

GUIDELINES FOR AUTHORS

Journal of Faculty of Humanities and Social Sciences in Split publishes scientific and professional papers in the fields of humanities, such as linguistics, literature, history, art history, arts, philosophy, archaeology, theology, ethnology and anthropology. The journal also publishes opinion articles, perspective articles, book and journal reviews, translations, obituaries, news and other contributions of scientific interest. Articles that have already been published elsewhere (even if translated in another language) and articles that are simultaneously submitted to other journals are not accepted. Only one article per author may be accepted for publication in each issue.

The journal is published once a year and manuscripts can be submitted at any time throughout the year. The submission deadline for an issue which is to be published in the current year is April 1. The recommended length for an article is at least 28,800 characters to a maximum of 57,600 characters. Exceptionally, the editorial board may accept longer articles.

FONT

Articles should be written in Times New Roman 12 point font, with 1,5 line spacing. They should be aligned on both sides (justify) without indenting the first line of a paragraph. If a particular font is used, it should be enclosed and such symbols should be marked in printed version of the article. For any special emphasis in the text, bold font style should be used.

COMPOSITION OF THE ARTICLE

Authors are obliged to follow instructions for the composition of articles with regard to the graphic structure of the text.

Chapter titles (and subchapter titles) are sequentially numbered using Arabic numerals. For the articles written in English language, in-text citations (fewer than three lines) should be enclosed within double angle quotation marks (“citation”), pieces of text within citations or any other terms should be enclosed within different quotation marks ('text') and meanings that are emphasized or indicate specific words or phrases and foreign words should be enclosed in italics (*meaning*). For the articles written in Italian language, in-text citations (fewer than three lines) should be enclosed within double angle quotation marks («citation»), pieces of text within citations or any other terms should be enclosed within different quotation marks ("text") and meanings that are emphasized or indicate specific words or phrases and foreign words should be enclosed in italics (*meaning*).

Images, tables, figures etc. are sequentially numbered using Arabic numerals (e.g. Image 1). Images must be submitted as a separate attachment in jpg digital format.

All appendices to the text (Lists, Tables etc.) are listed after References, before Abstract in a foreign language.

Authors are obliged to certify the protection of authors' rights when using images, photographs and other materials protected by the *Berne Convention for the Protection of Literary and Artistic Works*, an international agreement governing copyright.

If listing names of participants in a research, the authors must enclose a signed confirmation which certifies the participants' consent to having their names published in the journal and to having taken part in the research.

THE FIRST PAGE OF THE ARTICLE AND THE TITLE

The author's name and surname, name of institution, as well as the address of the institution (country, city, address) and the author's e-mail address should be written on the first page, in the upper left corner above the title. The title of the article should be written in upper case letters and centred. Chapter titles and subtitles, i.e. subchapter titles, should be written in lower case letters and in italics, not centred.

ABSTRACT

Manuscripts are submitted together with an abstract written in the same language as the article. It should not be longer than 250 words, with no more than 10 key words. The word "Abstract" (or "Sažetak" for articles written in Croatian language, i.e. "Riassunto" for articles written in Italian language) should be written above the text of the abstract, centred (not bolded). The text of the abstract should be written in Times New Roman 10 point font, with 1,0 line spacing, indented on both sides (from both the left and the right margin) by one tab. Key words are listed at the end of the abstract, separated from the text of the abstract by a line break. The abstract with key words in the language of the article should be below the title at the beginning of the article, and the abstract with the title and key words in English, or in Croatian or Italian (if the article is written in English), should be at the end of the article after bibliographical references.

LANGUAGE

Articles may be written in Croatian, English or Italian language. Articles should have one of the abstracts in English language. Articles ought to be proofread before being submitted.

CITATIONS

In-text citations should be formatted as follows: (Mihaljević 2014: 135).

Citations in footnotes should be formatted as follows:

More on this in Mihaljević 2014: 135.
See Mihaljević 2014: 135.

If there are three or more authors, the form *et al.* is used: (Barić et al. 1979: 202). Forms such as *ibid*, *op.cit.* and similar are not used.

If the citation is longer than three lines, it should be placed in a free-standing block of text, i.e. separated from the text of the article by a line break, written in Times New Roman 10 point font, with 1,0 line spacing, indented on both sides (from both the left and the right margin) by one tab. For such citations, quotation marks are omitted.

The use of footnotes is not recommended, unless to explain parts of the text or words in the text. In case footnotes are used, they are indicated in-text after the punctuation of the phrase or clause to which the note refers. Footnotes are written in Times New Roman 10 point font, with 1,0 line spacing.

REFERENCES

Bibliographical references used in the article are listed after the text of the article, entitled *References* (for articles written in English language), i.e. *Literatura* (for articles written in Croatian language) or *Riferimenti bibliografici* (for articles written in Italian language). Authors should first list unpublished sources, published sources, printed publications and, in the end, Online sources (*Internetski izvori* for articles written in Croatian language, *Siti Internet* for articles written in Italian language). Only such websites which do not contain the author's name and surname, i.e. the title of the work, are listed as Online sources. The second line of each reference list entry should be indented by one tab.

Reference list entries should be listed alphabetically by the author's last name, and more entries by the same author should be listed chronologically, whereby entries by the same author with the same year of publication are marked with numerals (e.g. 2015^a, 2015^b, 2015^c, etc.). When citing page numbers in the reference list, en dashes are used, not hyphens, and there are no spaces (e.g. pp. 23–35).

References and sources should be listed alphabetically, at the end of the article preceding the abstract and compiled as follows:

PRINTED PUBLICATIONS

Book with one author

Hamm, J. (1974). *Staroslavenska gramatika*. Zagreb: Školska knjiga.

