GUIDELINES FOR AUTHORS

General Guidelines

1. The manuscript may be submitted in Croatian, English, German, Italian and Slovenian language.

2. The preferred manuscript length (excluding summaries, references and appendices) is 16 type-written double-spaced pages (one page = 1800 characters with spaces), including the footnotes. In agreement with the Editorial Board, exceptions in manuscript length can be made.

3. The manuscript should contain the following sections:

   a) heading in the top left corner: author's full name, academic title, name and address of the institution of employment (or home address), e-mail address;

   b) paper title;

   c) summary (general presentation of the topic /paper goal/, methodology, results and conclusion; 100–250 words) and key words (3–7) in the language of the manuscript;

   d) body text;

   e) references;

   f) title, summary and key words in English if the manuscript is written in Croatian, that is, in Croatian, if the manuscript is written in English, or, in both Croatian and English if the manuscript is written in any other language (the translation is author's responsibility).

4. The scientific or publishing activity which is being reviewed should not be older than three years. A book review should contain the following information: author's full name, book title, publisher, place and year of publishing, ISBN, as well as page numbers. A journal review should contain the following information: journal title, volume and/or issue, publisher, place and year of publishing, ISSN, as well as page numbers. The name of review's author is written in Italic, right aligned, at the end of the review.

5. Manuscripts should be sent both as *.doc (that is, *.docx) and *.pdf (information about the author(s) should be removed from this version) documents to the following e-mail address: zbornik.lovranscine@gmail.com.

6. Authors are encouraged to send their unique ORCID identifier while submitting the manuscript.

Guidelines for Text Formatting

1. The text should be written using 12 pt Times New Roman and 1.5 line spacing, that is, 10 pt Times New Roman and single line spacing in footnotes. Manuscripts containing special fonts or characters should be accompanied by a document which contains the code used.

2. Notes should be placed at the bottom of the page (footnotes). They provide additional clarification, explanation and comments of statements in the main text, and are not used for reference.

3. If the text is subdivided into headings and sub-headings, they should be clearly marked and hierarchically organized. Titles of all headings should be aligned left. First-level heading is written in bold and 12 pt Times New Roman. Second-level heading is written in bold and italics and 12 pt Times New Roman. Third-level heading is written in regular font and 12 pt Times New Roman. Fourth-level heading is written in italics and 12 pt Times New Roman.

4. Short quotations are included in the text and placed within double quotation marks. Longer quotations should be formatted as a separate paragraph without quotation marks, indented on the left and on the right, written in 10 pt Times New Roman.

5. Omissions should be marked with the triple-dot punctuation within angle brackets. A space should be inserted on the both sides of the brackets, as between words. Typically, only italics are used for emphasis.

6. All figures should be submitted separately and not inserted in the main text (with a possible indication of their place in the text). It is preferable to send all figures as *.tif or *.jpg in resolution 300 dpi. Every figure should be labeled with the word "Table", "Figure" or "Chart" followed by a number and the figure title. The table of figures should be enclosed as a special page at the end of the article, and written in the language of the manuscript and English.

References

1. Reference list should be placed at the end of the paper and contain the full information for all in-text references used. The bibliographic units are organized alphabetically by author/editor and chronologically when there are multiple works by the same author or editor. If there are multiple works in the same year by the same author or editor, a letter after the date should be allocated (*a, b, c* etc.). If there are multiple authors of the same work, all authors should be stated by their full name.

2. Titles of books, journals and conference proceedings are italicized, and book parts (e.g. journal article or book chapter) are written within quotation marks.

3. Reference list should be formatted as follows:

   a) books: Author surname(s), name. Year published. *Title*. Place of publication: publishers.

   > Peršić, Mirjana. 2002. *Lovran – turizam i graditeljstvo: Turistička arhitektura u Lovranu na prijelazu iz 19. u 20. stoljeće*. Rijeka: Adamić.
   >
   > Bertoša, Miroslav; Robert Matijašić. 2005. *Istarska enciklopedija*. Zagreb: Leksikografski zavod „Miroslav Krleža".

   b) edited books: Author surname(s), name. Year published. „Title of chapter". *Title of book*. Editor name(s) and surname(s) (ed/s/.). Place of publication: publishers, pp. [page numbers].

   > Miletić, Cvjetana. 2009. „Neš o vodi". *Povijest liburnijske vodoopskrbe i odvodnje: 125 godina liburnijskog vodovoda i 105 godina odvodnje na području Liburnije*. Melinda Kostelac. Opatija: Komunalac d. o. o. Opatija, p. 29.

   c) journal article: Author surname(s), name. Year published. „Title of article". *Title of journal*, Volume/Issue, pp. [page numbers].

   > Ekl, Vanda. 1987. „Iz lovranskog srednjovjekovlja". *Liburnijske teme*, 6, pp. 193–201.

   d) newspaper article: Author surname(s), name. Year published. „Title of article". *Title of newspaper*, Volume/Issue, date month, pp. [page numbers].

   > Ćurković Perica, Mirna. 2008. „Kako očuvati marune?". *Lovranski list*, III/13, November, p. 6.

   e) archival sources: depending on the availability, please use following form: name of the archival institution, shelfmark code, title (title of the fonds/collection archival unit), box number, folder number and period of creation of the material (in brackets).

   > State Archives in Pazin, HR-DAPA-2, *Općina Labin* (*Communis Albonae, Comunitá d'Albona*), vol./book 8: Zapisnici sjednica Općinskog vijeća (1718-1744), fol. 55 (4. IV. 1724.), box 6.

   f) encyclopedia entry: Author surname(s), name. Year published. „Title of entry". *Title of encyclopedia*. Editor name(s) and surname(s) (ed/s/.). Place of publication: publishers, Volume, pp. [page numbers].

   > Matijašić, Robert. 2005. „Anonim Ravenjanin". *Istarska enciklopedija*. Miroslav Bertoša and Robert Matijašić (ed.). Zagreb: Leksikografski zavod „Miroslav Krleža", p. 15.

   g) website sources: Author surname(s), name. Year published. "Title of page/site". URL: address (day month year of access).

„Povijest ljudskog naseljavanja Učke i Ćićarije". 2015. URL: http://www.ppucka.hr/kulturna-bastina/povijest-ljudskog-naseljavanja-ucke-i-cicarije/ (3 May 2016).

Citing

1. Harvard citation style should be used for in-text citing.

2. In-text citations should contain the author(s)'s or editor(s)'s surname, year of publication and page number(s) (Nikočević 2008: 144). When citing a source with two authors, both should be stated (Bertoša and Matijašić 2005). When citing a source with three authors or more, the first author's surname followed by *et al*. should be stated (Bratulić et al. 2011).