

## Collection of Papers, Faculty of Law, Niš (M51)

### GUIDELINES FOR AUTHORS

<b>General notes</b>	The paper shall be processed in <i>MS Word (doc.)</i> format: paper size A4; font <b><i>Times New Roman (Serbian-Cyrillic)</i></b> , except for papers originally written in <i>Latin</i> script; font size 12 pt; line spacing 1,5.
<b>Paper length</b>	The paper shall not exceed 16 pages. <b>An article</b> shall not exceed 40.000 characters (including spaces). <b>A review</b> shall not exceed 6.000 characters (including spaces).
<b>Language and script</b>	Papers may be written in Serbian, English, Russian, French and German.
<b>Paper Title</b>	<b>The paper title</b> shall be formatted in font <b><i>Times New Roman</i></b> , font size <b>14 pt, bold</b> . The title shall be submitted in English as well.
<b>Author(s)</b>	After the title, the paper shall include the name and surname of the author(s), the name and full address of the institution affiliation, and a contact e-mail address (font size 12 pt). The data on the author(s), academic title(s) and rank(s), and the institution shall be provided in English as well.
<b>Data on the project or program*(optional)</b>	In the footnote at the bottom of the first page of the text shall include: the project/program title and the project number, the project title, the name of the institution financially supporting the project.
<b>Data on the oral presentation of the paper*(optional)</b>	In case the paper has already been presented under the same or similar title in the form of a report at a prior scientific conference, authors are obliged to enter a relevant notification in a separate footnote at the bottom of the first page of the paper.
<b>Abstract</b>	The abstract shall comprise 100 - 250 words at the most
<b>Key words</b>	The list of key words following the abstract shall not exceed 10 key words. The key words shall be submitted in both Serbian and English.
<b>Text structure</b>	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Chapter 1             <ol style="list-style-type: none"> <li>2.1. Section 2                 <ol style="list-style-type: none"> <li>2.1.1. Subsection 3</li> </ol> </li> </ol> </li> <li>3. Chapter 2</li> <li>4. Conclusion</li> </ol> <p>All headings (Chapters) and subheadings (Sections and Subsections) shall be in <i>Times New Roman</i>, font 12 pt, <b>bold</b>.</p>
<b>References</b>	At the end of the submitted text, the author(s) shall provide a list of References. All entries shall be listed in alphabetical order by author's surname, and each entry shall include the source and the year of publication. When referring to the same author, include the year of publication (from the most recently dated backwards). Please, see the table at the end of the <b><i>Guidelines for Authors</i></b> .
<b>Summary</b>	The summary shall be included at the end of the text, after the References. The summary shall not exceed 2.000 characters (including spaces) and it shall be submitted in both Serbian and English.
<b>Tables, graphs, figures</b>	Tables shall be prepared in <i>MS Word</i> or in <i>Excell</i> . Photos, graphs or figures shall be in <b>jpg</b> format.
<b>Copyright</b>	The authors are obliged to sign a written consent on the transfer of copyright. The Author's Statement may be downloaded <a href="#">here</a> .
<b>Paper submission</b>	The papers shall be submitted in electronic format (as an <b>attachment</b> ) to the following address: <b><a href="mailto:zbornik@prafak.ni.ac.rs">zbornik@prafak.ni.ac.rs</a></b>

\* The data shall be included only if the paper is subject to such circumstances.

## CITATION GUIDELINES

The citations should be included in the text, in line with the guidelines provided below. Footnotes shall be used only for additional explanation or commentary and for referring to the specific normative act, official journals, and court decisions.

In-text citations and reference entries shall fully comply with the list of bibliographic units in the References, provided at the end of the paper. Each in-text citation and reference entry shall be clearly cross-referenced in the list of bibliographic units and, vice versa, each bibliographic unit shall be entered in the text of the submitted paper. The referential sources shall be cited in the language and script of the original work (without providing an English translation).

Type of work	References	In-text citation
Book (a single author)	Jones, C. P. (1994). <i>Investments: Analysis and Management</i> . New York: John Wiley & Sons. Ltd.	(Jones, 1994: 123)
Book (a number of authors)	Osterrieder, H., Bahloul, H., Wright, G., Shafner, K., Mozur, M. (2006). <i>Joining Forces and Resources for Sustainable Development Cooperation among Municipalities – A Guide for Practitioners</i> . Bratislava: UNDP	<b>First in-text citation:</b> (Osterrieder, Bahloul, Wright, Shafner, Mozur, 2006: 31) <b>A subsequent in-text citation:</b> (Osterrieder et al., 2006: 45)
Joint authorship (a group of authors)	<i>Oxford Essential World Atlas</i> (3rd ed.). (1996). Oxford, UK: Oxford University Press	(Oxford, 1996: 245)
An article or a chapter in a book with an editor	Scot, C., del Busto, E. (2009). Chemical and Surgical Castration. In Wright, R. G. (ed.), <i>Sex Offender Laws, Failed Policies and New Directions</i> (pp. 291-338). New York: Springer	(Scot, del Busto, 2009: 295)
Journal article	Sandler, J. C., Freeman, N. J. (2007). Tipology of Female Sex Offenders: A Test of Vandiver and Kercher. <i>Sex Abuse</i> . 19 (2). 73-89	(Sandler, Freeman, 2007: 79)
Encyclopedia	Pittau, J. (1983). Meiji constitution. In <i>Kodansha Encyclopedia of Japan</i> (Vol. 2, pp. 1-3). Tokyo: Kodansha	(Pittau, 1983: 3)
Institution (as an author)	Statistical Office of the Republic of Serbia, <i>Monthly statistical bulletin</i> , No. 11 (2011)	(Statistical Office RS, 2011)
Legal documents and regulations	Education Act, Official Gazette RS, No. 62 (2004)	<b>Footnote:</b> Article 12. Education Act, Official Gazette RS, 62/04
Court decisions	Case T-344/99 <i>Arne Mathisen AS v Council</i> [2002] ECR II-2905; or <i>Omojudi v UK</i> (2010) 51 EHRR 10; or Constitutional Court decision IY-197/2002, <i>Official Gazette RS</i> , No. 57 (2003)	<b>Footnote:</b> Case T-344/99 <i>Arne Mathisen AS v Council</i> [2002] or Constitutional Court decision IY-197/2002
Online sources	Wallace, A. R. (2001). <i>The Malay archipelago</i> (vol. 1). [Electronic version]. Retrieved 15 November 2005, from <a href="http://www.gutenberg.org/etext/2530">http://www.gutenberg.org/etext/2530</a> ; or European Commission for Democracy through Law, <i>Opinion on the Constitution of Serbia</i> , Retrieved 24 May 2007, from <a href="http://www.venice.coe.int/docs/2007/CDL-AD(2007)004-e.asp">http://www.venice.coe.int/docs/2007/CDL-AD(2007)004-e.asp</a>	<b>In-text citation:</b> (Wallace, 2001)  <b>Footnote:</b> European Commission for Democracy through Law, <i>Opinion on the Constitution of Serbia</i> , Retrieved 24 May 2007, from <a href="http://www.venice.coe.int/docs/2007/CDL-AD(2007)004-e.asp">http://www.venice.coe.int/docs/2007/CDL-AD(2007)004-e.asp</a>