

# **NBP – Journal of Criminalistics and Law**

## **TECHNICAL INSTRUCTIONS FOR AUTHORS**

1. **Preparation of the paper:** the manuscript is prepared by Microsoft Word document and word processing software, using Times New Roman font, in Serbian or English, and with corresponding Latin script;
2. **The text of the paper is submitted** using **SCIndeks Assistant** online journal management system. Registration instructions can be found at [nbp.kpa.edu.rs](http://nbp.kpa.edu.rs) e-address. After submitting the manuscript authors must also submit signed and scanned Author's Statement (as attachment) to [casopis@kpa.edu.rs](mailto:casopis@kpa.edu.rs).
3. **Length of the paper:** from 30,000 to 45,000 characters with spaces. Pictures, graphs and drawings are regarded as written text by calculating how many characters with spaces fit one page, and depending on the size of a picture, graph or drawing the total number of characters with spaces is calculated;
4. **Content of the paper:** The text of the paper should contain the following sections in Serbian (English) language:
  - **For predominantly empirical papers and papers with predominantly numerical simulations:** the title, name, surname and affiliation of (co-)author(s), abstract with key words, introduction, sample and methods, results and discussion, conclusion and reference list – all in Serbian (English); name and surname of (co-)author(s) with their respective affiliations and expanded summary – all in English (Serbian);
  - **For predominantly theoretical papers:** the title, name, surname and affiliation of (co-)author(s), abstract with key words, introduction, the main body of the paper structured so as to include at least two chapters, conclusion and the list of references – all in Serbian (English); the title, name, surname and affiliation of (co-)author(s) and expanded summary – all in English (Serbian).
5. **Title of the paper:** is written in capital letters (12 pt, bold, Caps Lock), centre alignment;
6. **Name and surname of (co-)author(s):** without the author's title, with the author's affiliation, below the title of the paper with single spacing and centre alignment (11pt, *italic*). If there are several authors, they are listed one below another with single spacing. After the (co-)author's name and surname insert \*, and indicate (co-)author's academic title and e-mail address in the footnote.
7. **Abstract** – the word '**Abstract**' is written **centred** (10 pt, **bold**, normal) one space below the information related to the author(s).
8. **The text of Abstract:** in Serbian (for papers in Serbian) or in English (for papers in English) is written below the word **Abstract**, alignment justified, from 100-250 words (10 pt, normal). It is written in the third person (for example: "In this paper the author(s)...") and it should describe the subject, goal, methods and techniques used and the main finding of the research.
9. **Keywords:** the word '**Keywords**' is written below the text of the abstract, without spacing, at the beginning of the line (10 pt, **bold**, *italic*). After the colon, 4 to 6 keywords are written

in the same line, alignment justified (10pt, normal). After two positive reviews and checking for plagiarism, the authors will be sent 10 keywords chosen by the software, out of which they will select 4-6 keywords that best describe the treated topic and that are suitable for indexing and search.

10. Subtitles: Introduction, Conclusion and References are written without numbers, while subtitles of the main body of the paper are numbered, with centre alignment (12 pt, **bold**, normal)
11. **The text of the paper (paragraphs):** is written with alignment justified (12 pt normal), with single spacing and one extra spacing above and below the subtitles and between paragraphs, with 2.5 cm margins. Paragraphs are written from the beginning of the line.
12. **Summary:** at the end of the paper, after the list of references, if the paper is written in Serbian language the summary is written in English, alignment justified, and expanded in comparison with the abstract so that it includes 400 to 500 words (10 pt, normal) or up to 1/10 of the paper. The text of the summary should briefly present detailed information on methods and results of the research. Name, surname and affiliation of the author(s) are written above the text of the summary, with centre alignment (10 pt, *italic*), as well as the title of the paper in English, with centre alignment (11 pt, **bold**, Caps Lock). If the paper is written in English language, all the above-mentioned sections of the summary are written in Serbian.
13. **Tables, Graphs:** tables are prepared in Word, graphs in Excell (except in specific cases when it is not technically possible, i.e. they are made in some other corresponding graphic software). Tables and graphs should be clear, as simple as possible and easy to survey. The titles of the tables (above the tables) and graphs (below the graphs) are written using Times New Roman – normal, Font Size 10pt. Table should not exceed 10 columns and 15 rows. If the author estimates that the data require more columns and rows, the contents of the table should be divided into two or more smaller tables or the table should be submitted as a separate attachment, after the list of references. Tables and graphs should be made using a computer template (Insert Table), and not by using spaces, dots and tabs.
14. **Equations:** are written exclusively in Microsoft Equation editor at the beginning of the line. At the right end of the line, the same line in which the equation is written, the number of the equation should be indicated in parentheses (or round brackets), starting from number 1.
15. **Photographs (Pictures):** must be prepared for black-and-white printing, i.e. if the original picture is in colours which cannot be distinguished in black-and-white print, the colours must be replaced with “raster”, i.e. various graphic signs explained in the legend. Only the most essential text necessary for understanding is entered into pictures, such as measurement variables with their dimensions, brief explanations on the curves, and similar. Everything else is written in the legend below the picture. Maximum size of the picture is 13 cm x 17 cm. Photographs, drawings, schemes (TIF, JPG original file formats with 300 dpi, or CDR vector format with letters transformed into curves) and graphs, although inserted in the text at the appropriate places, should be submitted also as a separate attachment.

**16. When writing the names of authors or famous persons:** they should first be transcribed into Serbian language, after which the original name should be written in parentheses.

- Example: Entoni Gidens (Anthony Giddens).

