

UNIVERSITY OF ZENICA  
FACULTY OF LAW

Instructions to authors for publishing articles in Annals of the Faculty of Law  
University of Zenica

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## § 1.

The journal "Annals of the Faculty of Law University of Zenica" („Anali Pravnog fakulteta Univerziteta u Zenici“) publishes papers from the field of social sciences. The editorial board accepts for consideration manuscripts in Bosnian, Croatian, Serbian, English, French and German, and, upon the decision of the editorial board, it accepts the manuscript for publication in some other foreign language.

Authors retain the copyright on the papers published in the journal, but grant the right of publication to the journal, both in printed and in electronic form. Papers which are accepted for publication or papers already published in the journal „Annals of the Faculty of Law University of Zenica“ the author may publish in other publications only with the permission of the editorial board, but, even in that case, only with clear indication of their publication in the „Annals of the Faculty of Law University of Zenica“.

## § 2.

Papers should contain the next elements: name and surname, name and address of the institution, title of article (Bosnian/Croatian/Serbian language), title of article (English/German/French language), abstract with keywords (Bosnian/Croatian/Serbian language), abstract with keywords (English/German/French language), introduction, the main part of the work, conclusion and bibliography.

## § 3.

All text should be written in a font 12, Times New Roman, space 1,5.

The text must not contain header and footer.

All footnotes should be written in a font 10, Times New Roman, space 1 and in format „Footnote“. Margins should have a distance of 16 cm.

The numbering of headings and sub-headings contains a maximum of three levels of headings (example: 2. "Address", 2.1. "Subtitle" and 2.1.1. "Sub-sub-heading") and other sub-headings can then be labeled with letters (a., b., c. a., etc.).

## § 4.

Style of quoting in the context of the entire article must be unique.  
In quoting candidates should apply the following rules of citation, consistently:

## REFERENCE STYLE<sup>1</sup>

### 1. Books

The first letter of the name (with a full stop after it) and the author's last name, book title, publisher (if known), place and year of publication. The name of book should be written in italics. If the page number is specified, it should be written without any supplements (like p., pp., f., dd. or others). Between the place and year of publication should not be a comma.

Example: A. Duraković, *Projektni i krizni menadžment*, Minex, Sarajevo 2009, 45.

### 2. Books with more editions

If the book has more editions, always listed the one that was used in the paper. Publication number should be listed by the abbreviation "ed." before stating publisher.

Example: E. Muminović, *Procesno međunarodno privatno pravo*, 2. ed., Faculty of Law of the University of Sarajevo, Sarajevo 2008.

### 3. A reference to footnote

If it reference to a footnote, after the page number add abbreviation "fn."

Example: A. Duraković, *Projektni i krizni menadžment*, Minex, Sarajevo 2009, 45 fn. 31.

### 4. Books with more place of editions

If the book states has more than one place of edition, it should be listed separately by a dash.

Example: Ch. Grabenwarter/S. Griller/M. Holoubek, *Europäisches und öffentliches Wirtschaftsrecht I*, 6. ed., Springer Verlag, Wien-New York 2009.

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<sup>1</sup> The reference style is made along the lines of instructions for authors, Faculty of Law in Belgrade (Uputstvo za autore Anala Pravnog fakulteta u Beogradu) ([http://www.ius.bg.ac.rs/Anali/anali\\_e.htm](http://www.ius.bg.ac.rs/Anali/anali_e.htm) (15. maj 2010.)); In addition, certain rules and examples are taken from Z. N. Jakus, *Uvod u studij povijesti-Historiografski praktikum*, Leykam International, Zagreb 2008.

## 5. Books with more authors

If the book has more authors (max. three), their names should be written separately by a dash, as in the example above.

If the book or articles with more than three authors is quoted, list first letter of the name (with point) and surname of just first author, with the addition of abbreviations of the words *et alia* (et. al.) in italics.

Example: Dž. Drino *et al.*

## 6. Books with the editor as author

In the case of collected papers and similar papers, editor / editor or editors, are treated as authors. After the name in the brackets list abbreviation "ed.".

Example: G. Reichelt (ed.), *Europäisches Gemeinschaftsrecht und IPR – Ein Beitrag zu Kodifikation der allgemeinen Grundsätze des Europäischen Kollisionsrechts*, Manz, Wien 2007.

## 7. Book translated from a foreign language

If the book has been translated from a foreign language, the translator should be listed after the headline.

Example: T. C. Hartley, *Osnovi prava Evropske zajednice – Uvod u ustavno i upravno pravo Evropske zajednice*, translated by O. Račić, Pravni centar, Sarajevo 1994.

