

Instructions to Authors

CATEGORISATION OF ARTICLES

The Journal publishes peer-reviewed articles, notices and other texts dealing with the issues and problems of public administration from different aspects.

The Journal publishes:

1. *Reviewed articles* – author can submit their papers to be peer-reviewed and consequently categorised as

- original scientific paper
- review scientific paper
- preliminary scientific report
- professional paper.

Articles are submitted to double-blind review. Prior to publication, the Editorial Board decides on the placement of articles into different sections of the Journal upon Editor's proposal.

2. *Book and journal reviews in the interdisciplinary field of public administration* – not undergoing the review process.
3. *Court and administrative practice* – includes analyses, reviews and translations of the relevant court verdicts and decisions of Croatian and European courts and administrative bodies. These do not undergo the review process.
4. *News on conferences and reviews of scientific and professional symposiums and round tables* – notify the readers about the recent events in the field of public administration and public sector in Croatia and worldwide. They do not undergo the review process.
5. *Glossaries* – provide concise explanation of the most important topics in the field of public administration and do not undergo the review process.

Articles are published in Croatian or in English, exceptionally in other foreign language (Slovenian, German, French, Italian, Spanish, and Portuguese). The Editorial Board shall provide that the majority of articles and other texts are in Croatian, or shall provide for translations or longer summaries in Croatian. Prior to publication, all texts are proofread and edited.

REVIEW PROCEDURE

Articles undergoing categorisation are submitted to two double-blind reviews. At least one review must come from abroad.

Reviewers are renowned international and Croatian scientists and university teachers. All reviewers must have a PhD in the relevant field. Foreign reviewers are generally from the countries outside the territory of the former Yugoslavia, if the language in which the article is written or the language competences of the reviewer permit this. If it is not possible to find reviewers outside the territory of the former Yugoslavia, a reviewer fluent in the Croatian language is chosen.

The review process is written and the reviewers suggest the appropriate categorization of the article (original scientific paper, review scientific paper, preliminary scientific report, professional paper).

In case of conflicting reviews, the article is sent to a third, and if necessary, to a fourth review.

Reviewers' remarks are delivered to authors anonymously (without reviewers' names). In case reviewers suggest any revision of the manuscript, authors are expected to make the required changes.

The Editorial Board makes the final decision on the categorization and publication of articles, upon Editor's proposal. The meetings of the Editorial Board are held four times a year.

The Editorial Board supervises the references used in articles in order to eliminate plagiarism.

MANUSCRIPT SUBMISSION

1. The Editorial Board receives only unpublished papers not more than one year old.

It is not considered that an article has been published if it has been published on the website of an institution. Publication of articles in online journals corresponds to publication in printed journals. If an article is based on a previously published paper(s), the new manuscript must be of substantially different content to be eligible for review.

When submitting articles, authors are required to sign a Statement of exclusivity sent by the Editorial Board after submission. By signing the Statement, authors confirm that the submitted articles are their own work and that they have not been previously published or accepted for publication elsewhere. In case of co-authorship, the statement must be signed by each co-author. The review procedure starts after the Editorial Board has received the Statement of exclusivity.

In case the Editorial Board establishes that an article violates ethical standards, this violation, accompanied by a short explanation, will be published on the Journal's web page.

2. Articles should be submitted in Microsoft Word document format. Manuscripts must not contain authors' personal data.

Biographical notes about authors should accompany manuscripts in a separate document containing authors' first name, surname, professional title or academic degree, occupation, job title, name of the institution/company of employment, e-mail address, and website.

In case authors or their other papers are cited in the article, these references must be extracted from the text into a separate document. For the purpose of the review, authors' names must be deleted from manuscripts.

3. Articles must be written according to Paper formatting instructions APA Format 6th edition (<http://web.calstatela.edu/library/guides/3apa.pdf>)

4. When submitting manuscripts, authors should not exceed the maximum size of the text.

Articles submitted for review should not exceed 60 000 characters (including spaces). The Editorial Board can allow longer pieces of academic writing in exceptional circumstances.

Court and administrative practice pieces as well as glossaries should not exceed 30 000 characters (including spaces). The Editor determines the final size of these pieces.

News on conferences and reviews of scientific and professional symposiums and round tables as well as book and journal reviews should not exceed 15 000 characters (including spaces). The Editor shall shorten these pieces if necessary.

5. Reviewed articles should normally be accompanied by *Abstract*, *Summary* and *Key words*.

Authors should also be aware of the following when preparing the submissions:

- Abstracts are written at the beginning of the manuscript (after the title) and should not exceed 150 words;

- Summaries are written at the end of the manuscript and should not exceed 300 words (summaries are translated into English or into Croatian, and the translation is provided by the Editorial Board or by authors if they so wish);
- The list of key words (not exceeding 7) should follow the abstract;
- Please, use third person singular for abstracts and summaries;
- Please use the passive (is analysed, is conducted ...);
- Abstracts and summaries should contain a concise statement of the scope and main findings of the paper;
- The title of the paper should be concise and informative.

PAPER FORMATTING

1. The journal Croatian and Comparative Public Administration uses in- text citation, while the footnotes are used for further explanations (APA Format 6th edition – details could be found at <http://web.calstatela.edu/library/guides/3apa.pdf>).