**When naming international institutions:** first the name in Serbian language is written, and then in the original language in parentheses

- Example: Regionalni savet za saradnju (Regional Cooperation Council).

**When using mottos or slogans:** in Ancient Greek, Latin or Old Slavic (Old Church Slavonic) language – in original form, using *italic*.

- Example: *ad acta*

**17. Experimental techniques and devices:** should be described in detail if they significantly differ from the already published descriptions. If the techniques and devices are already known, only the source of required information is stated.

**19. Physical unit symbols:** are written in Times New Roman, 12 pt. *italic* (*V, m, p, t, T*), and units of measurement are written in the same font – normal ( $m^3$ , kg, Pa, C, K). They are used in accordance with the International System of Units (SI).

**20. Footnotes:** are used for citing references and sources of tables, pictures and graphs, and similar; for additional explanations (of terms, abbreviations, characters, etc.). They are written in Times New Roman, 10 pt, without spacing, alignment justified, and the first letter of each line should be aligned with the first letter of the first line of a footnote. Reference citing and bibliographic units are given in their original language and script, without translation.

#### **Examples for citing books:**

##### **Single author:**

S. Bejatović, *Krivično procesno pravo*, Beograd, 2010, str. 22-24.

##### **Two or more authors:**

Z. Stojanović; O. Perić, *Krivično pravo - Posebni deo*, Beograd, 2002, str. 44-45.

##### **More than three authors:**

Z. Đurđević, *et al.*, *Kriminalističko profilisanje*, Beograd, 2013, str. 105-107.

#### **Examples for citing contents of journals:**

N. Jovančević, Položaj glavnih procesnih subjekata u novom ZKP iz 2011, *Crimen*, vol. III, br. 2/2012, Beograd, str. 191.

#### **Example for citing contents of collected papers:**

Z. Stojanović, Krivično delo nezakonitog bogaćenja – razlozi za i protiv uvođenja, objavljeno u : *Aktuelna pitanja krivičnog zakonodavstva (normativni i praktični aspekti)*, Srpsko udruženje za krivičnopravnu teoriju i praksu i Intermex, Beograd, 2012,

str. 343.

**Subsequent citation of the same source:**

<sup>3</sup> S. Bejatović, *Krivično procesno pravo*, Beograd, 2010, str. 22-24.

<sup>4</sup> *Ibidem*, str. 144.

**If the same source is cited, but citation is not subsequent:**

<sup>7</sup> G. Milošević; M. Kulić, *Javne finansije*, Beograd, 2013, str. 22-24.

<sup>8</sup> Z. Đurđević, *et al.*, *Kriminalističko profilisanje*, Beograd, 2013, str. 105-107.

<sup>9</sup> G. Milošević; M. Kulić, *Opus citatum*, str. 8.

**Citation of several sources by the same author:**

<sup>1</sup> S. Milojević, Optimizacija modela posebnih oblika nastave na Kriminalističko-policijskoj akademiji, *Bezbednost*, vol. LII, br. 3/2010, Beograd, str. 24.

<sup>2</sup> S. Milojević, Nuklearni terorizam, *Bezbednost*, vol. LI, br. 3/2009, Beograd, str. 46.

<sup>3</sup> S. Milojević, Optimizacija modela posebnih oblika nastave na Kriminalističko-policijskoj akademiji, *Opus citatum*, str. 25.

**Secondary citation:**

S. Frojd, as cited in: M. Mitrović, *Opšta sociologija*, Beograd, 1993, str. 37.

**Citing of regulations:**

*Sl. glasnik RS*", br. 101/2005, 63/2009 - odluka US i 92/2011, čl. 5, st. 2, tač. 7.

**Referencing the information communicated without specified authors:** if that book was published by an institutions, as a result of work of all its employees.

<sup>1</sup> According to the estimate of the Statistical Office of the Republic of Serbia of 2009, it is estimated that on January 1 last year our country had 7,334,935 citizens.

20. **References:** references are listed in alphabetical order, with a number before each reference, according to the surname of the (first) author. The list of references must include only those sources that have been stated in footnotes.

**Example for listing a book as a reference:**

Stojanović, Z; *Komentar Krivičnog zakonika*, Službeni glasnik, Beograd, 2007.

**Article in a journal:**

Ristivojević, B; Negativna kriminalno-politička kretanja u materijalnom krivičnom zakonodavstvu Srbije od donošenja KZ, *Crimen*, vol. III, br. 2/2012, Pravni fakultet, Beograd.

**Paper in a collection of papers:**

Pljakić, Lj; Predsednički i parlamentarni izbori u sudskoj praksi, objavljeno u: *Pravni život*, Udruženje pravnik Srbije, TOM II, Beograd, 2008.

**Regulations:**

*Zakon o vanrednim situacijama*, „Službeni glasnik RS“, br. 111/2009, 92/2011.

**Master and specialist papers, and doctoral dissertations:**

Vučković, G; *Uticaj motoričkih sposobnosti na efikasnost savladavanja situacionog pištoljskog poligona kod studenata Policijske akademije*, magistarski rad, Fakultet sporta i fizičkog vaspitanja, Univerzitet u Beogradu, Beograd, 2002.

**Patents:**

Ehrenfreund J. (Ciba Geigy A.–G.): *Eur. Pat. Appl.* 22748, 21 Jan 1981.

**Web pages (no more than 10% of such references should be used):**

Environment Agency: Leachate Treatment [online], available at:  
<http://www.environment-agency.gov.uk/business/sectors/37063.aspx> (September 19, 2015.)

*Note:* the date in parentheses refers to the date of the author's retrieval of specific content.