Book with two or three authors

Superanskaja, A. V.; Suslova, A. V. (2008). *O ruskih familijah*. Sankt Peterburg: Avalon – Azbuka-klassika.

Book with four and more authors

Barić, E. [et al.] (1999). *Hrvatski jezični savjetnik*. Zagreb: Institut za hrvatski jezik i jezikoslovlje.

Edited book

Galić Kakkonen, G. (ur.) (2015). *10 godina Filozofskog fakulteta u Splitu (2005.–2015.)*. Split: Filozofski fakultet.

Book with no author

Osnoven sistem i terminologija na slovenskata onomastika (1983). Skopje: MANU.

Chapter of a book

Mulc, I. (2004). „O pučkim blagdanskim imenima u hrvatskoglagoljskim liturgijskim knjigama“. U Marija-Ana Dürriegl, Milan Mihaljević, Franjo Velčić (ur.), *Glagoljica i hrvatski glagolizam* (str. 637–646). Zagreb: Staroslavenski institut; Krk: Krčka biskupija.

Article in a scholarly journal

Moguš, M. (1971). „O jedinstvu čakavske akcentuacije“. *Radovi Zavoda za slavensku filologiju*, 12, 7–12.

Dictionary, lexicon and encyclopedia

HER = Anić, V.; Brozović Rončević, D.; Goldstein, I.; Goldstein, S.; Jojić, Lj.; Matasović, R.; Pranjković, I. (2002). *Hrvatski enciklopedijski rječnik*. Zagreb: Novi Liber.

Dictionary, lexicon and encyclopedia with no author information

RHJ = *Rječnik hrvatskoga jezika* (2000). Jure Šonje (ed.). Zagreb: Leksikografski zavod Miroslav Krleža – Školska knjiga.

An entry in an encyclopedia

Narječje // *Hrvatska enciklopedija*. Zagreb: Leksikografski zavod Miroslav Krleža (1999), sv. 7.

Publications by international organizations

Council of the European Union (2001). *Council Conclusions of 13 July 2001 on the Follow-up of the Report on the Concrete Future Objectives of Education and Training Systems*, 2001/C 204/03. Brussels: European Council.

United Kingdom Central Council for Nursing, Midwifery and Health Visiting (1986). *Project 2000: A new preparation for practice*. London: UKCC.

Legal materials

Zakon o znanstvenoj djelatnosti i visokom obrazovanju. Narodne novine broj 123/03, 198/03, 105/04, 174/04, 2/07 - OUSRH, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 - O, RUSRH i 60/15 - OUSRH.

If accessed online also: <http://www.propisi.hr/print.php?id=5767> (04/11/2016)

INTERNET AND ELECTRONIC SOURCES

Text on a web page

Lozano Allueva, F. J. 2012. *Estudio de los apodos familiares de Blesa (Teruel)*. <available from http://www.blesa.info/cul_apodos_Blesa%28JLozano%29.pdf> (21/12/2012)

Fishman, R. 2005. *The rise and fall of suburbia*. Chester: Castle Press. <available from [libweb.anglia.ac.uk / E-books](http://libweb.anglia.ac.uk/E-books)> (05/06/2005).

Article in an online scholarly journal

Vodanović, B. 2007. „Prezimana na otoku Pašmanu danas“. *Hyeronimus*, I, 157–176. http://www.unizd.hr/Portals/43/broj_1_2007/Barbara_Vodanovic_Prezimana_na_otoku_Pasmanu_danas.pdf. (14/05/2013)

Electronic media (CD-ROM, DVD-ROM, etc.)

Anić, V. (2007). *Rječnik hrvatskoga jezika*. (CD-ROM). Zagreb: Novi Liber – Europapress holding.

DIPLOMA THESIS, MASTER THESIS, DOCTORAL THESIS

Nikčević, S. (1998). *Afirmativna američka drama*. Doctoral dissertation. Zagreb: Filozofski fakultet.

When citing sources representing an electronic version of the printed publication (such as a book or an article in pdf format downloadable from JSTOR or Hrčak platform), it is not necessary to quote in notes and in references the cited online link, but those works should be cited in the same way as their printed version.

PEER REVIEW PROCESS

The selected articles undergo an obligatory procedure of two independent peer reviews and, if necessary, up to three or four peer reviews. The editorial board ensures that the standard peer review procedure is followed - a double-blind peer review, wherein both the author and the reviewer are anonymous. The reviewer proposes a category of the article and the final decision is made by the editor in chief together with members of the editorial board.

Authors are obliged to correct their article in accordance with eventual instructions provided by reviewers, as well as to control editorial corrections and to do a final proofreading.

Reviewed articles are categorized as:

- *Original (scientific) paper*

contains so far unpublished original research presented in an objectively verifiable way;

- *Preliminary note*

contains new results of scientific research that require rapid publication and does not have to provide verification of the results presented in the article;

- *Review*

original, concise and critical review of a field or its part in which the author also actively participates, and in which the author's original contribution to the field is emphasized, in relation to already published works, as well as a review of those works;

- *Professional paper*

contains useful contributions from a specific profession and does not have to present an original research.

After the review process, the corrected version of the article should be sent in digital form by e-mail to zbornik.ffst@gmail.com.

ARTICLE SUBMISSION

Articles are submitted as e-mail attachments to zbornik.ffst@gmail.com. Articles that are not written according to the technical specifications and instructions for the compilation of reference lists will not be considered for publication. Submitted materials are not returned.

Authors do not get paid, and authors of contributions which go through peer review process get a free copy of the journal.

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Uredništvo *Zbornika radova Filozofskog fakulteta u Splitu*
Sveučilište u Splitu, Filozofski fakultet
Poljička cesta 35
HR-21000 Split
e-mail: zbornik.ffst@gmail.com