

# Journal policy

*Slovenika: Journal for Culture, Science and Education* (hereinafter referred to as *Slovenika*) is an annual Open Access journal.

The journal *Slovenika* publishes technical and research papers dealing with culture, science, education and archival studies, as well as art and literary works. Contributions published in *Slovenika* are related to the life and work of the Slovenian national minority in Serbia, i.e. the Slovenian population in Serbia.

*Slovenika* publishes the following types of papers: original research articles, review articles, critical reviews, discussions, communications, technical studies, retrospective articles, book and exhibition reviews, chronicles, bibliographies, reprints and translated papers, as well as interviews with eminent persons. The journal may also publish papers authored by the students of the Slovenian language and other disciplines that fall within the scope of the journal.

*Slovenika* may also publish special thematic issues edited by a guest editor, as well as invited papers on a featured topic.

Contributions may be submitted in the Slovenian or Serbian (both Cyrillic and Latin alphabets) languages. In *Slovenika*, the titles of papers, abstracts and keywords are provided in Serbian, Slovenian and English.

## Editorial Responsibilities

The Editor-in-Chief is responsible for deciding which manuscripts submitted to *Slovenika* will be published. The editor is guided by the journal policy and constrained by legal requirements in force regarding libel, copyright infringement and plagiarism.

The Editor-in-Chief must hold no conflict of interest with regard to the manuscripts he/she considers for publication. If there is such a conflict of interest in relation to his/her handling of a submission, the selection of reviewers and all decisions on the manuscript shall be made by the Editorial Board. As the journal uses double-blind peer review, the Editor-in-Chief shall ensure that reviewers remain anonymous to authors and *vice versa*.

The Editor-in-Chief shall evaluate manuscripts for their intellectual content free from any racial, gender, sexual, religious, ethnic, or political bias.

Unpublished materials disclosed in a submitted manuscript must not be used in an Editor-in-Chief's own research without the express written consent of the author.

## Authors' Responsibilities

Authors warrant that their manuscript is their original work that it has not been published before and is not under consideration for publication elsewhere. Authors warrant that the rights of third parties will not be violated, and that the publisher will not be held legally responsible should there be any claims for compensation.

Authors are exclusively responsible for the contents of their submissions, the validity of the presented results and must make sure that they have permission from all involved parties to make the data public.

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Authors must make sure that only contributors who have significantly contributed to the submission are listed as authors and, conversely, that all contributors who have significantly contributed to the submission are listed as authors.

Authors must abide to the ethical standards that apply to research and their submissions must not contain plagiarism. Authors affirm that the article contains no unfounded or unlawful statements and does not violate the rights of others.

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the Editor-in-Chief or publisher and cooperate with them to retract or correct the paper.

## Peer Review

*Slovenika* uses double-blind review system, where the reviewers are anonymous to authors and *vice versa*. The purpose of peer review is to assist the Editor-in-Chief in making editorial decisions and, through the editorial communication with the author, it may also assist the author in improving the manuscript.

The submitted research and technical papers are subject to pre-evaluation by the Editorial Board. The purpose of pre-evaluation is to determine whether a manuscript complies with the journal policy. The Editor-in-Chief sends manuscripts approved by the Editorial Board to two experts in relevant fields. Each manuscript is accompanied with a reviewers' evaluation form, which contains questions meant to help referees cover all aspects that should be taken into consideration in order to decide the fate of a submission. In the final section of the evaluation form, the reviewers must include observations and suggestions aimed at improving the submitted manuscript; these are sent to authors, without the names of the reviewer, and the authors are required to make necessary corrections within ten days from receiving the reviewers' reports. The author decides whether he/she will accept the reviewers' suggestions and informs the Editorial Board about his/her decision.

If the decisions of the two reviewers are not the same (accept/reject), the Editor-in-Chief may assign additional reviewers. The choice of reviewers is at the discretion of the Editor-in-Chief. The reviewer's form is sent to a reviewer by the Editorial Secretary of *Slovenika*. The reviewers should submit their reviews within three weeks.

