

SMJERNICE ZA AUTORE

Znanstveni časopis potpuno otvorenoga pristupa *Revija za sociologiju* prvenstveno objavljuje **izvorne znanstvene (istraživačke) radove i pregledne radove** od općeg interesa za sociologiju i srođne discipline, s posebnim naglaskom na radove koji doprinose boljem razumijevanju tema relevantnih za kontekst Hrvatske, regije zapadnog Balkana, te općenito centralne i istočne Europe.

Također prihvaćamo i kraće **istraživačke bilješke** koje smatramo posebnim tipom prethodnih priopćenja. Ova kategorija obuhvaća priloge koji se temelje na vremenski osjetljivim podatcima koji zahtjevaju brzu objavu. To, primjerice, može uključivati tekstove s recentnim uvidima iz istraživanja koja su još uvijek u tijeku, ali pružaju potpuno nove podatke ili neke podatke ključno ažuriraju. Osim toga, u ovoj kategoriji prihvatać ćemo i radove koji predstavljaju ili raspravljaju metodološke inovacije, u kvantitativnim, kvalitativnim i miješanim metodama.

U posebnim slučajevima, ako se radi o temi od posebnog interesa za časopis, prihvativat ćemo na razmatranje i ostale tipove prethodnih priopćenja i stručne radove.

Opseg znanstvenih i stručnih radova (uključujući sažetak, bilješke, literaturu i grafičke priloge) ne bi smio prelaziti 8000 riječi. Iznimke su radovi koji se temelje na kvalitativnim i miješanim metodama koje zahtjevaju opširnija objašnjenja – ti članci ne bi smjeli prelaziti 10000 riječi. Istraživačke bilješke, kao poseban tip prethodnih priopćenja, trebaju biti ispod 6000 riječi.

Članci se prihvataju za objavlјivanje nakon dviju pozitivnih anonimnih recenzija.

Časopis također objavljuje **prikaze knjiga i konferencija**, kao i kraće eseje / kritičke rasprave / edukativne ili popularizacijske tekstove u rubrici **Forum**. Prilozi za rubriku Forum uključuju, ali nisu ograničeni na:

- Priloge koji se osvrću na pitanja od interesa za društvo ili za sociološku i akademsku zajednicu;

GUIDELINES FOR AUTHORS

The peer-reviewed, fully open access journal *Croatian Sociological Review* primarily publishes **original research articles and review articles** of general interest for sociology and related disciplines, with an emphasis on articles that contribute to a better understanding of topics relevant for the context of Croatia, the Western Balkans and, more generally, Central and Eastern Europe.

We also accept shorter **research notes**. This category refers to texts based on time-sensitive data requiring fast publication. These, for example, might be the papers with recent insights from possibly still ongoing research, which present new data or critical updates to the existing data. In addition, for this category, we will also accept papers presenting or discussing methodological innovation, in quantitative, qualitative, or mixed methods.

In specific cases, we might also consider publishing preliminary communications and technical (professional) papers if they are of special interest to the journal.

The full length of scientific and technical articles (including the abstract, notes, references, and graphs and tables) should be below 8,000 words. Exceptions are empirical articles based on qualitative and mixed methods that require lengthier explanations – these have 10,000 word limit. Research notes should not exceed 6,000 words.

Articles are accepted for publication after two positive blind peer reviews.

The journal also publishes **book and conference reviews**, as well as shorter essays / critical discussions / educational or popularization texts in the **Forum** section. Forum contributions include, but are not limited to:

- Critical discussions or debates about matters of interest to society or the academic and sociological community;

- Priloge koji pružaju uvid u napredne ili slabije poznate istraživačke metode i/ili analitičke tehnike;
- Priloge u kojima se raspravljaju raznovrsni teorijski pristupi ili modeli;
- Priloge koji pružaju pregled raznih softvera za analizu ili upravljanje (kvalitativnim ili kvantitativnim) podacima;
- Tekstove o društvenim znanostima popularizirajuće ili edukativne naravi.
- Introductory texts about advanced or unfamiliar research methods and/or analytical techniques;
- Discussions of diverse theoretical approaches or models;
- Notes about various data analysis or (qualitative or quantitative) date management software;
- Social sciences' popularization or educational texts.