## 8. Book in a series of several books

The number of book in a series of several books is listed after the general heading series.

Example: I. Ostojić, *Benediktinci u Hrvatskoj i ostalim našim krajevima*, knjiga 3, *Benediktinci u Panonskoj Hrvatskoj*, Benediktinski priorat Tkon (near Zadar), Split 1963.

## 9. Book of the one author or editor of the series with the chief editor of another name

If the book appears in the edition, which has a general editor, and editors of certain works are different, writer of that works or editor of that part of the book should be specified as the author, and not the chief editor. After that, the name of the book is followed by the number of books in the series and then, separated by a comma, the chief editor of the series.

Example: J. Stipišić/ M. Šamšalović (ed.), *Codex Diplomaticus Regni Croatiae, Dalmatiae et Sloveniae*, knjiga 1., editor of series M. Kostrenčić, Izdavački zavod Jugoslavenske akademije znanosti i umjetnosti, Zagreb 1967.

## 10. One or more texts by the same author

Repeated citations to the same author should include only the first letter of his or her name (with a full stop after it), last name and the number of the page with a full stop after it (without supplements op. cit., cited work, etc.).

Example: Š. Baraković, 47.

If two or more references to the same author are cited, the year of publication should be provided in brackets. If two or more references to the same author published in the same year are cited, these should be distinguished by adding a,b,c, etc. after the year and the number of the page with a full stop after it.

Example: T. Haverić (2010 a), 78.

## 11. Articles in scientific journals

The first letter of the name (with a full stop after it) and last name of the author, the title of the article in quotes, the name of journal in italics (because the books are also listed in italics), and the number of page that is quoted from that article without any additions.

Example: Z. Meškić, „Kolizione norme za zaštitu potrošača u direktivama Evropske zajednice i Uredbi Rim I – novi izazov za ZRSZ”, *Zbornik Pravnog fakulteta Sveučilišta u Rijeci (Zb. Pf. Sveuč. Rij.)*, 2/2009, 1012.

## 12. Articles in the press

Newspaper articles are listed by date, without specifying the number of newspapers.

For example: T. Lazović, Evropska diplomatska elita stiže u Sarajevo, *Dnevni avaz*, May 26<sup>th</sup> 2010., 8.

## 13. Articles in proceedings

Proceedings are not serial publications, therefore they are treated as a book. The articles are referred to as articles in magazines, with annexes "in" and specifying the editor and title of proceedings. (Attention: Magazine of legal and other faculties are often called "Collection" or "Proceedings". Despite the name, these are serial publications.)

For example: P. Lagarde, „Remarques sur la proposition de règlement de la Commission européenne sur la loi applicable aux obligations contractuelles (Rome I)”, in G. Reichelt (editor), *Europäisches Gemeinschaftsrecht und IPR – Ein Beitrag zu Kodifikation der allgemeinen Grundsätze des Europäischen Kollisionsrechts*, Manz, Wien 2007, 13.

#### 14. Articles in the encyclopedia and lexicon

The articles in encyclopedias usually do not contain the author's name. These articles are listed without page numbers because they are easily found due to alphabetical order, however, instead of the number of pages only Latin abbreviation SV should be used (Sub verbo).

For example: *Enciklopedija Jugoslavije*, 2<sup>nd</sup> edition, Jugoslovenski leksikografski zavod, Zagreb 1980, s.v. „Hrvati”.

In case of a longer article, particularly in specialized manuals, author's name should be written. The author's name can be found on the list of authors at the beginning of encyclopedias. Sometimes, encyclopedias are containing the name of the editor, in which cases articles are cited as in the proceedings, but without page numbers.

For example: Reinhard Zimmermann, „Common Frame of Reference”, in J. Basedow/K. J. Hopt/R. Zimmermann (editor), *Handwörterbuch des Europäischen Privatrechts*, Mohr Siebeck, Tübingen 2009.

#### 15. Unpublished manuscripts and archival sources

For archive material, identify the name archive (eg. National Archives in Zadar), Archival Fund (Writings of the Trogir offices) or collections of these, and if there are, marks of archival units for the materials that were used.

For example: G. Tanzlingher-Zanotti, „La dama cronologica” or „Notizie storiche di Zara”, Scientific Library Zadar, 28254 Ms 762.

#### 16. MA or PhD thesis

Unlike published books, titles of theses and dissertations are written in quotes, followed by type of the work (master's thesis / doctoral thesis), academic institutions where the work was written and defended, as well as the year of the defense.

