



## GUIDELINES FOR REVIEWERS

### **FOCUS AND AREA OF INTEREST OF THE JOURNAL**

Criminology and Social Integration is a journal that publishes papers in the areas of behavioural problems, criminology, victimology, and penology and related mental health problems, as well as papers dealing with the social response to deviant, delinquent and criminal behaviours and victimization and the social integration of marginalized groups.

The journal publishes unpublished scientific and professional papers in Croatian and English, as well as reviews of relevant conferences, books, and doctoral dissertation/theses.

### **PUBLISHING FREQUENCY**

The journal is published twice a year in online format only.

### **OPEN ACCESS**

The entire content of the journal is open access and can be accessed at the link <https://hrcak.srce.hr/ksi>.

### **PUBLISHER AND FINANCING OF THE JOURNAL**

The journal is published by the Faculty of Education and Rehabilitation Sciences of the University of Zagreb with the financial support of the Ministry of Science and Education.

### **PUBLICATION FEES (APC - article processing charge)**

The journal does not charge authors the costs of reviewing and publishing papers. All papers accepted for publication are proofread at the expense of the journal (free of charge for the authors).

### **ARCHIVING**

All published papers are archived on the portal of Croatian scientific and professional journals – HRČAK.

### **JOURNAL INDEXING**

Criminology and Social Integration is indexed in the following bibliographic databases:

- HEINONLINE
- PSYCH-INFO–AMERICAN PSYCHOLOGICAL ASSOCIATION,
- SOCIOLOGICAL ABSTRACTS,
- EBSCO: CRIMINAL JUSTICE ABSTRACTS,
- PROQUEST,



- DOAJ (DIRECTORY OF OPEN ACCESS JOURNALS),
- SOCIOLOGY DATABASE,
- CRIMINAL JUSTICE DATABASE,
- SOCIAL SCIENCE DATABASE,
- INTERNATIONAL BIBLIOGRAPHY OF THE SOCIAL SCIENCES,
- SOCINDEX.

### **CATEGORIZATION OF PAPERS**

Papers in the journal (after the review process) can be categorized as scientific (original scientific paper, preliminary report/communication, review paper) or professional.

#### ***Original scientific paper***

The original scientific paper contains original theoretical discussions and unpublished research results. The research findings must be presented in a manner that allows for replication of the research and verification of the results. Important elements of the original scientific paper include a clearly defined and consistently presented methodology and a critical approach to the findings and limitations of the conducted research.

#### ***Preliminary Report/Communication***

The preliminary report/communication contains the results of research that is still in progress and, because of its timeliness, is published before the research is completed. This type of **paper** brings new scientific data and has a clear methodological approach, but the results are not considered final and cannot be verified.

#### ***Review paper***

The review paper contains a comprehensive presentation of the status and development of trends in a particular field, theory, or practice, as well as methodological approaches, implementation of certain theoretical approaches, and analysis of practice. It includes a critical evaluation by the author and a review of the relevant literature on the topic under discussion.

#### ***Professional paper***

The professional paper is primarily concerned with the author's practical experience and challenges encountered in practice and is focused on improving practice in accordance with relevant theoretical approaches and sources.

### **REVIEW PROCESS**

Upon receipt of the paper, the Editor-in-Chief conducts an initial review of the paper based on the suitability of the paper for publication in the journal (thematic area, adherence to the basic structure

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of the paper, basic criteria of scientific quality, and compliance with the journal's publication ethics). All received papers are checked for authenticity using the Turnitin program.

Paper that does not meet the above criteria will be returned to the authors with instructions to correct and resubmit the paper.

If the initial review of the paper is satisfactory, the Editorial Board sends the paper for (what is called) "double-blind review," in which the reviewer and author remain unknown to each other. In exceptional cases, a paper may also be forwarded for (so-called) "open peer review" (the identity of the authors and the reviewers are known to each other).

All papers will be reviewed by two reviewers, and if necessary (in case of conflicting opinions/reviews), the paper may be submitted to a third reviewer. Based on the reviews received, the Editor-in-Chief sends consolidated comments and/or recommendations to the author, which may include editorial comments. The author submits a new version of the paper and an accompanying document indicating which comments were accepted and how (with explanation and argumentation). If requested by the reviewer, the corrected paper is submitted to him/her for final review.