Opseg prikaza ne bi smio prelaziti 1200 riječi. Prilozi za rubriku Forum trebaju biti između 1000 i 5000 riječi. Ovi prilozi prihvaćaju se za objavljivanje nakon pozitivne recenzije uredništva.

Prijava rada

Radovi se zaprimaju **isključivo** preko elektroničkog sustava za uređivanje časopisa na mrežnim stranicama Revije:

<https://hrcak.srce.hr/ojs/index.php/rzs/about/submissions>

Autori zadržavaju autorska prava za članke objavljene u časopisu, no svojim pristankom na objavljivanje daju časopisu pravo prvog objavljivanja u tiskanom te elektroničkom obliku. *Revija za sociologiju* autorima ne naplaćuje predaju, obrađivanje ni objavljivanje priloga.

Uredništvo zaprima samo one radeve koji prethodno nisu objavljivani niti su u recenzijskom postupku pri nekom drugom časopisu.

Radovi se zaprimaju i objavljaju na hrvatskom ili engleskom jeziku, a po posebnoj odluci uredništva i na drugim jezicima.

Radovi trebaju biti pripremljeni u OpenOffice, Microsoft Word ili RTF formatu.

Autori mogu inicijalno predati svoj rad dosljedno koristeći bilo koji autor-datum sustav navođenja referenci. U slučaju prihvaćanja rada za objavu, od autora će se tražiti da rad urede u skladu sa sustavom navođenja referenci kojeg koristi *Revija za sociologiju*.

The length of reviews should not exceed 1200 words. Forum contributions should be between 1000 and 5000 words. These contributions are accepted for publication after a positive editorial review.

Submission

Articles should be submitted **exclusively** through the Open Journal System of *the Croatian Sociological Review*:

<https://hrcak.srce.hr/ojs/index.php/rzs/about/submissions>

The authors reserve copyright for articles published in the journal but, by giving consent for publication, they delegate the right of first publication in print and in electronic format to the journal. *The Croatian Sociological Review* charges no article submission, processing or publication fees to authors.

The editorial board accepts for consideration only those articles that have not been published previously or that are not under consideration in another journal.

Articles are considered and published in Croatian or English. Under certain circumstances, the editors can decide to publish articles in other languages.

Manuscripts should be submitted in OpenOffice, Microsoft Word or RTF format.

Authors may initially submit their manuscript using any consistent author-date referencing style. After the acceptance, authors will be required to edit their article in accordance with the style used by *the Croatian Sociological Review*.

Pri pripremi rada, autore se poziva da obvezno konzultiraju i **Izjavu o izdavačkoj etici**, a pogotovo dio o definiciji autorstva i zahvalama. Ta je izjava dostupna *online* na mrežnim stranicama časopisa:

https://hrcak.srce.hr/upute/etika_hr_Revija_z_a_sociologiju.pdf

Revija za sociologiju ne zahtjeva **uvodno pismo** kao obvezan dio prijave, no svakako ohrabruje prijave koje uključuju takav uvodni tekst u kojem se ukratko predstavlja doprinos rada i definira njegova prikladnost za objavu u *Reviji*. Uvodno pismo je moguće uključiti u obrazac "**Komentari uredniku**" koji čini sastavan dio elektroničke prijave rada. Osim neobavezognog uvodnog pisma, autori u "**Komentarima uredniku**" također mogu naznačiti i neke druge informacije koje smatraju potrebnim naglasiti uredniku (primjerice, relevantne informacije koje su bile uklonjene iz rukopisa u procesu anonimizacije).

Osim podataka koji se traže pri elektroničkoj prijavi rada, autori moraju **obvezno** ispuniti i predati odvojeni **Prijavni obrazac** koji sadrži:

- Iskaz o autorstvu
- Zahvale, ako postoje.
- Iskaz o sukobu interesa, ako postoji.
- Iskaz o etičnoj suglasnosti.
- Informacije o finansijskoj potpori.
- Informacije o pristupu podacima i transparentnosti.

Prijavni obrazac u interaktivnom PDF formatu se može skinuti s mrežnih stranica časopisa:
<https://hrcak.srce.hr/ojs/index.php/rzs/libraryFiles/downloadPublic/234>

Kao dio svoje elektroničke prijave rada, autori trebaju predati dvije datoteke: 1) prijavni obrazac, i 2) anonimizirani rukopis.

