

# NBP – Journal of Criminalistics and Law

## TECHNICAL INSTRUCTIONS FOR AUTHORS

The *NBP – Journal of Criminalistics and Law* publishes original and unpublished papers written in English or Serbian. Manuscripts should contain between 30.000 and 45.000 characters, with spaces. Note that the limitation includes the Abstract but not the References and Acknowledgements.

The journal uses a registration system SCIndeks Assistant Online (Electronic Journal Editing) for all users involved in the editorial and publishing process: authors, editors and reviewers. If you already have an account in the system, go directly to Log in. If you are a new user, please register at: <http://aseestant.ceon.rs/index.php/nabepo/login>. Registration instructions can be found at: [www.nbp.kpa.edu.rs](http://www.nbp.kpa.edu.rs). Upon completing the registration process, the user is taken directly to User Home. Selecting the role of "Author" will take users to the manuscript submissions page.

The text of the paper, prepared using Microsoft Word text processor, font Times New Roman, must be submitted electronically, using SCIndeks Assistant online journal management system. After submitting the manuscript, authors must also submit signed Author's Statement (as attachment) within the system.

The Manuscript should include: Title, Name(s) and surname(s) of the (co)author(s), Abstract followed by Keywords, Introduction, Main part, Conclusions, References and Appendices (if necessary).

All paragraphs of the Manuscript should be written as justified, using Times New Roman, 12 pt normal, with double spacing and one extra spacing above and below the subtitles and between paragraphs, with 2.5 cm margins and with no tab to indent the first line of a paragraph.

### **The title page**

**Title** of the paper should be in CAPITAL LETTERS, centered, 12 pt normal, **bold**.

**Name(s) and surname(s)** of the (co)author(s) without title, followed by affiliation(s), using single spacing, centered, 11 pt *italic*. If there are several authors, their names should be listed one below another.

**Abstract** should have 100 to 150 words, following the information related to the author(s), justified, single spacing, 10 pt normal. The abstract should state briefly the purpose of the research, the principal results and major conclusions. Submissions of papers in Serbian language should include abstracts both in Serbian and English.

**Keywords:** 4-6 keywords should follow the Abstract, without spacing, justified, 10 pt normal.

**Subtitles: Introduction, Conclusions and References** should be written without numeration, while **subtitles** of the main body of the paper (at least two) should have numerations, all 12 pt **bold**.

## Citation

Use the APA style for citations. In-text citations include the author and date, either both inside parentheses or with the author names in running text and the date in parentheses. If there are two authors, include the last name of each and the publication year. If there are three to five authors, cite all authors the first time, and in subsequent citations include only the first author's last name followed by "et al." and the year. In the case of more than five authors, always include only the first author's last name followed by "et al." and the year. The list of references (**References**) should follow the Conclusion section and appear at the top of the reference list, centred on the page. Order of references in the reference list is alphabetical, by the last name of the first author or, if author is not available, by title. For the author's first name use only initials.

Please, ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should include a substitution of the publication date with either "Unpublished results" or "Personal communication". Citation of a reference as "in press" implies that the item has been accepted for publication. Use of DOI is highly encouraged.

When citing web pages and non-periodical documents on the Internet, please include the author, document's title, URL of the document, and the date of retrieval. If there is no author, place the title in the author position. If there is no date, replace the date with (n.d.).

## Citation examples

### In-text citation:

"However, I'm willing to work with the police where possible (Goldner, 2002: 5)".

"In light of this, Freilich and LaFree (2015) call for a better integration of terrorism and extremism research..."

"Applying social learning theory to terrorism, Akers and Silverman (2004: 27) state..."

"Williams, Jones, Smith, Bradner, and Torrington (1983) found..."

"Williams et al. (1983) also noticed that..."

Smith argued that... (as cited in Andrews, 2007).... (*indirect citation*)

### In the list of references:

Garland, D. (1996). The limits of the sovereign state: Strategies of crime control in contemporary society, *British Journal of Criminology*, 36(4): 445–471. (*article in the journal, one author*)

Mawby, R. (2002). *Policing Images: Policing, Communication and Legitimacy*. Cullompton: Willan. (*book*)

Jackson, J., Bradford, B., Stanko, B., Hohl, K. (2013). *Just Authority? Trust in the Police in England and Wales*. Abingdon: Routledge. (*book, more than three authors*)

Trimble, J. (1988). Stereotypical images, American Indians, and prejudice. In P. A. Katz & D. A. Taylor (Eds.), *Eliminating racism* (pp. 181-202). New York, NY: Plenum. (*book chapter*)

### **Tables and Graphs**

Tables are prepared in Word, graphs in Excell (except in specific cases when it is not technically possible, i.e. utilization of the corresponding graphic software). Tables and graphs should be clear, as simple as possible and easy to review. The titles of the tables (above the tables) and graphs (below the graphs) should be written using Times New Roman, 10 pt normal. Tables and graphs should be presented using a computer template (Insert Table), and not by using spaces, dots and tabs.

### **Equations**

Equations should be 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.

### **Physical unit symbols**

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

### **Photographs and Pictures**

Photographs and Pictures must be prepared for black-and-white printing, i.e. if the original picture is in colors which cannot be distinguished in black-and-white print, the colors must be replaced with "raster", i.e. various graphic signs explained in the legend.

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.

### **Footnotes**

Footnotes are used only for necessary explanations (of terms, abbreviations, characters, etc.), or the addition of information or comments that would disrupt the flow of the main text. They are written using Times New Roman, 10 pt normal, without spacing, alignment justified.

*The Editors reserve the right to return Manuscripts that are not in accordance with these instructions.*