

# 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>Times New Roman (Serbian-Cyrillic)</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>Times New Roman</b> , font size <b>14 pt, bold</b> . The title shall be submitted in English as well.
<b>Author(s)</b>	In order to ensure the author's anonymity and preclude bias in the double-blind peer review process, the author's name and surname should not be included in the article submitted for review. The data about the author(s) will be available to the Editorial staff via the Assistant program.
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<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>Note on author's identity (anonymity)</b>	In order to ensure the author's anonymity, the text of the submitted article should not include phrases that refer to or reveal the author's identity (e.g. "for more information, see our paper on..." or "my paper titled...", and alike). The authors of the document must delete their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc. Also, author identification should also be removed from the properties for the file.
<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 <b>Times New Roman</b>, 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>Guidelines for Authors</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.
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<b>Paper submission</b>	The articles are to be submitted via online editorial management system АСИСТЕНТ, <a href="http://aseestant.ceon.rs/index.php/zrpf/index">http://aseestant.ceon.rs/index.php/zrpf/index</a>

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## 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>