Anonimizirani rukopis

Autori su **obvezni** svoj rukopis anonimizirati prije elektroničke predaje rada.

Anonimizacija nije potrebna za priloge namijenjene rubrikama Prikazi i Forum.

When preparing their manuscripts, the authors are requested to also consider the **Statement of Publication Ethics**, and to particularly examine the guidelines on the authorship definition and the acknowledgements. The Statement is available online:

https://hrcak.srce.hr/upute/etika_en_Revija_z_a_sociologiju.pdf

The Croatian Sociological Review does not require, although it encourages authors to submit a **cover letter**. In such an introductory text the authors are welcome to concisely specify a contribution of their manuscript and its fit for the journal. The cover letter can be included into the section "**Comments to the Editor**" which is an integral part of the electronic submission process. Additionally, authors are asked to indicate in the section "**Comments to the Editor**" any information that requires the editor's attention (e.g. any relevant information removed from the manuscript during anonymization).

In addition to the information requested during the electronic submission process, the authors are **required** to also fill in a separate **Submission Form** which includes:

- Authorship statement.
- Acknowledgements, if any.
- Declaration of conflicting interests, if any.
- Ethics approval statement.
- Funding information.
- Data access and transparency information.

The PDF with Submission Form is available for download from the journal's website:
<https://hrcak.srce.hr/ojs/index.php/rzs/libraryFiles/downloadPublic/234>

The authors must submit two files: 1) Submission Form; and 2) anonymized manuscript.

Anonymized manuscript

Authors are **required to anonymize their manuscript** prior to electronic submission.

Anonymization is not necessary for the book and conference reviews and Forum.

Anonimizirani rukopis **ne smije** sadržavati naslovnu stranicu s informacijama o autoru/ima, a iz samog rukopisa treba ukloniti sve informacije koje bi mogle uputiti na identitet autora. Ovo također uključuje i informacije o instituciji ili projektu unutar kojeg je rad izrađen. **Pri uklanjanju identificirajućih informacija, potrebno je iste ukloniti iz sistemskih podataka koje bilježi sama datoteka** (npr. Microsoft Word: Inspect Document – Remove Document Properties and Personal Information).

U nekim slučajevima potrebno je da autori citiraju svoje vlastite, ranije objavljene rade. U tim slučajevima, autori trebaju citirati svoje rade bez upućivanja da se radi o autorima tog rukopisa. Na primjer, autor Bourdieu bi mogao citirati svoju raniju publikaciju na način sličan ovome: "Definicija kulturnog kapitala (Bourdieu, 1984) specificira...". Tada je takvu referencu potrebno na uobičajen način uključiti u Popis literature na kraju teksta. No, ako ovakav način citiranja nije moguć bez da oda identitet autora (npr. rukopis se izravno poziva na iste podatke u prethodno objavljenom radu), tada je potrebno referencu u tekstu oblikovati na sljedeći način: (Autor), te je privremeno ukloniti iz Popisa literature.

Prva stranica anonimiziranog rukopisa treba sadržavati (na jeziku na kojem je rukopis napisan):

- 1) Naslov rukopisa.
- 2) Sažetak, opsega do 250 riječi, koji treba sadržavati opći prikaz teme, metodološki pristup, glavne rezultate, zaključak te kratak opis šireg doprinosa rada.
- 3) Do pet ključnih riječi.

Druga strana anonimiziranog rukopisa treba započeti s tijelom teksta, slijedeci dolje navedene upute.

- 1) Rad treba biti pisan jednostrukim proredom (font Times New Roman, Arial ili bilo koji drugi standardni font, veličina 12). Poželjno je, iako ne nužno, da naslovi i podnaslovi budu numerirani.
- 2) Grafički prilozi (tablice, grafikoni, slike i slično) moraju biti izrađeni u crno-bijeloj

The anonymized manuscript **must not** include the title page with the information about the author/s. All identifying information should be removed from the rest of the manuscript as well. This also includes references to the institution or the project to which the manuscript is associated. **Personal information about the author noted the file properties should also be removed** (e.g. in Microsoft Word: Inspect Document – Remove Document Properties and Personal Information).

