Author guidelines

Journal information and editorial policy

The Journal of the Institute of Criminological and Sociological Research publishes papers in both Serbian and English across various fields of social sciences, including criminology, sociology, psychology, penological andragogy, victimology, social pathology, and special education. It is dedicated to theoretical-conceptual, empirical, and comparative studies of diverse, primarily current, social phenomena and issues.

The journal publishes both scientific and professional papers.

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Papers classified as scientific must have two positive reviews.

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The journal exclusively publishes works that have not been previously published, except in the form of an abstract, lecture, full text of a yet unpublished work (preprint), doctoral dissertation, or master's thesis, nor are they under consideration for publication elsewhere.

All submitted papers are checked for plagiarism and self-plagiarism before being sent for review. Papers that are accepted for publication are published in the order determined by the Editor(s).

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In accordance with the ICMJE guidelines and World Association of Medical Editors (WAME) recommendations on chat bots, ChatGPT and scholarly manuscripts, the Journal of the Institute of Criminological and Sociological Research supports the following recommendations: 1) AI tools cannot be listed as authors or co-authors; 2) authors must clearly indicate the use of tools based on large language models and generative AI in the manuscript (which tool was used and for what purpose); 3) authors are responsible for the entire content of the manuscript, its accuracy, integrity, and the absence of plagiarism, including those parts, statements, and materials generated by AI tools; and 4) the editorial board reserves the right to verify the authenticity of the work.

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Manuscripts should be submitted via email (sekretarredakcijeiksi@gmail.com).

By submitting a manuscript, authors guarantee that the manuscript has not been previously published, is not under consideration for publication elsewhere, all authors have reviewed the work before submission and have agreed to its publication in the *Journal of the Institute of Criminological and Sociological Research*, and that all and only those individuals who have significantly contributed to the manuscript are listed as authors. A signed *Author Statement* is an integral part of the submission.

Research involving human subjects, human material, or human data, must have been performed in accordance with the <u>Declaration of Helsinki</u>. For manuscripts using instruments and software, authors guarantee that they have the appropriate legal rights.

If the manuscript contains previously published illustrations (images, graphs, etc.), authors are required to provide permission for their publication from the copyright owner.

Authors are required to disclose in the manuscript whether they have any financial or other significant conflicts of interest that could affect their results or result interpretation.

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Reviewers are assigned by the Editor(s), either individually or based on recommendations from members of the editorial board. Reviewers receive a review form along with the manuscript for

The submitted manuscript and the reviews are assessed by the Editor(s), who makes one of the following decisions: 1) Accept submission; 2) Revisions required; 3) Resubmit for review; 4) Decline submission. In cases of contrasting reviews, the editor may seek additional explanations from reviewers or engage a third reviewer.

Upon completion of the review process, authors receive anonymous reviews and editorial comments. Authors are expected to submit a revised manuscript with clearly marked changes and a cover letter addressing reviewers' and the editor's comments within one month.

The final version of an accepted manuscript is sent to authors for their review and approval. Authors can only make minimal changes within three days. Manuscripts cannot be revised beyond this point.

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Title Page

In addition to the manuscript, a separate document containing the title page should be included. The title page should include: 1) the title of the paper (the same title as in the manuscript); 2) author information: name, middle initial, last name, year of birth, affiliation, and email address; 3) information about the corresponding author: name, affiliation, official mailing address, and email address; 4) a brief title of the paper (up to 50 characters including spaces).

It is recommended to provide an ORCID identifier for each author.

For papers resulting from research projects, the project's funding source, project name, and project number should be noted. For papers that have been previously presented at a scientific or professional conference, conference details should be provided. For papers that are part of a doctoral dissertation or master's thesis, relevant details about the dissertation or thesis should be included.

Manuscript Format

The manuscript should be written in Latin script using Microsoft Word, on A4-sized pages, with margins of 2.54 cm, Times New Roman font (12 points), and double-spaced. Pages should not be numbered.

The title of the paper is written with an initial capital letter, in bold and centered, in font size 14. A brief title (up to 50 characters without spaces) is written in uppercase in the header. First-level headings (section titles) are written with an initial capital letter, in bold, centered, and in font size 12. Second-level headings are written with an initial capital letter, in bold, left-aligned. Third-level headings are written with an initial capital letter, in bold, indented, followed by a period, after which the text of the paper continues. Fourth-level headings are written with an initial capital letter, in bold, italics, indented, followed by a period, after which the text of the paper continues. Fifth-level headings are written in italics, indented, followed by a period, after which the text of the paper continues. Headings are not numbered.

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Original research articles and review papers should be up to 30,000 characters in length, excluding references, tables, graphs, and acknowledgments. The editorial board may approve the publication of longer articles when the scientific content requires it.

