

INSTRUCTIONS TO AUTHORS

Submission of Manuscripts

When submitting a manuscript, authors warrant that the manuscript represents their original contribution that has not been published elsewhere, that it is not under consideration for publication with another publisher or within another publication, that the publication has been approved by all co-authors (if there are any) and, tacitly or explicitly, by the competent bodies of the institution where the research has been conducted.

Authors bear full responsibility for the content of submitted manuscripts and have to obtain permission for data publication from all parties involved in the research.

Authors who wish to include in their paper figures or extracts of text that have already been published are obliged to obtain the copyright holders' consent and to provide evidence, when submitting their work, that such permission has been granted. The material for which such evidence is not provided shall be deemed an original work of the author.

Authors warrant that they have listed as authors only those persons who have significantly contributed to the content of the manuscript, and that all persons who have significantly contributed to the content of the manuscript have been listed as authors.

Upon receipt, manuscripts go through a preliminary check by the editorial board so as to determine whether they meet basic criteria and standards. In addition, the paper is checked for plagiarism.

Authors shall be informed of the receipt of the manuscript by e-mail. Only the manuscripts prepared in accordance with the instructions will be sent for review.

Otherwise, the manuscript will be returned to the authors, together with remarks and comments.

Instructions for Manuscript Preparation

Authors are required to adhere to the instructions for the preparation of papers. Manuscripts which fail to follow the instructions will be rejected without review.

The editorial board accepts texts in Serbian (Bosnian, Croatian, Montenegrin ...) and English. Papers are accepted in electronic form only.

Manuscripts should be sent in “.doc” format to one of the two following addresses:

kontakt@centarkom.rs
m.halilovic@centarkom.rs

The whole paper and the abstract, including an English translation of the abstract, are always proofread.

The manuscript should contain the title, names of authors and institutions they work in, abstract, keywords, main text, conclusion, literature cited and reference list. Affiliation, abstract and keywords should be submitted in English unless the paper has already been written in this language.

Positions of tables should be marked in the text (tables should not be incorporated into the manuscript file, but submitted as separate files in appropriate formats).

Manuscripts should be written in *Microsoft Office Word, Times New Roman*, 12 points, and include at least 28,800 characters without spaces, and a maximum of 57,600 characters without spaces.

The title should be clear and not too long.

If the paper has been written by two or more authors, the names and contact information (email addresses) should be provided for each author individually. E-mail addresses are entered in the footnote.

Abstract should not be fewer than 100 and not more than 300 words. It should contain a brief review of the methods and the most important results of the work, so that it can be used when indexing in referential periodicals and databases. The abstract should not specify references. The abstract is to be submitted in both the language which the paper has been written in and English.

Keywords (concepts, geographic locations, results) are listed in a separate line at the end of the abstract and contain 5 to 10 words. Keywords must be relevant to the topic and content of the paper. A good keyword selection is a prerequisite for a proper indexing of the paper in referential periodicals and databases. Keywords should be submitted in both the language the paper has been written in and English.

References are listed in the language in which they are published. The list of references should include only the works cited in the text. Foreign names (except in bibliographic units) are phonetically transcribed in accordance with spelling rules of the language in which the paper has been written, but when written in brackets, their original form should be used. The names of

geographical and similar terms are also phonetically transcribed without giving their original names in brackets.

Quoting

In writing the paper for the *Kom: Journal of Religious Sciences*, authors are required to comply with the following rules, mainly related to quotation. Bibliographical references should be quoted in accordance to Harvard Style Manual. The appropriate quoting of most common bibliographical references is as follows:

Books:

In the reference list:

Last name, name, publishing year in brackets, title, the place of publishing, the publisher.

Example: Nasr, Seyyed Hossein (2006), *Islamic Philosophy from Its Origin to the Present*, New York, Suny Press.

In the text:

Last name of the author in brackets, publishing year, colon, page.

Example: (Nasr 2006: 105)

In the footnote:

Last name of the author, publishing year, colon, page. In the footnote, books are quoted solely in abbreviated form.

Example: Nasr 2006: 105.

Articles:

In the reference list:

Last name, name, publishing year in brackets, text title in quotes, journal title in italics, volume of the journal, the volume number in brackets if the pagination is not uniform for the whole volume, colon and the number of the page.

Example: Hinić, Darko (2012), „Evaluacija Skale poremećaja upotrebe interneta (PUI)”, *Psihologija* 45: 311–325. Žunjić, Slobodan (2011), „Logički dijagrami u srpskim srednjovekovnim rukopisima”, *Theoria* 54 (4): 127–160.

