

Instructions for authors

Mostariensia is a journal for social sciences and humanities edited and published by the University of Mostar and co-published by Institute of Social Sciences Ivo Pilar. The journal is published biannually. We welcome submissions ranging from social sciences and humanities to those of interdisciplinary and multidisciplinary character. Only unpublished papers will be accepted for publication in the journal. We will not consider submissions that are under consideration for other journals. Papers must be clearly written in Croatian, English or German.

Classification of papers and review process

The journal uses the conventional double-blind process of peer review, which means that both the reviewer and author identities are concealed throughout the review process.

Upon acceptance, the articles are classified into one of the four standard categories:

- *original scientific paper* is only the first time publication of original research results in a way that allows the research to be repeated, and the findings checked
- *preliminary communication* of preliminary but significant results which summarizes the findings of a completed original research work or a research work in progress
- *review article* is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers, in which the author's original contribution to the research of the same topic should be presented
- *professional article* is the presentation of what is already known in a specific subject area and does not have to contain the original research results.

Apart from the mentioned categories *Mostariensia* will publish uncategorized non peer-reviewed submissions, such as short essays, reviews, commentaries, bibliographies, notifications, opinion articles etc.

Author rights

Authors retain significant rights to use and share their own published articles free for educational and non-commercial purposes. By submitting their papers for publishing in *Mostariensia*, the authors oblige not to submit their papers simultaneously to any other journal, otherwise they must ask for the editor's written note that the article was first published in *Mostariensia*.

Research ethics

Original research should present an accurate account of the work performed as well as an objective discussion of its significance and should be conducted according to the valid ethical codes. The editorial board may ask the authors for additional certificate on the approval of research by an ethical committee or other relevant institution.

Technical guidelines

Preferable length of article should be 16 to 20 pages (1,800 characters with spaces per page), and for reviews, commentaries and non-peer-reviewed texts 2 to 6 pages, including the notes as well as the abstracts in Croatian and English or German. Abstract (up to 200 words) should present the brief contents of the article, main results and conclusions. It should include 5 to 7 key words, i.e. terms for easier classification of the paper. The manuscript should comprise not more than 3 levels of headings and subheadings numbered with Arabic numerals. Abstract, introduction and conclusion should not be numbered.

On the first page of the manuscript the author should include his/her name and surname, affiliation (name and address) and e-mail address.

Manuscript format should be *Microsoft Word*, font *Times New Roman*, font size 12, line spacing 1.5. Notes font should be 10, single line spacing.

Manuscript should be submitted without final formatting. It is best to submit the text separately from other attachments (if any). Tables, drawings, graphs and diagrams should be submitted separately, as standalone files, and marked with numbers. Clearly mark the positions of attachments in the text.

Titles of books, conference proceedings, encyclopaedias, lexicons, dictionaries and magazines should be written in italics. Parts of the book (chapters) are written in quotation marks, as well as the titles of articles.

It is preferable to express emphasis with italics, not with capital nor bold letters or underlining.

Referencing

Notes should be written in the so-called Oxford system, i.e. writing in footnotes. When you reference a source for the first time, full bibliographic information (information about the source) must be provided. Second and subsequent references to the same source do not need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to, using standard Latin abbreviations (o.c.; *ibid.*, p.; cf. etc.). Bibliography should not be listed at the end of the article.

Books

Full bibliographic information includes author's name and surname. The book's title is written in italics. If there is a subtitle, it is separated from the title with a colon.

Josip Horvat, *Povijest i kultura Hrvata kroz 1000 godina: od velikih seoba do XVIII. stoljeća*, Knjigotisak, Split, 2009.