The choice of reviewers is at the Editors' discretion. The reviewers must be knowledgeable about the subject area of the manuscript; they must not be from the authors' own institution and they should not have recent joint publications with any of the authors. Reviewers must not have conflict of

interest with respect to the research, the authors and/or the funding sources for the research. If such conflicts exist, the reviewers must report them to the Editor without delay. Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the Editor without delay.

Reviews must be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should express their views clearly with supporting arguments. The reviewers assess manuscript for the compliance with the profile of the journal, the relevance of the investigated topic and applied methods, the originality and scientific relevance of information presented in the manuscript, the presentation style and scholarly apparatus.

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Any paper which shows obvious signs of plagiarism will be automatically rejected. In case plagiarism is discovered in a paper that has already been published by the journal, the paper will be retracted and its authors will be required to send a written apology to the authors of the original paper. The journal will stop receiving contributions from the authors who plagiarized somebody else's work.

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The journal *Slovenika* is an Open Access Journal. The papers published in *Slovenika* can be downloaded free of charge and used under the Creative Commons–Attribution–NonCommercial–NonDerivatives 3.0 Serbia license (<http://creativecommons.org/licenses/by-nc-nd/3.0/rs/>).

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### Self-Archiving

The journal *Slovenika* allows authors to deposit both the accepted (peer-reviewed, Author's Post-print) version and the final, published (Publisher's version/PDF) of a published article in an institutional repository and non-commercial repositories, or to publish it on Author's personal website and/or departmental website under the Creative Commons–Attribution–NonCommercial–NonDerivatives 3.0 Serbia license (<http://creativecommons.org/licenses/by-nc-nd/3.0/rs/>), at any time after publication. The publishers, as

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## Submission Instructions

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By submitting a manuscript authors warrant that their contribution to the journal is their original work, that it has not been published before (except as a conference abstract, a part of a published lecture, a review article or a PhD thesis), that it is not under consideration for publication elsewhere, and that its publication has been approved by all co-authors, if any, and tacitly or explicitly by the responsible authorities at the institution where the work was carried out.

When submitting a manuscript, authors should always provide their first name and surname, affiliation and e-mail. If there are multiple authors, this information should be provided for each author.

Apart from the text of the manuscript, each submission should contain the title, abstract, keywords, acknowledgments, references, a list of tables and a list of illustrations. The position of figures and tables should be indicated in the text (tables and figures should not be included in the manuscript. They should be submitted as separate files in appropriate formats).

Authors who submit manuscripts in the Serbian language may choose whether they wish to have their articles published in the Cyrillic or Latin alphabet. They need to type the manuscript in the desired alphabet.

All accepted manuscripts are subject to copyediting. Authors should verify and enter the necessary corrections within ten days from receiving the copyeditor's suggestions.

**Abstract** should not exceed 200 words and should contain a short review of the method and the most important results of work, so that its original text can be used in referential periodicals and databases. Do not include citations in the abstract. The abstract should be provided in Serbian, Slovenian and English.

**Keywords** (up to five) are listed in a separate line after the abstract. Keywords should be relevant to the topic and content of the paper. An accurate list of keywords will ensure correct indexing of the paper in referential periodicals and databases. Keywords should be provided in Serbian, Slovenian and English.

## Formatting, categories of papers and manuscript length

Authors must follow the submission instructions strictly. The manuscripts that do not comply with instructions will be rejected without review.

Manuscript should be written using MS Word and submitted as doc or docx files.

The paper format should be A4, font Times New Roman (12pt), line spacing 1.5. Footnotes should be typed using Times New Roman (10pt), line spacing 1,0. The structure of the manuscript may include chapters and subchapters. Please do not apply any special formatting to titles, chapters, subchapters, or any other structural elements. The formatting will be done by the Editorial Office in accordance with the journal's page layout. Authors should specify the project code and funders (if the manuscript is a result of a research project) and include acknowledgments and similar comments, if appropriate.