For example: A. Brkić, „Uloga i značaj načela pouzdanja u zemljišne knjige de lege lata i de lege ferenda u BiH“, master's thesis, Faculty of Law University of Zenica, 2009.

#### 17. Publication in the press

In case that the paper has not yet been published, but its publishing is certain, after the place of edition, separated by comma, should be written “in the process of publishing”.

For example: A. Dautbegović/N. Pivić, „Položaj oštećenog u krivičnom postupku Bosne i Hercegovine“, Annals of the Faculty of Law of the University of Zenica, No. 5. 2010., in the press.

#### 18. Quoting multiple pages of text

If the author is quoting text with more precisely determined pages, they should be separated by a dash, followed by the full stop. When quoting multiple pages that are not determined exactly, authors should, after the number indicating the first page, write "and further" with the full stop at the end.

For example: H. Kurtović/K. Hodžić, 95-104.

H. Kurtović/K. Hodžić, 76 and further.

#### 19. Repetition of quotes

If quoting data on the same page of the same paper as in the previous footnote, abbreviation for ibidem in *italics* should be used, with the full stop at the end (without specifying the last name and the name of the author).

For example: *Ibid.*

If quoting data from the same paper as in the previous footnote, but with different page number, abbreviation *ibid.*, should be used, followed with the relevant page number and full stop at the end.

For example: *Ibid.*, 114.

## 20. The regulations

The regulations should be referred to with full title, followed by the Gazette in which the regulation was published, and then, after comma, number and year of publication should be written. In case the mentioned regulation will be quoted again, when mentioned for the first time, authors should, after line, introduce the acronym under which the regulation will occur in the following text.

For example: Zakon o obligacionim odnosima – ZOO, Službeni list SFRJ, No. 29/78.

If the regulation is amended, numbers and year of the publication of the amendments should be quoted successively.

For example: ZOO, Službeni list SFRJ br. 29/78, 39/85, 46/85, 45/89, 57/89, Službeni list RBiH br. 2/29, 13/93, 13/94 and Službene novine Federacije Bosne i Hercegovine br. 29/03.

## 21. Court decisions

Specifying judicial decisions should contain as much data as possible (type and number of the decision, the date when the publication was made in which the decision was published).

## 22. Foreign terms and websites

Foreign terms, Latin saying and websites are written in italics. Quoting texts from the Internet should include the name of the quoted text, website address, and the date of last access to the site. Articles and books that were used with the Internet, although they were available in full text in which they were published, are further referred to with website, and the date of last access in brackets.

*Wikipedia and similar Internet encyclopedia cannot be regarded as scientific sources.*

For example: European Commission, The Proposal for a Directive on Consumer Rights: Impact on Level of National Consumer Protection, [http://ec.europa.eu/consumers/rights/docs/comparative\\_table\\_en.pdf](http://ec.europa.eu/consumers/rights/docs/comparative_table_en.pdf) (February 9<sup>th</sup> 2010.)

Even if the internet source is quoted after full stop, the first letter is not capital ("h" from "http"), and in the end there should not be punctuation marks, so as not to lead to the assumption that the punctuation is part of the address. If the Internet source switches in the second row, it should be interrupted **before** the point, comma, line, questionnaires, hyphens, symbol rate, equal sign or number, but **after** a slash, either single or double.

For example: I. Kunda, "Uredba Rim II: ujednačena pravila o pravu mjerodavnom za izvanugovorne obveze u Europskoj uniji", *Proceedings of the Faculty of Law, University of Rijeka*, 2/2007, 1269-1324, [http://hrcak.srce.hr/index.php?show=clanak&id\\_clanak\\_jezik=39805](http://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=39805) (May 15<sup>th</sup> 2010.)

## § 5.

The journal "Annals of the Faculty of Law University of Zenica" publishes papers that are reviewed and those that are not subject of reviewing procedure.

Papers that are categorized in the following manner are subject to review (original article, preliminary review, scientific article and professional article). Book reviews, comments and ratings are not subject to review.

The review process is anonymous. For the purpose of anonymisation of the manuscripts, which is done by removing the names of the authors, it is unacceptable that the author of the paper writes in a way that identity of the author can be detected from the way that he points to his own work.

Papers should be submitted to the editorial board in electronic form (CD or e-mail). Along with the title of the paper, it is necessary to specify name, surname and title of the author, name and address of the institution or home address.

Editorial Board accepts for consideration exclusively previously unpublished papers. Paper should not have been already published or in that order sent to another journal.

After the call for papers is announced papers should be submitted to the editorial board via e-mail address: [redakcija@prf.unze.ba](mailto:redakcija@prf.unze.ba) or by mail to the following address:

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