

## GUIDELINES FOR AUTHORS

*The Journal of the Faculty of Humanities and Social Sciences in Split* publishes academic and professional articles from the humanities: linguistics, literary studies, history, art history, the arts, philosophy, archaeology, theology, ethnology, and anthropology. The journal also publishes opinion pieces, evaluations, surveys, book and journal reviews, translations, obituaries, news, as well as other contributions of scientific interest. It does not accept previously published articles (in the same and/or in another language) or articles simultaneously submitted for review to another journal. No more than one work from an author is considered for a given number.

Along with the article itself, authors are required to submit to the editorial office a short biography (up to 200 words) of each contributor. In the case of a multi-authored work, the individual contribution of each author must be indicated.

The journal is published once a year, and manuscripts are accepted throughout the year. The length of an article (original scientific paper, preliminary communication, review article) is from a minimum of 28,800 characters (1 sheet) to a maximum of 57,600 characters (2 sheets) (including literature and appendices). Critical and other reviews must not exceed 6 pages, with one page equaling 1,800 characters with spaces.

### LANGUAGE

Articles written in Croatian, English and Italian are accepted. One of the abstracts for the article must be in English. Articles must be proofread before submission.

### FONT

Articles should be submitted in Cambria point font, with single-line spacing. The text should be fully justified, without indenting the first line of each paragraph. If a special font is used, it must be attached, and any special characters or symbols should be marked in the manuscript. If something is particularly emphasized in the text, it should be highlighted in bold letters (**bold**).

Authors must follow the style guidelines for their submission. If the article does not comply with the Guidelines for Authors, it will not be taken into further consideration.

### FIRST PAGE OF THE ARTICLE AND TITLE

On the first page, in the upper left-hand corner above the title, the author's name and surname, institution, institution address (country, city, street), and author's e-mail address must be listed (Cambria 10-point font). In the case of two or more authors, the e-mail address for each author is listed at the end of all other information, after the country address. The title of the article should be written in capital letters and centered. Chapter titles and subtitles, or sub-chapter titles, should be written in lower-case letters in italics, not centered, Cambria 10-point font.

### ABSTRACT

The abstract, written in the language of the article, should appear below the title and contain between 250 and 300 words, with 5 to 10 keywords. The title "Abstract" should be written above the abstract text, centered (not bold). The abstract text should be written in Cambria 8-point font, single-spaced, indented to the left, and the whole should be indented one tab space. Key words are listed at the end of the summary, separated by line space from the text of the abstract. The abstract with keywords in the language of the article should appear below the title at the beginning of the article, and the abstract with title and keywords in English, or in Croatian or Italian if the article is written in English, should appear at the end of the article, after the References.

## COMPOSITION OF THE ARTICLE

Chapter (and subchapter) titles are sequentially numbered with Arabic numerals. All quotation marks should be “smart quotes” if possible.

For articles in Croatian, quotes (shorter than three rows) require double-angled inward quotation marks (guillemets) (»quotation«), quotes within other quotations require single-angled quotation marks (>quotation<), the specific names of terms use quotation marks („tekst”), and meaning-thus, titles, and names should use single quotation marks (‘meaning’).

If the quote is longer than three lines, it should be separated from the text of the article by line space, separating it from the text that follows, and it should be written in Cambria 9-point font, with single-line spacing and indent it from the left and right margins by one tab. Such quotes are not marked with quotation marks.

In articles written in English, in accordance with English spelling, quotations (shorter than three lines) must be marked with double quotation marks (“quote”), a quote within a quote, or a term, in single quotation marks (‘text’), and meanings that are stressed or denotations of foreign words and sentences are italicized (*meaning*).

For articles written in Italian, according to Italian spelling, citations (shorter than three rows) required is to be stated in outward-facing angled quotation marks (guillemets) («quotation»), quotations within quotations, or special terms, are denoted with double quotation marks (“text”) and meanings that are emphasized or denote foreign or particularly prominent words or sentences appear in italics (*meaning*).

