

NBP - JOURNAL FOR CRIMINALISTICS AND LAW

INSTRUCTIONS FOR AUTHORS

I. TECHNICAL INSTRUCTIONS

- The paper must be written in English using Microsoft Word text processor, Times New Roman, line spacing 1.5, 12 pt normal;
- The paper should not exceed 30.000 characters, with spaces;
- The paper must include: **Name(s) and surname(s)** of the (co)author(s) without title, followed by: **Affiliation(s)**; **Title** of the paper; **Abstract** not exceeding 150 words, followed by **Keywords** (4-6 keywords), **Introduction**, **Main part**, **Conclusions** (up to one page), **References**, Appendices (if necessary).
- In the Introduction Section authors must clearly state the aim of the paper;
- **Title** of the paper should be in CAPITAL LETTERS, alignment centered;
- **Name(s) and surname(s)** of the (co)author(s): alignment centered;
- **Affiliations**: alignment centered. The name and e-mail address of the corresponding author should be indicated in the footnote;
- Abstract and keywords: alignment justified;
- Text of work: 1 alignment justified;
- **Subtitles: Introduction, Conclusions and References** should be written without numeration, alignment centered; **Subtitles** of the main body of the paper should also be written without numerations, *Italic*, alignment centered;
- The names of the continents in capital letters without a regular number, central management, the names of the sub-languages in lower case letters, *Italic*, central management;
- **Tables and illustrations (charts/diagrams/figures/images/graphs)** should be clear, as simple as possible and easy to survey. The titles of the tables (above the tables) and illustrations (below the illustration) should be *Italic*, 11pt, alignment centered. Tables should be made using a computer template (Insert Table), and not by using spaces, dots and tabs. Each table and illustration should be numbered with the corresponding title (i.e. *Table 1, Figure 3*, etc.); Please note: Because of technical complications which can arise by converting color illustrations to “grey scale” (for the printed version should you not opt for color in print) please submit in addition usable black and white versions of all the color illustrations. Illustrations 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.

- **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.
- **Physical unit symbols** are used in accordance with the International System of Units (SI).

II CITATIONS

- 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.
- The list of references (**References**) should follow the **Conclusion** section and appear at the top of the reference list, centered 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

1. In-text citation:

- Book chapters or sections within a book, journal articles or dissertations are cited by writing first the author's last name (in original), year of publication and page number (Roxin, 1963: 148); if paraphrasing or summarizing a part of the author's text the page number is optional (Petrović, 2016).
- If there are two authors, include the last name of each and the publication year (Grellier & Goerke, 2006) or Grellier and Goerke (2006) discussed this in ...;
- If there are three to five authors, cite all authors the first time (Rachal, Daigle & Dasmond, 2007), and in subsequent citations include only the first author's last name followed by "et al." and the publication year (Rachal et al., 2007). In the case of more than five authors, always include only the first author's last name followed by "et al." and the year.

- If there are six or more authors, cite all authors by including only the first author's last name followed by "et al." and the publication year (Papaharalabos et al., 2007).
- If **two** or more sources have the **same author(s)** and are from the **same year**, they should be distinguished by adding a lower-case letter after the **year** (a, b, c, etc.), followed with the page number (Lazarević, 2000b: 67);
- For sources published in different years by the same author, place years in chronological sequence separated by commas (McBride, 2003, 2007)..
- When citing sources by different authors in the same bracket, place years in chronological sequence, starting with the (most)older edition separated with semi-commas (Petrović, 2013; Mirković, 2017);
- Secondary citation should be as following: (Vukovic, 2004, according to Krstic, 2004: 110);
- Citing legal regulations should be done as following: (Law on Enforcement Procedure, Official Gazette RS, 2004);
- When citing the same regulation more than once, the first citation should contain the addition of a regular abbreviation of the regulations, as following: (Law on Executive Procedure - ZIP, Official Gazette RS, 125/04), and any subsequent citations should only state the abbreviation of the regulation, as follows: (ZIP, Official Gazette RS, 125/04);
- Citing of the newspaper articles should be as following: (Večernje novosti (2017, October 7));
- Latin and other foreign words and abbreviations, Internet addresses, etc., are written in *italics*.

2. In the list of references:

- Books: last name and first letter of the author's name, year of publication in brackets, book title in italic, place of publication, name of the publisher.
Example: Ignjatovic, Đ. (1998). *Kriminologija*. Belgrade: Nomos.
- Book chapters: last name and first letter of the author's name, year of publication in brackets, chapter title, in: first letter of the editor's name and surname, followed by abbreviated editorial mark in brackets (Ed.), book title in italic, number of the first and last page of the chapter, place of publication, name of the publishers.
Example: Emerson, L. & Manalo, E. (2007). Essays. In: L. Emerson (Ed.), *Writing guidelines for education students* (2nd ed., pp. 42-49), South Melbourne, Australia: Thomson.
- Articles in journals: last names and first letter of author's name, year of publication in brackets, article title, title of the Journal, volume(issue), number of first and last page.

Example #1 (with given volume and issue): Mirković, V. (2017). Judicial control of special investigative measures of security services in the Republic of Serbia. *NBP - Journal for Criminalistics and Law*, 22(3), 89-106.

Example #2 (without volume, only with issue): Strobl, R., Klemm, J. & Wurtz, S. (2005). Preventing Hate Crime: Experiences from two East-German Towns. *British Journal of Criminology*, 45, 634-646.

- Doctoral dissertations: last name and first letter of the author's name, year of publication in brackets, dissertation title in italic, "Doctoral dissertation", university name.

Example: Lipovac, M. (2016). The Republic of Serbia national security in the Western Balkans regional security complex. Doctoral dissertation. University of Belgrade: Faculty of Security Studies.

- Documents downloaded from the Internet: the name of the text cited, the year of publication, the date of access to the page and the website address.

Example: (Republic of Srpska Institute of Statistics (2009) Statistical Yearbook of the Republic of Srpska, Downloaded March 2, 2010 <http://www.rzs.rs.ba/Izdanja/Godisnjak/2009.pdf>).

- Legal regulations: the full title of the regulation, the name of the newsletter in which the regulation is published in italics, followed by abbreviated name of the article, paragraph and line of the regulation (Art., Para., L.), number and year of publication.

Example: Law on Enforcement Procedure (ZIP), Art. 5, Para. 2, Official Gazette of RS, no. 125/2004.

- Judicial decisions: please provide full information (type and number of the decision, date of adoption, publication in which the court decision was published).
- Scientific meetings presentations: last name and first letter of the author's name, year in bracket, title, Conference name in italic, number of pages in the Book of Abstracts or Proceedings in brackets, place of publication, name of the publisher.

Example: Kelly, L. (2011). Violence against women and children in the national legislation of the EU member states: an overview of the research results. Second Annual Conference of the Victimology Society of Serbia - Victims of Crime and Victims of War: international and domestic context, abstract book (page 13). Belgrade: Victimology Society of Serbia and Prometej.

- Newspaper articles: the first and last name of the author's name, year and day in brackets, the title of the text/article, the name of the newspaper, the number of pages in the text, or the accessed web page.

Example: Davidov-Kesar, D. (2019, February 3). Tobacco kills 15.000 people in Serbia each year. *Politika*, Belgrade. Accessed on February 5, 2019. <http://www.politika.rs/scc/clanak/421887/Duvan-svake-godine-odnese-15-000-zivota-u-Srbiji>