Short or preliminary communications, scientific critiques, debates or reviews, and professional papers should be up to 10,000 characters in length, excluding references, tables, graphs, and acknowledgments.

Informative contributions and presentations should be up to 5,000 characters in length.

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Manuscripts should be written clearly and in grammatically correct language. Manuscripts with numerous spelling and grammatical errors will not be accepted. The editorial board reserves the right to proofread and correct papers before publication, and proposed changes will be sent to authors for review and approval.

Title

The title of the paper should be concise and informative, relevant to the paper's topic, and include words suitable for searching and indexing. The title should be provided in both Serbian and English.

Abstract

An abstract of up to 250 words should be provided in both Serbian and English. The abstract should not contain references. It is recommended that the abstract for original research and review papers be structured with prominent section headings: Introduction, Objective, Methods, Results, and Conclusion. For other types of papers, an unstructured abstract is recommended, except for reviews, which do not require an abstract.

Keywords

With the abstract, three to eight keywords in Serbian and English should be provided. Keywords should be relevant to the topic of the paper, suitable for searching and indexing.

Keywords are listed below the abstract and are separated by a comma.

Keywords: one, two, three

Abbreviations

For each abbreviation used in the manuscript, the full name should be provided upon first mention.

General Data Protection Regulation (GDPR), Criminal Procedure Code (CPC), International Classification of Functioning, Disability, and Health for Children and Youth (ICF-CY), Measuring the Quality of Prison Life (MQPL) survey

Standard abbreviations should not be defined, e.g., df, SD.

Results and Statistics

Results should be presented clearly and concisely using tables or graphs, without duplication. Labels for applied statistical tests are written in italics (e.g., F, t, p), with the exception of Greek alphabet symbols (e.g., χ^2 , α).

Examples:
$$F(4, 87) = 20.53, p < .001, \text{ partial } \eta^2 = .49$$
 $\chi^2(3) = 13.73, p = .003, V = .10$ $r = -.34, p < .05$

Decimal numbers should be written with a period. Zeros should not be included when reporting statistics with an absolute value theoretically limited to the range 0–1 (e.g., r, p, α). Decimal numbers should be rounded to two decimal places, except for percentages, which should be rounded to one decimal place, and for results where data on differences at the third decimal place is important (e.g., p). Do not state p = .000.

Tables, Graphs, and Figures

Tables and graphs should be created in Word format or a Word-compatible format and labelled with Arabic numerals in the order they appear in the text, along with a clear title describing them. Tables, figures, and graphs should be self-explanatory without referring to the text. In the text, refer to them as follows: 'In Table 1...' and 'In Figure 1...'. An explanatory note, including abbreviations and asterisks denoting significance, should be placed below the table, graph, or figure.

The table, graph, or figure number and label should be written above them in bold, aligned to the left. The title of the table, graph, or figure should be written below its number and label, with an initial capital letter, in italics, and aligned to the left.

Tables should not contain vertical lines. Horizontal lines should be used at the top and bottom of the table and to separate the header from the other rows. All textual entries should begin with a capital letter. Titles in the header and all entries should be centred, except for entries in the far-left column, which should be left-aligned without a period at the end.

Graphs and figures should be legible in terms of size and resolution. The legend explaining symbols should be positioned within the boundaries of the graph or figure.

Table 1 Sample structure and comparison in relation to the gender and age of the participants

	СР		TD				
Variable	\overline{n}	%	n	%	$\chi^2 (df)$	p	φ
Gender							
Male	61	55.5	66	49.3			
Female	49	44.5	68	50.7	0.70(1)	.403	.06
Age							
7–12	48	43.6	73	54.5			
13-18	62	56.4	61	45.5	2.42(1)	.120	11

Note: CP – Group of children with cerebral palsy (n = 110); TD – group of children with typical development (n = 134).

Table 2 Pattern of Community Participation: Correlation of the Frequency of Individual Activities and Participants' Age

		Age ^a		
	Frequency of Community Activities	СР	TD	
1.	Outings (in the neighbourhood)	223 *	.001	
2.	Community Events	133	.088	
3.	Organized Physical Activities	.256 **	168	
4.	Unstructured Physical Activities	134	213 *	

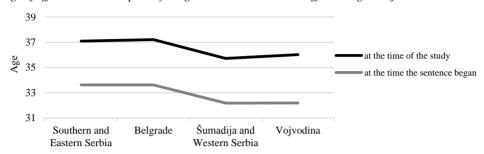
Note: CP - Group of children with cerebral palsy (n = 110); TD - group of children with typical development (n = 134).

^a Spearman's rank correlation values are given.

^{*} p < .05. ** p < .01.