We understand that authors must sometimes refer to their earlier work in the manuscript. In such cases, the authors should cite their work without indicating their authorship. For example, the author Bourdieu would refer to his earlier work by saying something like this: "The definition of cultural capital (Bourdieu, 1984) specifies...". This reference should then be included in the Bibliography at the end of the text. However, if it is not possible to refer to earlier work without revealing the identity of the author/s (e.g. if the manuscript directly refers to the same data in the published paper), then these references should be presented in the text as follows: (Author), and temporarily removed from the Bibliography.

The first page of the anonymized manuscript must contain (in the language of the manuscript):

- 1) Title of the manuscript
- 2) Abstract of a maximum 250 words which should present the topic, the methods, the main results, the conclusion(s), and the contribution of the paper.
- 3) Up to five key words.

The second page of the anonymized manuscript should start with the body of the text, following the instructions below.

- 1) The text should be single spaced using Times New Roman, Arial or another common 12-point font. It is desirable, but not necessary, that the headings and subheadings are numbered.
- 2) Illustrations (tables, graphs, figures, etc.) must be in black and white in one of the

tehnici na jedan od standardnih načina računalne izrade (poželjna razlučivost slika jest 300 dpi), a po pravilu se prilaže unutar teksta rada na mjestima gdje trebaju biti prikazani. U slučaju preuzimanja priloga iz drugog izvora autori su sami dužni osigurati dopuštenje za korištenje grafičkog priloga. U procesu elektroničke prijave rada, autori će također biti u mogućnosti – i preporuča se da to učine - grafičke priloge dodatno priložiti i u izvornom obliku (primjerice, jpg, pdf, eps i sl., te .xls tablica na kojoj se temelji grafikon...).

- 3) Navođenje tuđih sintagmi, ideja, podataka i sl. označuje se u tekstu, a ne u bilješkama.
- 4) Bilješke (fusnote), koje služe za dodatna objašnjenja, komentare ili digresije, ispisuju se na dnu pojedine stranice, a ne na kraju teksta. No, ako je moguće, bilješke (fusnote) trebalo bi izbjegavati.

Nakon prihvaćanja rada, od autora će se tražiti da rukopis urede u skladu sa sustavom navođenja referenci opisanim niže.

[Molim, provjeriti mrežnu stranicu časopisa za dostupnost bibliografskih obrazaca. Revijin stil se temelji na bibliografskom stilu SAGE Harvard, no s nekim važnim razlikama.]

Navođenje u tekstu.

U tekstu se izvor stavlja u zagrade i sadržava prezime autora, godinu izdanja i, u slučaju citiranja, redni broj stranice:

(Bourdieu, 1979)

(Berger i Luckmann, 1966: 119).

(Bourdieu, 1979; Berger i Luckmann, 1966: 119).

Ako se navodi više radova istog autora objavljenih u jednoj godini, valja ih razlikovati slovom (a, b, c itd.) iza godine izdanja:

(Bourdieu, 1979a, 1979b)

Ako rad ima do tri autora, treba navesti sva tri autora u prvom spominjanju u tekstu:

(Beck, Giddens i Lash, 1994)

standard computer software programs (recommended figure resolution is 300 dpi), and they should be placed within the body of the text. If such material is taken from other sources, the author is required to secure copyright permission for use of illustrations. During the electronic submission of the article, authors will have an opportunity - and they are encouraged to do so - to also submit all illustrations in their original format (e.g. jpg, pdf, eps and similar, .xls table which is the source of the graphs...).

- 3) Other authors' phrases, ideas, data and similar pieces should be referenced in the text, not in the footnotes.
- 4) For additional clarification and comments, footnotes are to be used instead of endnotes. However, if possible, the use of footnotes should be avoided.

Manuscripts accepted for publication will be required to be edited in the referencing style described below:

[Please, check the journal's website for the availability of the bibliographic templates. The journal's referencing style is based on SAGE Harvard, but with some important differences.]

In-text citations.

In-text sources are placed in the parenthesis that contains the last name of the author(s), year of publication, and, in cases of direct citations, the page number:

(Bourdieu, 1979)

(Berger and Luckmann, 1966: 119).

(Bourdieu, 1979; Berger and Luckmann, 1966: 119).

