



## CONTRIBUTOR GUIDELINES FOR THE 56<sup>TH</sup> CONFERENCE OF CROATIAN ARCHIVISTS

Peer-reviewed papers are categorised as follows:

- Original scientific paper
- Preliminary communication
- Review scientific paper
- Professional paper
- Commentary
- Review
- In memoriam
- Poster

Papers selected for presentation at the Conference and publication in the Proceedings must receive two positive peer reviews. The category of the paper is proposed by the reviewers, with the final decision made by the editor. Reviewers assess papers without information about the author(s). Reviewer comments are made available to the author, but without identifying the reviewer (*double-blind peer review* is used). Papers accepted for publication, as well as published papers, may not be published elsewhere without the editor's permission, nor may they be under review or in the process of publication elsewhere at the time of submission. The author bears sole responsibility for citing text or reprinting illustrations from unpublished materials or from copyright-protected works.

### Technical Guidelines

Categorised articles must not exceed 20 pages and 5 illustrations.

The structure of articles is as follows: author's name and surname and the institution where they are employed, article title, a short abstract in Croatian (approximately 400 characters) with keywords (5–10), followed by the body of the article, and at the end a longer abstract in another language (up to 2,000 characters) with the article title and keywords.

All contributions must be written on a computer using a version of MS Word (MS Word 6.0 or later) and saved in MS Word format (.docx or .doc). The use of Times New Roman font with Normal style, 12-point font size and single line spacing is recommended. Footnotes must be created using the footnote function (under the Insert menu) in MS Word (10-point font size), in a continuous sequence starting from 1. The article title should be in bold, and abstracts in italics, as well as terms and names in foreign languages. Illustrations should be clear and sharp; photographs should be black and white, and colour illustrations will only be published at the author's expense. It is preferable to submit illustrations in a separate file. All illustrations must be referenced in the text, numbered with Arabic numerals and provided with captions. Titles of figures, graphs and diagrams should be placed below the illustration and centred, while table titles should be placed above and aligned to the left margin. Titles must include the type of illustration, be numbered and include the title text (e.g. Figure 1. Some title, Figure 2. Some other title, Graph 1. Title, etc.). If an illustration has been reproduced from another source, the source must be cited in a separate line below the title.

At the end of the article, a list of references and sources must be provided, cited in accordance with these guidelines.

Authors of articles receive one complimentary copy of the publication.

## Citation Examples

**Book:** Surname, initial(s) of first name. *Title* : *subtitle*. Edition information. Place of publication : Publisher, year., pp. (first–last)

Brooks, C., Warren, R. P. *Understanding poetry*. 3rd ed. New York : Holt, Rinehart and Winston, 1960., str. 2-4.

Ćosić, S. *Arhivska služba u Republici Hrvatskoj*. U: *Pregled arhivskih fondova i zbirki Republike Hrvatske*. Kolanović, J., Pavliček, V. (ur.). Sv. 1. Zagreb : Hrvatski državni arhiv, 2006., str. XVII-XXVI.

*Zapisnici Politbiroa Centralnoga komiteta Komunističke partije Jugoslavije : 1945-1952*. Vojnović, B. (prir.). Sv. 1. Zagreb : Hrvatski državni arhiv, 2005., str. 88.

**Journal article:** Surname, initial(s) of first name. Title of paper : subtitle. *Journal title* (place of publication). Volume/year, issue(year), pp. (first–last).

Žontar, J. Zgodovinpisje in arhivistika. *Arhivi* (Ljubljana). 22, 1–2(1999), str. 17–20.

**Archival records:** Signature and name of the fonds. Signature and name of the specific archival unit, document (date of document).

HR-HDA-1780. Supek Rudi. 8.3. Međunarodno sociološko udruženje, članska iskaznica R. Supeka (1971).

**Web sources:** Name(s) of author(s) (if known), document title, date of creation (if different from access date), title of complete work (*italic*), full http address, (date of access).

Burka, Lauren P. *A hypertext history of multi-user dimensions*. The MUDdex. 1993. URL: <http://www.apocalypse.org/pub/u/lpb/muddex/essay/> (5. 12. 1994.).