



ФАКУЛТЕТ БЕЗБЈЕДНОСНИХ НАУКА
УНИВЕРЗИТЕТ У БАЊОЈ ЛУЦИ



JOURNAL OF SECURITY AND CRIMINAL SCIENCES

JOURNAL OF THE FACULTY OF SECURITY STUDIES, UNIVERSITY OF BANJA LUKA

AND

UNIVERSITY OF CRIMINAL INVESTIGATION AND POLICE STUDIES, BELGRADE

-INSTRUCTIONS FOR AUTHORS-

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I PREPARATION OF THE MANUSCRIPT

- Please prepare your typescript text in Microsoft Word, using the Serbian Cyrillic alphabet and 12-point *Times New Roman* font.
- Manuscript must not exceed 30.000 characters with space.
- Manuscripts must contain the following elements: manuscript title, the name of the author, the institutional affiliation of the author, an abstract of no more than 150 words stating research results, and keywords (four to six), a statement explaining the importance of the research, conclusion (up to one page), and the reference list. The abstract should clearly state the objective of the investigation, methods, results, and conclusion.
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- Manuscript should encompass the following elements:
 - Empirical articles: introduction, methods, research, results and discussion, conclusion.
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- Institutional affiliation: below the name of the author, centered.
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- Abstract and keywords: 11-pt font, alignment justified.
- Body of the article: 12-pt font, alignment justified; section headings typed in uppercase letters, unnumbered; subsection headings typed in lowercase letters, *italicized*, centered, unnumbered.
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- Equations are written in graphical equation editors (Microsoft Equation, MathType, etc.) and are set at the beginning of the line. The number should be indicated in square brackets, beginning with number 1, at the margin of the right line, the same line in which the equation is written,
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- The list of references lists bibliographic references, such as books, articles, and other sources, such as documents, laws/statutes, newspaper articles, website addresses, etc. References are arranged in alphabetical order in accordance with the prescribed standards.

II CITATION FORMAT

- The *Journal of Security and Criminal Sciences* uses the APA citation format (Publication Manual of the American Psychological Association). Publications are cited in text, rather than in footnotes. Therefore, authors must comply with the following citation form:

1. In text citation

- Books, articles, and doctoral dissertations are cited as follows:
- One work by one author – include both the author’s surname and the year of publication, separated by a comma, and the page number in parentheses, (Vodinelić, 1996: 23). if you are paraphrasing, the page number is not required (Vodinelić, 1996). If a work has a foreign author, the surname is written in the original language (Roxin, 1963: 148).
- One work by two authors – include the surnames of both authors and the year of the publication, separated by a comma, in parentheses (Grellier & Goerke, 2006) or (Grellier and Goerke 2006) argued,...
- One work by four, five, and six authors – include the surnames of all authors and the year of publication in parentheses (Rachal, Daigle, & Rachal, 2007). In subsequent citations, include only the surname of the first author followed by the Latin abbreviation *et al* (not italicized and with a period after al) (Rachal et al., 2007).

- One work by six or more authors – include the surname of the first author followed by the Latin abbreviation *et al.* in parentheses (Papaharalabos et al., 2007).
- If the same author has many publications, be it books or articles, and if a work has the same author and the same date, differentiate between them by assigning lowercase letters a, b, c, d followed by a page number (Lazarevic, 2000b:67).
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- Secondary sources: (Vukovic, 2004, as cited in Krstic).
- Citing documents in text: (Nezavisne novine (2017, October 7).
- Citing documents and reports: (first citation: Ministry of the Interior of the Republika Srpska [MUP RS] 2012), subsequent citations (Ministry of the Interior, 2012).
- Citing newspaper articles: (Nezavisne novine (2017, October 7).

2. The reference list

- **Books:** The surname of the author followed by initials, the year of publication in parentheses, italicized title of the book, the place of publication, the name of publisher.

Example:

Ignjatović, Đ. (1998). *Kriminologija*. Beograd: Nomos.

- **Book chapter:** The author's surname followed by initials and the year of publication in parentheses, the title of the chapter followed by the preposition *In*, initials followed by the surname (of the editor), edition abbreviation (in parentheses), italicized title of the book, the entire page range, the place of publication, the name of publisher.

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.

- **Journal articles:** The surname of the author followed by initials, the year of publication in parentheses, the title of the article, italicized name of the journal, and the entire page range, volume and issue numbers:

Example with the volume number and year of publication:

Milašinović, S. (2008). Suština i uzroci društvenih konflikata. *Nauka, bezbednost, policija*, 13(1), 55-77.

Example with the issue number:

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:** The surname of the author followed by initials, the year of publication in parentheses, italicized title of doctoral dissertation, doctoral dissertation, the name of institution:

Example:

Lipovac, M. (2016). *Nacionalna bezbednost Republike Srbije u regionalnom bezbednosnom potkompleksu Zapadni Balkan*. Doktorska disertacija. Univerzitet u Beogradu: Fakultet bezbednosti.

- **Internet sources:**

To cite documents published on the internet, include the title of the document or webpage, the date of publication, a complete website address and a retrieval date.

Example:

(Републички завод за статистику Републике Српске [РЗСРС]. (2009). *Статистички годишњак Републике Српске*. Retrieved March 3, 2010, from http://www.rzs.rs.ba/Publikacije/Godisnjak/2009/Godisnjak2009_Yearbook2009.pdf)

- **References to legal materials:** Include the full title followed by italicized name of the newsletter in which the regulation was published, the number and year of publication, separated by a comma. Reference the full name at first mention with the abbreviation set off by a dash and use the abbreviation in subsequent citations (Law on General Administrative Procedure – LGAP, Official Gazette of RS, No. 13/02).
- **References to court judgments:** include complete and correct data (the type and number of judgment, the year of judgment, and, if possible, the publication where it appears).
- **Conference papers:** The surname of the author followed by initials, the year of publication in parentheses, the title of the paper, italicized title of the conference proceedings, the page number(s) being cited in parentheses, the place of publication followed by the name of 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. *Druga godišnja konferencija*

Viktimološkog društva Srbije-Žrtve kriminaliteta i žrtve rata: međunarodni i domaći kontekst, knjiga apstrakta (p. 13). Beograd: Viktimološko društvo Srbije & Prometej.

- **Newspaper articles:** The surname of the author followed by initials, the year and date in parentheses, the title of newspaper followed by a page number in text, or webpage from which the text was retrieved.

Example:

Гудељ, Ј. (2006, October 23). Полиција чува крст изнад Мостара. *Независне новине*, Бања Лука. Retrieved November 17, 2010, from <http://www.nezavisne.com/novosti/bih/Policija-cuva-krst-iznad-Mostara-1473.html>

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- The article, paragraph, and item of the regulation should be abbreviated as Art., Para, It. after the last issue without a period (for example, CCP, Art. 5, para. 2, it. 3, or CC, Art. 5, 6, 9 and 10, or ZPS, Art. 4-12, etc.).
- Latin and other foreign words, website addresses are italicized.
- Each reference cited in text must appear in the reference list.
- Uncited sources should not be included in the reference list.
- When citing several works by the same author, they should be ordered by year of publication, the earliest first.
- When an article has two authors, co-authored articles are listed after single author articles.
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