- when there are three authors, it is advisable to list all three: Stjepan Babić – Božidar Finka – Milan Moguš, *Hrvatski pravopis*, Školska knjiga, Zagreb, 1971.
- when there are more than three, only the first one is listed and the abbreviation „et al.“: Eugenija Barić et al., *Hrvatska gramatika*, Školska knjiga, Zagreb, ²1997.
- if the book is translated from a foreign language, it is required to write the name and surname of the translator after the abbreviation „trans.“: William K. Frankena, *Etika*, trans. Vesna Mahečić, KruZak, Zagreb, 1998.
- if the book has a chief or head editor, their name should be written along with the abbreviation „ed.“ in brackets: Boško Pešić – Danijel Tolvajčić (ed.), *Filozofija egzistencije Karla Jaspersa*, Hrvatsko društvo „Karl Jaspers“, Zagreb, 2013.
- if the book has more volumes, that information is provided after the title: Albert Bazala, *Povijest filozofije*, III vol., Globus, Zagreb, 1988.
- a revised edition is expressed with a superscript on the upper left corner of the year of publication: Ratko Zelenika, *Metodika i tehnologija izrade znanstvenog i stručnog djela*, Ekonomski fakultet, Rijeka, ⁴2000.

The place of publication is provided in the form the author stated it.

The introduction, preface and postface are referenced as papers in proceedings.

Paper in proceedings and book chapters

Papers in proceedings should be cited: Radomir Videnović, „Filozofije i svjetovi Pavla Vuk-Pavlovića u Spinozinom ključu“, *Pavao Vuk-Pavlović: život i djelo*, proceeding, Hrvatska akademija znanosti i umjetnosti, Razred za društvene znanosti – Institut za filozofiju, Zagreb, 2003., p. 239–245.

Book chapters are similarly cited: Ivan Supičić, „Humanizam i politika“, in: Stjepan Balaban (ed.), *Kršćanstvo, Crkva i politika*, CPSNC, Zagreb, 1999, p. 17.

Paper in scientific journals

There should be the author's name and surname, the paper's title in quotation marks, the journal's name in italics. All these information should be followed by volume, the year in brackets, number and page number:

Stjepan Babić, „Hrvatski književni jezik, ponajprije njim samim“, *Jezik, časopis za kulturu hrvatskoga književnog jezika*, 56 (2009) 5, p. 161–200.

Encyclopaedias, lexicons, dictionaries

When citing encyclopaedias and lexicons it is necessary to use the entry word in quotation marks. That information is followed by the name of the encyclopaedia or lexicon, the volume, publisher, place of publication and page numbers: „Dalmacija“, *Hrvatska enciklopedija*, vol. 1., Leksikografski zavod Miroslava Krleža, Zagreb, 32005., p. 580.

As for dictionaries, it is advisable to write the author's name, then the entry or definition in quotation marks, the name of the dictionary in italics, the publisher, place of publication, year and page numbers: Bratoljub Klaić, „Tehnika“, *Rječnik stranih riječi*, Nakladni zavod Matice hrvatske, Zagreb, 2002., p. 1332.

Archives

An example of citing archive sources:

Državni arhiv u Dubrovniku (further: DAD), *Sjednice Vijeća umoljenih*, vol. IV., f. 32rv. (vol. = volume; f = foglio – sheet; r = recto – front; v = verso – back)

Regulations

When citing regulations, it is important to cite the name of the regulation, the name of the official journal in italics, then the year of publication, the volume, and the article (instead of page numbers): „Zakon o visokim učilištima“, *Narodne novine*, 1993, 96, art. 35.

Internet

Citing materials or documents from the Internet it is advisable to write the author's name and surname (if it is known), the title of the document in quotation marks, the whole link of the Internet page and the date when the site was last visited:

Zvonko Pandžić, „Odlazak nestora hrvatske filozofije“, http://amac.hrvati-amac.com/index2.php?option=com_content&do_pdf=1&id=345 (retrieved on 22. 10. 2008.)

When a particular source is cited more than once in a paper, the full bibliographic details are not provided each time in a footnote, but are shortened:

- When referencing only one work by one author: R. Zelenika, o. c., p. 63.

- If two or more different publications by the same author are used then there is the need to include part of the title to distinguish different publications: R. Zelenika, *Metodologija...*, p. 488.
- If the footnote mentions a book which has been immediately cited before, then „ibid.“ is used: Ibid., p. 90.

Other instructions

The paper should be submitted to the editorial board by e-mail to the following address: mostariensia@sum.ba, as a CD copy to the address: Sveučilište u Mostaru (za časopis *Mostariensia*), Trg hrvatskih velikana 1, 88000 Mostar, BiH, or in person.

The editorial board reserves the right to adjust the manuscript to the journal requirements as well as to the standards of the Croatian, English or German language.