SUBMISSION GUIDELINES

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Categories of articles and maximum length, according to number of characters (with spaces):

- Scientific article (complete text, including an abstract containing 250 words or 1.000 characters with spaces, and keywords – up to five terms):
  - Original scientific paper – up to 70.000 characters with spaces;
  - Review article – up to 45.000 characters with spaces;
- Interview, essay, critique up to 20.000 characters with spaces;
- Review up to 10.000 characters with spaces;
- Chronicle up to 6.000 characters with spaces.

Photographs: together with the contributions, authors submit photographs as illustrations: five or more photographs for scientific articles, two to four for shorter texts (critiques, reviews, chronicles). With the images, which should be indexed with numbers, authors should submit corresponding captions in a separate Word document, which must include the information on the author or source of the photograph. The text author must have the consent of the author of the photograph or the copyright owner for the photo material submitted for publishing. The above-mentioned conditions apply in like manner to photographs taken from the internet. Photo materials that do not meet these conditions will not be published. The minimal resolution for photographs is 300 dpi.

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Reviewing and selecting: The received scientific papers are forwarded to reviewers (two reviewers). If a reviewer has objections to the paper, their anonymous review is sent to the author. Authors are given two weeks upon receiving a review to submit a revised version of the text, which will again be sent to reviewers for inspection. The Editorial Board makes a final selection of papers, among those that received a positive review. It informs all the authors who submitted their papers about its decision. The paper that the Editorial Board has selected for
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**Manuscript formatting:**
- Page size A4;
- Body text and reference list: font Times New Roman, font size 12, spacing 1.5, normal;
- Abstract, keywords and endnotes: font Times New Roman, font size 10, spacing 1, normal;
- Acknowledgements, author’s notes, endnotes and reference list are presented at the end of the article;
- Paragraphs are indented, and not separated by an empty line.
- Quotation marks are used for in-text citations, and apostrophes for citations within citations. Quotations of more than two lines are set off from the text with an extra line of space above and below.
- **In-text and photo captions:**
  - Titles of books, monographs and journals, names of publishing houses, exhibitions, workshops, programmes and conferences are enclosed in quotation marks (“ “);
  - Names of institutions, societies and organisations are written as regular text, without quotations marks, italic or bold.
- Foreign words written in their original form should be formatted in italic, and an explanation should be provided in the text or a translation and explanation in a footnote.

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For bibliographical references Harvard referencing style is used, as follows:

**In-text citation**
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  - one author: (Kasfir 1999)
  - two or three authors: (Picton and Mack 1989)
- If the reference is given for particular pages then the pages should be given after the surname and year of publication, followed by a colon
  **example:** (Kasfir 1999: 39)
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- A complete list of references is given at the end of the text, arranged alphabetically by author’s surnames. If more than one bibliographical unit by the same author and year of publication is cited, the year of publication is additionally marked with alphabet letters.

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