References to more than one work by the same author(s) in the same year should be distinguished by letters (a, b, c, etc.) following the year of publication:

(Bourdieu, 1979a, 1979b)

In works with up to three authors, all last names should be written in the first mention:

(Beck, Giddens and Lash, 1994)

U naknadnim spominjanjima zajedničkog rada tri autora kao i u prvom i u svim naknadnim spominjanjima zajedničkog rada četvorice ili više autora koristi se oblik "i dr.":

(Beck i dr., 1994)

Oznake "ibid.", "op. cit." i slično ne koriste se.

U slučajevima sekundarnog citiranja (kada se citira rad autora na temelju navođenja u radu drugog autora, a primarni izvor nije dostupan), potrebno je navesti i primarni izvor i rad koji se citira i u tekstu i u Popisu literature.

Popis literature.

U popis literature uvrštavaju se svi radovi navedeni u tekstu i to abecednim redom prema prezimenima autora te kronološkim slijedom za radove istog autora.

Ako se navodi više radova istog autora objavljenih u jednoj godini, valja ih razlikovati slovom (a, b, c itd.) iza godine izdanja. Za zajednički rad više autora u popisu literature navode se svi autori s punim prezimenom i inicijalima imena.

U Popisu literature treba navesti prezimena svih autora za svaki rad. Iznimno, ako se radi o članku s 21 ili više autora, tada treba navesti prvih 19 imena, tri točke (...) i posljednjeg autora.

Iza bibliografskih jedinica koje ga posjeduju treba dodati DOI u obliku pune mrežne poveznice (<https://doi.org/10.xxxx/xxxxx>) ispred koje se ne nalazi riječ "doi" ili "DOI".

Za mrežni izvor potrebno je navesti punu mrežnu poveznicu (<http://>) te u zagradi naznačiti datum pristupanja. Za novinske članke u mrežnom obliku potrebno je navesti i datum objave.

Za naslove radova na engleskom jeziku, potrebno je koristiti *Title Case Capitalization*: velikim slovom treba napisati sve "glavne" vrste riječi (imenice, glagole, pridjeve, priloge, zamjenice), što vrijedi i za drugu riječ poslje crticu (npr. Anti-Corruption). Velikim slovom treba pisati i riječi s imaju najmanje četiri slova.

Subsequent references to works with three authors, as well as the first and subsequent references to works with four or more authors should use the "et al." form:

(Beck et al., 1994)

Notations such as "ibid.", "op. cit." and other similar forms should not be used.

In case of secondary referencing (when one author refers to another author's work and the primary source is not available), both the primary source and the referenced source should be listed in-text and in bibliography.

Bibliography.

The reference list should contain all the works referred to in the text listed in alphabetical order according to the last names of the authors and in chronological order for works from the same author(s).

References to more than one work by the same author(s) in the same year should be distinguished by letters (a, b, c, etc.) following the year of publication. Co-authored works should be referenced with the full last name and initials of all authors.

All last names of authors should be listed in the reference list. Exceptionally, in works with 21 or more authors, list the first 19 names, an ellipsis (...) and the last author.

The DOI should be added after those bibliographic units that have one in the form of full URL link (<https://doi.org/10.xxxx/xxxxx>) that is not preceded by the word "doi" or "DOI".

Works that are available online should also include full URL link (<http://>) and the date of access in brackets. Online newspaper articles should also include the date of publication.

Use Title Case Capitalization for all titles in English: capitalize all "major" words (nouns, verbs, adjectives, adverbs, pronouns), including the second part of hyphenated major words (e.g. Anti-Corruption). All words of four letters or more should also be capitalized.

Primjeri navođenja literature:Knjiga

Bourdieu P, Passeron J-C i Chamboredon J-C (1973). *Le métier de sociologue*. Paris: Mouton i Bordas

Prilog u knjizi / zborniku

Lalić D i Bulat N (1992). Rat i mladi: prema novoj generacijskoj kulturi. U: Čaldarović O, Mesić M i Štulhofer A (ur.). *Sociologija i rat*. Zagreb: Hrvatsko sociološko društvo, 83–91

Članak u časopisu

Konecki KT (2011). Visual Grounded Theory: A Methodological Outline and Examples from Empirical Work, *Revija za sociologiju*, 41 (2): 131–160. <https://doi.org/10.5613/rzs.41.2.1>