Paragraphs should be indented and not separated with blank lines. Double quotation marks should be used to mark quotes in the text, and single quotation marks to mark quotes within quotes. Tables, graphs, diagrams, images and illustrations should be supplied with appropriate captions, numbers and accompanying explanations.

The Editorial Office reserves the right to adjust the layout of the text and illustrations to the standard layout of the journal.

The following text length limits apply in **original research papers and reviews**: up to 70,000 characters (original research papers); up to 45,000 characters (review articles); up to 20,000 characters (critical reviews and discussions); up to 10,000 characters (book and exhibition reviews); up to 6,000 characters (chronicles); up to 200 words (abstracts); up to five words (keywords).

Images, drawings and other illustrations should be of good quality. All graphic images must be submitted in an electronic format at the minimum resolution of 600 dpi for line art, and 300 dpi for photos. The authors who insert graphic images in MS Word documents must also provide the same images and as separate TIF, PDF or JPG documents.

In certain cases, the Editorial Office may assume a more flexible approach to these requirements.

Along with research and technical papers, the journal is also open to various types of contributions. Accordingly, the technical requirements that they have to meet are different. As far as technical studies, comments, chronicles, book and exhibition reviews, bibliographies and similar contributions are concerned, they do not have to meet any special requirements except for the technical ones, which also apply to other types of contributions.

## Uniform citation style

Authors **are required** to format references according to the Chicago Manual of Style – author-date.

Detailed information can be found on the web page: [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

• **References in text, footnotes (notes) and in the reference list should be in Latin script.**

For help in transliteration, one can consult following web site: <https://www.translitteration.com/transliteration/en/serbian/national/>

- **In-text citations.** The author's name and publication year of a particular bibliographic entry are given in parentheses; there is no comma between the author's surname and the publication year; if necessary, a page number may be cited and it is separated by a comma, e.g.: (Pejović 2008), or (Pejović 2008, 37), or (Kodela et al. 2006, 25–9).

- The references in the bibliography (list of references) at the end of a paper are listed in the order of the Cyrillic or Latin alphabet according to the author's surname. If several bibliographic entries belong to the same author and have the same publication year, lowercase letters of the alphabet are added.

- Footnotes (notes) at the bottom of the page should include less important details, additional explanations, citations of used sources (such as unpublished materials, websites, manuals, etc.) but they cannot substitute the list of references. Citations in footnotes shall conform to the same format as in-text citations.

- A DOI (Digital Object Identifier) is a unique and permanent string assigned to a piece of intellectual property such as a journal article or book, in any medium in which it is published. Authors are obliged to put DOI with journal articles, if there is one.

## Bibliographic citations in the reference list

### Books (monographs):

In case a book has two, three or more authors, the surname of the first author is followed by the names and surnames of other authors. In in-text citations, only the surname of the first author followed by the abbreviation *i dr.* or *et al.* is given. The title of the book is followed by the publication place and the publisher, separated by a colon. If there are multiple publishers, they are separated by dashes. If there are more places of publication, only the name of the first city is given.

Cvetko, Dragotin. 1952. *Davorin Jenko i njegovo doba*. Beograd: Naučna knjiga.

Đukanović, Vlado i Maja Đukanović. 2005. *Slovenačko-srpski i srpsko-slovenački rečnik*. Ljubljana: Pasadena.

Kodela, Slobodan A., Danijela Stojanović, Sonja Cvetković. 2006. *Slovenski muzičari u niškom kraju = Slovenci glazbenici v Nišu in okolici*. Niš: Slovenačka kulturna zajednica „France Prešern”.

