thesis, doctoral thesis, lecture, archival finding aid etc.)

Note: First name LAST NAME, *Title*, type of manuscript, Institution, year, first / last page.

Bibliography entry: LAST NAME, First name: *Title*, type of manuscript, Institution, year.

Note:	Jakov JELINČIĆ, *HR-DAPA-57 Pulska kvestura (Questura di Pola) 1921-1945*, finding aid, Državni arhiv u Pazinu, 1973, p. 5.
Bibliography entry:	JELINČIĆ, Jakov: *HR-DAPA-57 Pulska kvestura (Questura di Pola) 1921-1945*, finding aid, Državni arhiv u Pazinu, 1973.

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