In the text:

Last name of the author in brackets, publishing year, colon, page.

Example: (Hinić 2012: 321) (Žunić 2011: 133)

In the footnote:

Last name of the author, publishing year, colon, page. Abbreviations such as “vol.,” “no.,” “pg.” etc. are not to be used. In footnotes, articles are to be quoted solely abbreviated.

Example: Hinić 2012: 321. Žunjić 2011: 133.

Anthologies:*In the reference list:*

Last name and the name of editor(s), abbreviation “ed.” in brackets, publishing year in brackets, title, publisher and the page if needed.

Example: Esposito, John (ed.) (1999), *The Oxford History of Islam*, Oxford University Press.

In the text:

Last name of the author in brackets, publishing year, colon, page number.

Example: (Esposito 1999: 151)

In the footnote:

Last name of the author, publishing year, colon, page number. In footnotes, collections are to be quoted solely abbreviated.

Example: Esposito 1999: 151.

Texts from anthologies:*In the reference list:*

Last name and name of the author, publishing year in brackets, text title in quotation, preposition “in” (in collection), name and last name of collection’s editor, “ed.” In brackets, collection title in italics, place of publishing, publisher, colon and the page number (if needed).

Example: Karčić, Fikret (1990), „Opšti pogled na pravo u islamu, njegov istorijski razvoj, teorijske i praktične mogućnosti reforme”, in J. Ramić (ed.), *Zbornik radova Islamskog teološkog fakulteta u Sarajevu*, Sarajevo: Islamski teološki fakultet: 7–19.

In the text:

Last name of the author in brackets, publishing year, colon, page number.

Example: (Karčić 1990: 15)

In the footnote:

Last name of the author, publishing year, colon, page number. Abbreviation “pg.” is to be written solely in the reference list.

Example: Karčić 1990: 15.

Newspaper articles:*In the reference list:*

Last name, name, publishing year in brackets, article title in quotations, name of the newspaper in italics, date, page number.

Example: Andrić, Vesna (2012), „Jedanaest godina od uvođenja veronauke u državne škole; rezultati nepoznati”, *Danas*, October 20th, pg. 8.

In the text:

Last name of the author in brackets, publishing year, colon, page number.

Example: (Andrić 2012: 8)

In the footnote:

Last name of the author, publishing year, colon, page number.

Example: Andrić 2012: 8.

Internet:

When quoting internet texts, apart from website information where the text is located, and title of the text, it is necessary to specify the date when the page has been visited, as well as additional details if available (year, chapter, etc.).

In the reference list:

Last name, name, article title in quotations, the word “internet” in brackets, “available on the following address:”, website, the word “visited” in brackets with the precise date.

Example: Plantinga, Alvin, “Theism, Atheism, and Rationality” (internet), available on <http://www.noormags.com/view/fa/articlepage/574392> (visited on August 15th 2012).

In the text:

Last name, "internet".

Example: (Plantinga, internet).

In the footnote:

Last name, "internet".

Example: Plantinga, internet.

Notes on quoting

In citing from various sources (books, journals, collections, texts from collections, newspaper or internet), there are rare cases of occasional diverging from the usual way of quoting. In the following, we are to mention a few necessary notes related to these cases.

Note 1

If the author's name is mentioned just before the quotation, it should not be repeated in the same.

Examples:

Books: Nasr (2006: 105) is not of similar views.

Articles: Hinic (2012: 321) claims that... Zunjic (2011: 133) speaks of that in the following way...

Collections: Esposito (1999: 151) does not accept that difference.

Texts from collections: Karčić (1990: 15) does not support the proposed theory.

Newspaper articles: Andrić (2012: 8) advocates a critical approach to such exposure. *Internet:* Plantinga (internet) agreed that from a theistic point of viewpoint, the idea of proper functioning, as applied to us and our cognitive equipment, is not problematic.

Note 2

If the original text is not paged for any reason, the chapter (section) in which the text was published is to be cited. If the text is not divided on chapters, the abbreviation n. p. (no page) should be written.

Examples:

Books: (Jones 2008: sec.1)

(Avicena 1943: n. p)

Newspaper texts: (Kejhan 1945: n. p.)

Note 3

If the text refers to more sources, every one of them should be mentioned. Page number is not necessary if it is related to the source and not to a specific part of it.

Examples:

Books: In the recent years this discussion has been widely known (Sanders 2008; Smith 2009).

Articles: We must point out that this topic is not common in the West (Mo'alemi 2007: 205–214; Nuri 2008: 121–123).

Note 4

If the source A is quoted directly from the source B, the quotation can be used without a detailed reference to original source. This must be done through the source B.

