

AUTHOR GUIDELINES

Hercegovina is an annual journal which accepts unpublished manuscripts from the humanities on Herzegovina, its history, culture and tradition as well as on topics which are in any way related to or have an impact on this area. In addition, *Hercegovina* publishes reviews, short essays, commentaries, notifications, opinion articles, etc.

All manuscripts can be submitted to the editorial board throughout the year at the following e-mail addresses: **hercegovina@ff.sum.ba** and **casopis.hercegovina@gmail.com**, or on any kind of removable media. Submissions for the journal for the current annual issue close at the end of February, however, in exceptional cases, the editor can accept a manuscript after the deadline has expired.

Submitted manuscripts are subject to the double-blind review process. If the reviewers differ with respect to classification, the opinion of a third reviewer can be sought. The final decision on classification is made by the editor and members of the editorial board.

After the reviews have been submitted, the articles can be classified according to the following categories:

1. An **original scientific article** is distinguished by its original conclusions, or it presents the unpublished, original results of research that has been scientifically designed and conducted.
2. A **short communication** presents the preliminary results of research still in progress, which require quick publication because of their relevance, however, without a high level of comprehensiveness and substantiation.
3. A **review article** contains a thorough and comprehensive critical overview of a specific issue, however, without presenting original results.
4. A **professional article** presents knowledge and experiences which are relevant for a specific field but has no scientific characteristics.

All manuscripts should have a short abstract and key words in the original language, as well as a longer abstract and keywords in English. Authors also need to submit the following details: their name and surname, the name and address of the affiliated institution, and their e-mail address.

Authors are not paid for their manuscripts but will receive a copy of the journal.

Technical guidelines

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

Preferable length of article should not exceed 32 standard pages (1,800 characters per page). Extensions are permitted with agreement from the editorial board.

Tables should be properly described including number, title and key. Graphics should be submitted on a separate sheet in JPG format.

Author(s) are asked to comply with the format and style of the journal.

Referencing

AUTHOR'S NAME AND SURNAME - small capitals

“Title of the article” - in quotation marks, standard font

Titles of all publications - italic

Ibid. - italic

ID. - small capitals

op. cit. - italic

For up to three authors, their full names are cited, if more than three, then only the first author's full name followed by the abbreviation et.al.

Each new bibliographic unit in the footnote should be separated by semi-colon (;).

The first time a source is cited, full bibliographic details should be provided, whereas in repeat citation shortened forms should be used.

Archives:

DRŽAVNI ARHIV U DUBROVNIKU (henceforth: DADU), *Lettere di Levante*, Vol. 4, f. 32r-33v.

Books:

MATE MATIĆ - ANTE ANTIĆ, *Povijest Hercegovine*, Globus, Zagreb, 2014, pp. 25-27.

Ibid, pp. 30-31.

When the same reference is cited, the second time it is mentioned the shortened form should be used, e.g. M. MATIĆ - A. ANTIĆ, *Povijest Hercegovine*, p. 35. The acronym *op. cit.* should be used only in short articles with few footnotes, if only one work of the same author is cited.

Journals:

IVAN IVIĆ, “Kulturna baština Hercegovine”, in: *Povijesni prilozi*, 63, Zagreb, 2014, p. 50.

I. IVIĆ, *op. cit.*, p. 50.

Proceedings:

JURE JURIĆ, “Jezik Augusta Šenoae”, in: MATE MATIĆ (ed.), *Povijest hrvatske književnosti u 19. stoljeću*, Školska knjiga - Marijan tisak, Zagreb - Split, 2014, pp. 122-132.

Bible:

It is customary for the Books of Bible not to be cited in the footnotes, but in the brackets immediately after the text, e.g. “In the beginning was the Word” (John 1:1).

Encyclopedias:

“Neretva”, in: *Hrvatska enciklopedija*, I., Zagreb, ³2005, pp. 580-590.

Daily newspapers:

MARKO MARKIĆ, “Stećci na prostoru Hercegovine”, in: *Večernji list*, Zagreb, 15. 11. 1999, pp. 14-15.

Interviews:

MATE MATIĆ, “Ovo je sveta zemlja” (interviewed by Petar Bašić), in: *Hrvatsko slovo*, Zagreb, 24. 3. 2004, pp. 3-4.

Internet:

<http://www.znanost.hr> - ANA ANIĆ, *Etnička slika Bosne i Hercegovine* (15. 9. 2011).

Translated by Prof. Dr. Marijana Sivrić