Tekst s 21 ili više autora

Silberzahn R, Uhlmann EL, Martin DP, Anselmi P, Aust F, Awtrey E, Bahník Š, Bai F, Bannard C, Bonnier E, Carlsson R, Cheung F, Christensen G, Clay R, Craig MA, Dalla Rosa A, Dam L, Evans MH, Flores Cervantes I, ..., Nosek BA (2018). Many Analysts, One Data Set: Making Transparent How Variations in Analytic Choices Affect Results, *Advances in Methods and Practices in Psychological Science*, 1 (3): 337–356.

<https://doi.org/10.1177/2515245917747646>

Članak koji umjesto brojeva stranica sadrži broj članka

Kathawalla U-K, Silverstein P i Syed M (2021). Easing Into Open Science: A Guide for Graduate Students and Their Advisors, *Collabra: Psychology*. 7 (1): 18684.

<https://doi.org/10.1525/collabra.18684>

Elektronička objava teksta prije tiska

Konecki KT (2011). Visual Grounded Theory: A Methodological Outline and Examples from Empirical Work, *Revija za sociologiju*. Elektronička objava teksta prije tiska, 15. siječnja. <https://doi.org/10.5613/rzs.41.2.1>

Examples:Book

Bourdieu P, Passeron J-C and Chamboredon J-C (1973). *Le métier de sociologue*. Paris: Mouton and Bordas

Chapter in a book / edited collection

Lalić D and Bulat N (1992). Rat i mladi: prema novoj generacijskoj kulturi. In: Čaldarović O, Mesić M and Štulhofer A (eds). *Sociologija i rat*. Zagreb: Hrvatsko sociološko društvo, 83–91

Journal article

Konecki KT (2011). Visual Grounded Theory: A Methodological Outline and Examples from Empirical Work, *Croatian Sociological Review*, 41 (2): 131–160.

<https://doi.org/10.5613/rzs.41.2.1>

Text with 21 or more authors

Silberzahn R, Uhlmann EL, Martin DP, Anselmi P, Aust F, Awtrey E, Bahník Š, Bai F, Bannard C, Bonnier E, Carlsson R, Cheung F, Christensen G, Clay R, Craig MA, Dalla Rosa A, Dam L, Evans MH, Flores Cervantes I, ..., Nosek BA (2018). Many Analysts, One Data Set: Making Transparent How Variations in Analytic Choices Affect Results, *Advances in Methods and Practices in Psychological Science*, 1 (3): 337–356.

<https://doi.org/10.1177/2515245917747646>

Journal article with article number instead of page range

Kathawalla U-K, Silverstein P and Syed M (2021). Easing Into Open Science: A Guide for Graduate Students and Their Advisors, *Collabra: Psychology*. 7 (1): 18684.

<https://doi.org/10.1525/collabra.18684>

Journal article published ahead of print

Konecki KT (2011). Visual Grounded Theory: A Methodological Outline and Examples from Empirical Work, *Croatian Sociological Review*. Advanced online publication, 15 January.

<https://doi.org/10.5613/rzs.41.2.1>

Tekst u tisku

Konecki KT (u tisku). Visual Grounded Theory: A Methodological Outline and Examples from Empirical Work, *Revija za sociologiju*

Ocjenski rad / disertacija / preprint / izlaganje na konferenciji

Galić B (1999). *Politička kultura i okoliš [Doktorska disertacija]*. Zagreb: Filozofski fakultet Sveučilišta u Zagrebu

Bircan T i Hooghe M (2010). *Ethnic Diversity, Perceptions of Ethnic Diversity and Ethnocentrism. A Multilevel Analysis of Ethnocentrism in Belgian Communities [izlaganje na konferenciji]*. International Sociological Association (ISA) 17th World Congress of Sociology, Göteborg, Sweden

Mrežni izvor

COPE Council (2017). Ethical Guidelines for Peer Reviewers.
https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf (15. svibnja 2019.)

Mrežni izvor bez datuma

COPE Council (bez dat.). Ethical Guidelines for Peer Reviewers.
https://publicationethics.org/files/Ethical_Guidelines_For_Peer_Reviewers_2.pdf (15. svibnja 2019.)

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