Example:

Jones (cited in Smith 2009) agreed that the experiment failed to confirm this hypothesis.

Or

The experiment failed to confirm this hypothesis (Jones, cited in Smith 2009).

It is important to mention that in this case, the source B, that is the one from which is directly quoted, is to be noted in the reference list.

Example:

Smith, J. (2009), Hypothesis, University of Western Sydney, Penrith.

Note 5

Different publications of the same author are recognized according to the year of publishing. Although, if more than one publication of the same author has been published in the same year, we mark every publication by adding the letters: a, b, c... just after the publishing year. It is important to point out that the same rules are to be applied in the text as well as in the reference list.

Examples:

In the reference list:

Jones 1999a, Forming hypotheses, University of Western Sydney, Penrith.

Jones 1999b, Assessing hypotheses, University of Western Sydney, Penrith.

Jones 2008, Developing hypotheses, University of Western Sydney, Penrith.

If there are more publications of the same author in the reference list, they are marked according to the publishing year.

In the text:

Jones (1999a) stated...

Jones (1999b) stated...

Jones (2008) stated...

Note 6

Authors with the same last names should be mentioned in the text by their name initials.

Example:

J. Brown (1997) and C. Brown (1997).

Note 7

If there is a publication (work) that belongs to more than one author (up to three authors), all the authors are to be mentioned in the text, as well as in the reference list. We point out that only the name initials of the authors are to be marked in the reference list. However, if there are four to six authors, last names of all the authors and their name initials should be given in the reference list, by the order in which they appear in the original. In the text there should be given only the name of the main author, while the others are marked with abbreviations “et al.”. If the source is written by more than seven authors, the same rules as in the previous case are applied for the text. This time, however, only the first six authors should be mentioned in the reference list, while the others are marked with “et al.”. If the text has no specific authors (such are dictionaries, or some encyclopaedias which are not listed by name) only the title of the text is to be given. Such a case, if the work has a longer title, it should be written in full only when first mentioned, while every following time it may be written in the abbreviated form.

Examples:

In the reference list (two to three authors):

Schneider, Z., Whitehead, D. & Elliott, D. (2007), *Nursing and Midwifery Research: Methods and Appraisal for EvidenceBased Practice*, 3rd ed., Elsevier Australia Marrickville, NSW.

In the reference list (four to six authors):

Belenky, M., Clinchy, B., Goldberger, N. & Tarule, J. (1986), *Women’s Ways of Knowing*, Basic, New York.

In the reference list (more than seven authors):

Davis, M., Charles, L., Curry, M. J., Shanti, P., Prasad, S., Hewings, A. et al. (2003), *Challenging Spatial Norms*, Rutledge, London.

In the reference list (with no author):

Guide to Agricultural Meteorological Practices (1981), 2nd ed., Secretariat of the World Meteorological Organization, Geneva.

In the text (two to three authors):

Schneider, Whitehead and Elliot (2007) showed that...

Or

... is demonstrated (Schneider, Whitehead & Elliot 2007).

In the text (four to six authors):

Belenky et al. (1986) explains that knowing is...

Or

... and therefore knowingness can be... (Belenky et al. 1986).

In the text (more than seven authors):

Davis et al. (2003) found...

Or

This has indicated... (Davis et al. 2003).

In the text (with no author):

Guide to Agricultural Meteorological Practices (1981) provides...

Or

This can be shown by... (*Guide to Agricultural Meteorological Practices* 1981).

Also:

In the *Little Encyclopedia of Education* (1968) we find...

Or

...he was a national hero (*Little Encyclopedia of Education* 1968).

Note 8

When the translation of the original is used, the name of the translator should be given in the reference list, while in the text it need not be mentioned.

Example:

In the reference list:

Mantran, R. (ed.) 2002, *Istorija Osmanskog carstva*, translated from French by Miljkovic Bojanic, E., Clio, Belgrade.

In the text:

Mantran (ed. 2002) states that...

Or

...has the right to freedom of movement (ed. Mantran 2002: 150).

Note 9

If a certain article from an electronic database is quoted, this information should be referred to solely in the reference list. This should be done simply by giving the date of joining the electronic database after the usual quotation style.

Examples:

In the reference list:

Pickard, H. (2013), "Irrational blame", in *Analysis* 73 (4): 613–626, joined on November 15th 2013, <http://analysis.oxfordjournals.org/content/73/4/613.full>.

In the text:

According to Hanna Pickard (2013: 620) ...

Or

... (Pickard 2013: 620)

We point out that the same rule is to be applied for the newspaper articles from electronic databases.