### Editors of monographs or collections of papers:

Pejović, Roksanda, ur. 2008. *Allegretto giocoso: stvaralački opus Mihovila Logara*. Beograd: Fakultet Muzičke umetnosti.

Trebše-Štolfa, Milica, ur. 2001. *Slovensko izseljenstvo: zbornik ob 50-letnici Slovenske izseljenske matice*. Ljubljana: Združenje Slovenska izseljenska matica.

### Chapters in a monograph or a collection of papers:

Zeković, Dragomir. 2004. „Svetopolk Pivko (1910–1987)”. In *Život i delo srpskih naučnika 9*, urednik Vladan D. Đorđević, 287–328. Beograd: Srpska akademija nauka i umetnosti.

Maricki Gađanski, Ksenija. 2009. „Klasičarska aktivnost Albina Vilhara”. In *Antički svet, evropska i srpska nauka: zbornik radova*, urednik Ksenija Maricki Gađanski, 208–213. Beograd: Društvo za antičke studije Srbije: Službeni glasnik.

#### **Introductions, prefaces and similar book parts:**

In-text citation (Bronner 2005, xiii–xx)

Bronner, Simon J. 2005. Introduction to *Manly Traditions. The Folk Roots of American Masculinities*, edited by Simon J. Bronner, xi–xxv. Bloomington: Indiana University Press.

#### **Articles in print journals:**

Bižić Omčikus, Vesna. 2003. „Niko Županič v Etnografskem muzeju v Beogradu”. *Etnolog: glasnik Slovenskega etnografskega muzeja* 13 (64): 273–283.

Mišić, Darko. 2009. „Starograđanin Odon Vertovšek proslavio stoti rođendan”. *Informator Opštine Stari grad* 25: 4.

Mihurko Poniž, Katja. 2019. „Vezi Zofke Kveder s srbskim kulturnim prostorom”. *Slovenika* 5: 23–48. <https://doi.org/10.18485/slovenika.2019.5.1.1>

#### **Articles in daily press or periodicals, by known or anonymous authors:**

References to article from daily press can be made in the text, without being included in the list of references, as follows: “As Niederkorn wrote in *The New York Times* on 20 June 2002 ...”, or they may be placed in parentheses after the corresponding sentence (*Večernje novosti*, 25. jun 2007). If the author wants to include the source in the reference list, the reference should be formatted as follows:

Niederkorn, William S. 2002. A scholar recants on his „Shakespeare” discovery. *New York Times*, June 20.

*Večernje novosti*. 2007. Godine bez traga. *Večernje novosti* 25. jun.

#### **Book reviews**

Radović, Srđan. 2009. Kontinuirano istraživanje zajednice Srba u Mađarskoj. Prikaz knjige (*Ni*) *ovde (ni) tamo: Etnički identitet Srba u Mađarskoj na kraju XX veka* Mladene Prelič. *Antropologija* 7: 161–2.

#### **Theses or dissertations**

Denby, P. 1981. *The Self Discovered: The Car in American Folklore and Literature*. PhD diss. Indiana University.

Milenković, Miloš. 2006. *Teorija etnografije u savremenoj antropologiji (1982–2002)*. Doktorska disertacija. Univerzitet u Beogradu – Filozofski fakultet.

#### **Websites**

Websites are cited within the text or in a footnote and are normally not included in the list of references. If an author wishes to include a website in a reference list, the reference should be formatted as follows:

Howard, Clark. 2001. *The True Story of Charyl Chessman*. Available through: [www.crimelibrary.com/classics3/chessman/index.htm](http://www.crimelibrary.com/classics3/chessman/index.htm)

**Entries form online databases:**

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in-text citation: (Cambridge Dictionary Online)

in the list of references: Cambridge Dictionary Online. Available through <http://dictionary.cambridge.org>

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in the list of references: ProQuest Information and Learning „Interdisciplinary – Dissertations & Theses“. Available through <http://proquest.umi.com/login/user>

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Editorial Office of *Slovenika*