

## AUTHOR GUIDELINES

*Herzegovina* is an annual journal which accepts unpublished papers from humanities covering the topics of Herzegovina, its history, culture and tradition as well as the topics in any way related to or have an impact on this area.

All submissions should be sent 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 memory. Annual submission of papers is open by the end of February, however, in exceptional circumstances the editor can accept a paper after the deadline has expired.

Submitted papers undergo the double-blind review process. The articles are classified according to one of the following categories:

1. **Original scientific article** is only the first time publication of original research results in a way that allows the research to be repeated, and the findings checked.
2. **Preliminary communication** of preliminary but significant results which summarizes the findings of a completed original research work or a research work in progress.
3. **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.
4. **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.

If the reviewers' opinions differ, the editorial board may ask for the opinion of the third reviewer or the board may decide on final categorization. All papers should include short abstract (several sentences), key words, and a page long summary which will be translated into English.

Authors will not be paid for the articles, however, they will get two free copies of a published issue. The manuscripts should include author's name and surname, academic position, institutional affiliation (name and address) and e-mail address.

Apart from the mentioned categories *Herzegovina* will publish other submissions, such as short essays, reviews, commentaries, bibliographies, notifications, opinion articles etc., the authors of which will get a free copy each.

### 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, <sup>3</sup>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, <sup>3</sup>2005, 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*