

INSTRUCTIONS FOR CONTRIBUTORS

Društvena istraživanja is a journal for general social issues that fosters complete thematic and disciplinary openness. It publishes works in different social and humanistic disciplines (sociology, psychology, political science, psychiatry, history, law, economics, demography, linguistics, etc.), and also considers works that are interdisciplinary.

The editorial board only accepts manuscripts that are written in Croatian or English, which have not been previously published. Authenticity of the papers is verified by the CrossCheck online service (a plagiarism detection software). Manuscripts should be submitted only in electronic form online via the Open Journal System: <http://www.pilar.hr/drustvena-istrazivanja>.

Review procedure

All the papers that pass the first editorial control are subject to the so-called double-blind review process which does not reveal the identity of the authors or reviewers. Therefore, the authors are asked to remove from the text and list of references, as well as from the properties of the electronic document, all the information that can reveal their identity (name, project information).

After receiving the reviews, the authors, in addition to the new version of the manuscript, submit to the editorial board a cover letter stating which reviewers' proposals were accepted and in what way, and which were not (with explanation and argumentation). The editorial board reserves the right to revise the manuscript to the journal's standards in terms of editing and language.

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The use of psychological measurement instruments and computer programs should be in accordance with applicable regulations, and the authors should submit a statement on the use of legitimate copies or possession of written permission for the rights to their use.

Research ethics

Research should be in accordance with the applicable ethical rules and codes of conduct of research. The editorial board may request confirmation from the authors that the research was approved by the ethics committee of the relevant institution.

CONTRIBUTORS ARE REQUESTED TO CONSIDER THE FOLLOWING:

Articles:

1. The length of articles (including references, notes, figures and tables) should not exceed 7000 words.
2. Contributions should be double-spaced and all pages should be numbered.
3. The first page should contain the author's name and surname, the name and address of the institution in which the author is employed, and the title of the article

written in capital letters (The editorial board will delete this information before sending the manuscript to be reviewed).

4. The journal uses APA style (<http://www.apastyle.org/>) to format references in the text and bibliography.

5. In the reference list or bibliography, the author should provide full references for all the works mentioned in the text; also, the reference list should contain only those sources mentioned in the text. They should be listed alphabetically according to the surname of the author, and chronologically if a particular author has more than one work. If several works by the same author were published in the same year, they should be differentiated by letters (a, b, c, etc.) following the year of publication. If a work was written by several authors, all authors should be listed instead of using "et al." or "and collaborators".

When an article or bibliographic record has a DOI, use the DOI number in the reference list (it is possible to look up the DOI number here: <http://www.crossref.org/guestquery/>).

For works accessible through the internet, the main information (title, author etc.) and the source (<http://>) should be provided.

6. A summary written in Croatian and English should also be included. The summary should not exceed 200 words and should indicate the aim of the work, the methodology used, and the most important findings and conclusions. Authors should specify up to five key words.

7. Graphical appendices need to be in black and white, saved in original format, with their size and complexity adjusted to the format of the Journal so that all elements are clear and visible.

Formatting references in the text according to APA style:

The sources should be cited in the text, not in the footnotes. The reference should be in brackets, containing the author's surname and year of publication e.g.: (Mumford, 1962) or Mumford (1962). The page number should be included for quotations or references to books e.g.: (Mumford, 1962, p. 99).

If the reference was written by two authors, both should be mentioned e.g.: (Berger & Luckmann, 1992).

If the work has three, four or five authors, all the authors' surnames should be listed in parentheses after the first citation. In repeated citations the form "et al." is used. (Andlar, Aničić, Pereković, Rechner Dika, & Hrdalo, 2011); (Andlar et al., 2011).

If the work was written by six or more authors, the form "et al." is used from the first citation on, e.g.: (Prelog et al., 1979) or Prelog et al. (1979).

All references in the text should be given as they were given the first time, i.e., forms such as "Ibid.", "Op. cit." and the like, are not used. Authors should use footnotes exclusively for commenting on or expanding on what is referred to in the text.

The reference list should be written in APA style as in the following examples:

Book – one author: Mumford, L. (1962). *The city in history*. New York: Harcourt, Brace & World, Inc.

Book – several authors: Portes, A., & DeWind, J. (2008). *Rethinking migration: New theoretical and empirical perspectives*. New York: Berghahn Books.

Work from an anthology: Greenberg, M., & Hughes-Evans, D. (1980). Air pollution. In J. Aldrich (Ed.), *Atmosphere, weather and climate* (Vol. 3, pp. 35–75). London: Methuen.

Article in a journal with a DOI number: Leach, S., & Lowndes, V. (2007). Of roles and rules. Analysing the changing relationship between political leaders and chief executives in local government. *Public Policy and Administration*, 22(2), 183–200. doi:10.1177/0952076707075892

Article in a journal without a DOI number: Galešić, M., & Stepanić, J. (2003). Toward parameterisation of E-mail mediated communication. *Interdisciplinary Description of Complex Systems – INDECS*, 1(1–2), 54–65. Available at <http://indec.s.znanost.org>

Unpublished doctoral dissertation: Surname, X. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of institution, Location.

Published conference paper: Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of paper. In A. Editor, B. Editor, & C. Editor, *Title of published proceedings*. Paper presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of publication: Publisher.

Laws and regulations: Act on vocational rehabilitation and employment of persons with disabilities. *Official Gazette*, 143/2002, 33/2005.

Article in newspaper (unsigned): Article title. (Date of issue). *Name of newspaper*, p. xx.

Article in newspaper (signed by author), electronic source: Author, A. A. (Year, Month, Day). Title of article. *Title of Newspaper*. Available at URL of specific article.

Other examples can be found at <http://www.apastyle.org/>

Reviews

Croatian and foreign publications that were published less than two years ago (counting up to the day the review is received by the Journal) can be reviewed. The length of a review should not exceed 2000 words. On the first page, the first line should include the name and surname of the author of the reviewed work. The second line should include the title in capital letters and, if necessary, the subtitle in small letters in the third line. The fourth line should include: the name of the publisher, the place of publication, the year of publication and the number of pages. Reviews are also provided in electronic format via the online journal editing system (Open Journal System) posted on the journal's website: <http://www.pilar.hr/drustvena-istrzivanja>, section reviews.

Example:

Peter Singer

ONE WORLD

The Ethics of Globalization

Yale University Press, New Haven and London, 2000, 208 pgs.

A review should be signed at the end.

Reviews of journal issues are also published. Their titles should contain the following information: the name of the journal, the volume and number. Reviews of journals should be signed at the end.

Notices and Information

The journal also includes notices and information about lectures, debates, scientific conferences and other interesting and important events in Croatian and international scientific circles. They should not exceed 1000 words and should be signed at the end.