Figures, tables, graphs, etc., are numbered sequentially with Arabic numerals (e.g. Figure 1). Figures must be submitted as a separate attachment in digital .jpg format. The title of the table should be in Cambria 10-point font and centered.

All appendices in the text (Lists, Tables, etc.) are listed after the References, and before the Abstract in another language.

Authors should attach a certificate of copyright use when using images, photographs and other materials whose copyright is protected by the Act on Copyright and Related Rights, and the author will also assume responsibility in the event of a possible dispute related to copyright infringement.

In the case of stating the names of respondents who participated in research, the authors are required to submit a certificate of consent from the respondents that their names may be published in the *Journal* and that they agreed to participate in the research.

In the event that the editors determine that the manuscript has already been published or that it has been submitted to the review process of another publication or that it is (auto)plagiarism, the manuscript is automatically rejected.

## CITATION

Citations within text need to appear in the following manner: (Mihaljevic 2014: 135).

Citations in notes should be formatted as follows:

More on this in Mihaljevic 2014: 135.

Cf. Mihaljević 2014: 135.

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

If notes are used, they should be listed after punctuation marks. Notes should be written in Cambria 8-point font, with single spacing.

## REFERENCES

The bibliographic references used in the article are listed after the text of the article, entitled *Literatura* (for articles written in Croatian), or *References* (for articles written in English) or *Riferimenti bibliografici* (for articles written in Italian). In the references, first list unpublished sources, then published sources and printed publications, and at the end internet sources (*Internetski izvori* for articles written in Croatian, *Online Sources* for articles written in English, and *Siti Internet* for articles written in Italian). In the internet sources, only those internet pages that do not contain the names and surnames of authors or titles of works are listed. The second line of each entry listed in the references should be indented by one tab.

References are listed alphabetically by author's last name, and works by the same author are listed chronologically, with entries by the same author with the same year of publication being marked with superscript (for example, 2015<sup>a</sup>, 2015<sup>b</sup>, 2015<sup>c</sup>, etc.). When citing page numbers in the literature, a dash should be used, not a hyphen, without spaces (for example: pp. 23–35).

The list of references and sources should be written in alphabetical order at the end of the article, before the abstract, in accordance with the following examples:

### PRINTED PUBLICATIONS

Book with one author

Hamm, J. 1974. *Old Church Slavonic Grammar*. Zagreb: Školska knjiga.

Book with two or three authors

Mihaljevic, N.; Carić, S. 2018. *"The centers cannot hold": quattro scrittrici migranti interpretano i malanni moderni*. Split: Faculty of Philosophy.

Superanskaya, A. V.; Suslov, A. V. 2008. *O russkih familijah*. Saint Petersburg: Avalon – Azbuka-klassika.

Book with four or more authors

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

Don, R. [et al.] 2020. *Post Cinematic Realism*. New York: New York University Press.

Edited book

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

Mihaljevic, N. (ed.) 2017. *Gender (In)Equality: Literary, Linguistics, Andes Artistic Responses to Gendered Dominance*. Warsaw: URF Press.

Book with no information on the author

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

Book Chapter

Mulc, I. 2004. "O pučkim blagdanskim imenima u hrvatskoglagoljskim liturgijskim knjigama." In Marija-Ana Dürriegl, Milan Mihaljević, Francis Velcic (eds.), *Glagoljica i hrvatski glagolizam* (pp. 637–646). Zagreb: Staroslavenski institut; Krk: Krčka biskupija.

Mihaljević, N. 2018. "Gli atteggiamenti filogini? Le straordinarie figalazioni dei personaggi femminili nelle comedie di Marin Držić." In Mercedes Arriaga Florez, Diana Del Maestro, Milagro Martin Clavijo, Eva Maria Moreno Lago (eds.), *Debating the Querelle des femmes. Literature, theater and education* (pp. 283–296). Szczecin: Volumina.pl.