The reviewers may propose the following:

- Publication of the paper without changes;
- Publication of the paper after the proposed corrections;
- Major revisions necessary, and review the revised paper again;
- Rejection of the paper.

The paper will be sent to the author for correction no more than twice. After the second opinion of the reviewer on the necessity of major corrections, the paper will be rejected for publication. If the reviewers have different opinions, the Editor-in-Chief makes the final decision (in consultation with other members of the Editorial Board, if necessary).

If the author is a member of the Editorial Board, he/she is exempt from all activities related to the review process, and his/her duties are assumed by another member of the Editorial Board.

The Editorial Board has the right to revise and correct the paper in accordance with the format and language standards of the Journal.

### **CONFLICT OF INTEREST**

Editors, authors, and reviewers are expected to report any conflict of interest, i.e., a situation that could affect the principle of objectivity, i.e., impartiality.



Editorial board members are expected to recuse themselves from any action where a conflict of interest may exist.

Authors are expected to report any financial or other forms of conflict of interest, i.e., situations or relationships that may have influenced the data processing, interpretation, and conclusions of the paper.

Reviewers are expected to declare any financial interest, knowledge of the author's identity (in the case of anonymous reviews), collaboration with the project's research team, or any other situation or relationship that might influence their judgment of the paper in any way.

### **REVIEWERS' RESPONSIBILITY**

The journal is following COPE guidelines in relation to the review process (<https://publicationethics.org/sites/default/files/ethical-guidelines-peer-reviewers-cope.pdf>).

Reviewers are expected to evaluate the paper ethically and responsibly. The goal of the review process is to assist the Journal in maintaining the scientific quality of published papers and to help the author in improving the quality of the submitted paper. The paper under review should be kept confidential, which means that the reviewer does not discuss the paper with other people and does not use the information obtained during the review process for his/her own benefit or to the detriment of others. The reviewer is expected to evaluate the paper independently and that the evaluation is not discriminatory on any basis. The evaluation of the paper should be professional and unbiased, and the comments should be justified.

### **THE APPEAL PROCEDURE**

The author can submit a complaint about the review process or the decision to reject the paper to the Editor-in-Chief at the journal e-mail address: [ksi@erf.hr](mailto:ksi@erf.hr). The complaint should be specific and well-argued. The re-appeal will be discussed by the Editorial Board, which may appoint an independent arbitrator (Adjudicator).

### **TECHNICAL INSTRUCTIONS**

The journal publishes papers in standard Croatian and English and provides proofreading of texts before publication.

The papers are sent by e-mail to the address of the journal: [ksi@erf.hr](mailto:ksi@erf.hr). The paper is accompanied by a statement of (all) authors that the paper has been prepared in accordance with the editorial policy and ethical guidelines of the Journal (Author's Statement).



The length of the scientific and professional papers (with all attachments) should not exceed 8000 words. The file must be in Microsoft Office Word (.doc, .docx), with 1.5 line spacing, Calibri font, size 11, all margins 2.5, double-aligned. All pages must be numbered. Do not use headers and use footnotes only in exceptional cases.

***The following structure of a scientific/professional paper is recommended:***

- Full title of the paper (in Croatian and English)
- First and last name, affiliation (department, institution, city, country) and contact information for each author. For papers in Croatian, all relevant information should also be written in English. The corresponding author must be indicated separately.
- Abstract and keywords (for papers in Croatian, these must be translated into English). The recommended length of the abstract is up to 200 words, with up to 5 keywords. The abstract of the original scientific paper and preliminary report/communication must contain information about the research problem, purpose and objectives of the research, methods, main results and conclusions. For other types of papers, abstracts must refer to the aim of the paper, the methodology used, the main results and conclusions. We remind authors that the quality of the abstract depends on the reader's willingness to read the entire paper.
- Introduction
- Aim and purpose of paper/research
- Methodology/research methodology (for research papers)
- Results
- Discussion
- Limitations of the research (for research papers)
- Conclusion
- Acknowledgments (technical support, help with writing, translation of the paper, general support, financial and material support; all persons mentioned in this part of the text must agree to be named)
- Literature

The journal is guided by APA guidelines for paper formatting (described in more detail in the document Instructions for the Technical Design of Papers).