Article in a journal

Moguš, M. 1971. "O jedinstvu čakavske akcentuacije." *Radovi Zavoda za slavensku filologiju*, 12, 7–12.

Hester, H. 2019. "Sapiens + Care: Reason and Responsibility and Posthuman Politics." *Anglekai*, 24, 1, 67–80.

Dictionary, lexicon and encyclopedias

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

Dictionary, lexicon and encyclopedias with no author information

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

Encyclopedia entry

Narječje // *Hrvatska enciklopedija*. Zagreb: Leksikografski zavod Miroslav Krleža. 1999, vol. 7.

Newspaper article

Damjanović, S. 2015. Supplementary school in the parish house. *Školske novine*, no. 29, September 29, 2015.

Unpublished manuscripts and archival sources

DAZD. SZN. *Matteo Sonzonio*, sv. III, svešč. 3, 25. VIII. 1519.

#### 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.

#### Laws

*Zakon o znanstvenoj djelatnosti i visokom obrazovanju*. Official Gazette No. 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 add: <http://www.propisi.hr/print.php?id=5767> (4. 11. 2016)

### ONLINE AND ELECTRONIC SOURCES

#### Text on a web page

Lozano Allueva, FJ 2012. *Estudio de los apodos familiares de Blesa (Teruel)*. [http://www.blesa.info/cul\\_apodos\\_Blesa%28JLozano%29.pdf](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 at: [libweb.anglia.ac.uk / E-books](http://libweb.anglia.ac.uk/E-books)> (5. 6. 2005).

#### Article in an online scholarly journal

Vodanovic, B. 2007. "Prezimana na otoku Pašmanu danas." *Hieronymus*, I, 157–176. [http://www.unizd.hr/Portals/43/broj\\_1\\_2007/Barbara\\_Vodanovic\\_Prezimana\\_on\\_the\\_island\\_of\\_Pasman\\_today.pdf](http://www.unizd.hr/Portals/43/broj_1_2007/Barbara_Vodanovic_Prezimana_on_the_island_of_Pasman_today.pdf). (14. 5. 2013).

#### Electronic media (CD-ROM, DVD-ROM and similar

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

### GRADUATE, MASTER'S OR DOCTORAL WORK

Botica, D. 2007. *Četverolisne crkve u srednjoj Europi – problem tipologije sakralne arhitekture XVIII. stoljeća*. Doctoral thesis. Zagreb: Filozofski fakultet.

Titles: Diploma, master's or doctoral thesis, laws, encyclopedia entries, dictionaries, lexicons, and encyclopedias, etc., are not listed in the References.

When citing sources that are electronic versions of printed publications (e.g. books or articles in .pdf format downloaded from a database such as Jstor or the Hrčak portal), it is not necessary to state the website in the notes and References, but the works are cited in the same way as their printed version.

## PEER REVIEW PROCESS

The editorial board ensures that accepted papers undergo two independent blind reviews, for which neither the author nor the reviewer knows the identity of the other. Authors are obliged, in accordance with the editorial instructions, to accept the changes and revisions requested by the reviewers. If the author does not agree with the requested changes and revisions, he or she has the right to withdraw the paper.

The reviewer proposes the category of the article, with the final decision about categorization being taken by the editor together with the editorial board.

Reviewed articles are categorized as:

- *original (scientific) paper*

contains to-now unpublished, original research expressed in an objectively verifiable manner

- *preliminary note*

contains new scientific research results that require rapid publication which may not allow for the verification of the presented results

- *review*

an original, concise and critical account of a field or a part of it in which the author of the reviewed work actively participates and in which the author's original contribution to the field should be emphasized in relation to previously published works, as well as a review of these works

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

## DELIVERY ARTICLES

Articles are submitted as e-mail attachments to the e-mail address of the *Journal*. Submitted materials are not returned.

Authors are not remunerated, but authors who have completed the peer-review process receive a complimentary copy of the journal.

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