Figure 1

Age of offenders with compulsory drug addiction treatment in different regions of Serbia



Acknowledgments / Funding

In the acknowledgments section at the end of the article, financial support, technical assistance, advice, etc. should be noted.

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Footnotes may only be used exceptionally, and that is to provide additional information or material protected by copyright. Information in footnotes should be concise and should not contain lengthy passages.

In-Text Citation Rules

Citing sources used in the text of the article and listing references should be in accordance with the current version of the *American Psychological Association Manual*, the APA 7 Manual.

In cases where a source with one or two authors is cited in the text, always include their last names and the year of publication.

Responsible policymaking is crucial for maintaining the stability of the quality of prison life (Liebling, 2008).

More attention should be paid to the education of individuals with visual impairments to increase their knowledge of sexual and reproductive health (Stekić, 2022).

The diversity of participation in recreational activities shows the most significant longitudinal decline (Imms & Adair, 2017).

Regarding the normative and strategic framework for the protection of children from violence in institutions in the Republic of Serbia and Bosnia and Herzegovina, their orientation is similar, with no major differences in content (Branković & Tanasijević, 2022).

When authors' surnames are used as part of the sentence, the year of publication is included as part of the sentence or placed in parentheses after the authors' surnames.

McKercher and Darcy (2018) proposed ...

In a study published in 2022, Stekić recommended ...

As Branković and Tanasijević (2022) concluded, the orientation of the normative and strategic frameworks...

Quoting and verbatim referencing of others' text should be indicated with quotation marks. After a short quoted passage outside quotation marks, a comma is placed after the publication year, followed by the abbreviation 'p.', or 'pp.' if the passage or passages span multiple pages of the original text. Consecutive page numbers are separated by a hyphen.

For older persons, prison is a "difficult place in which to be old" (Ginn, 2012, p. 2).

The personal construct theory provides "very little a priori knowledge about aggression" and is best suited "within the psychotherapeutic setting and other approaches dealing primarily with the individual level of analysis" (Drndarević, 2021, pp. 100–101).

Disability, therefore, involves dysfunction at one or more levels: impairment (at the level of the body and body parts), activity limitation (at the level of the whole person), and participation restriction (at the societal level; World Health Organization [WHO], 2002, pp. 10, 19).

A quoted passage containing 40 or more words should be presented in an indented 'block' form, without quotation marks. The citation in parentheses appears after the closing punctuation, i.e., the period that concludes the block. For any quote longer than 350 characters, the author must have written permission from the copyright owner, which should be attached.

Changes in participation over the life course, as well as differences in levels of participation between people or settings, are likely to occur as a result of complex transactions among the following: aspects of the individual that develop over time; the context or setting in which participation occurs, including the nature of the participation activities; and the overarching environment in which people live. (Imms et al., 2017, p. 22).

If quoting a source with three or more authors, only the last name of the first author is included, followed by 'et al.' within and outside parentheses.

Having social support is crucial as it facilitates engagement in activities (Smith et al., 2021).

Prescott et al. (2020) confirmed that ...

If two or more authors share the same last name, add the initial letter of their first name in front of each.

Scientific discussions on the topic of measuring participation and evaluating the work of healthcare services overlap (G. King et al., 2007; S. King et al., 1996).

If the first or sole author is an institution, provide the full name of the institution, or you may include the organization's name and introduce an abbreviation to be used in subsequent citations.

According to the report from the National Organization of Persons with Disabilities (2017) ...

Telehealth is "the use of telecommunications and virtual technology to deliver health care outside of traditional health-care facilities", as outlined by the World Health Organization (WHO, 2020, p. 4).

When citing multiple sources or references, their order is established alphabetically by the author's last name(s), and sources are separated by a semicolon. Multiple references with the same author's last name are cited chronologically by the year of publication, separated by commas, following this rule: (a) undated/"n.d." citations, (b) dated citations, and (c) "in press" citations.

Example: (Anaby et al., 2022; Canadian Institutes of Health Research, 2016; Ciccone, n.d., 2010; Dew & Boydell, 2017; Soper et al., 2019, 2020, 2021; Tanimu, 2010; Vujičić, 2023)

In cases where there are multiple references with (a) three or more authors, (b) the same first authors, and (c) the same publication years, the references are not listed in the usual agreed-upon format. Author lists in the citations are expanded to include the last names of a sufficient number of authors, except for the first author, to demonstrate differences among these references. If it's necessary to collectively cite multiple references with identical author lists and publication years, alphabetical labels ("a," "b," "c") are added next to the publication year, and the same labels are included in the reference list, following this rule: (a) undated/"n.d." citations, (b) dated citations, and (c) "in press" citations.

Ciccone (n.d.-a, 2023a, 2023b, in press-a) confirmed that ...

Studies on disability are both empirical (Imms, King, et al., 2017; Milićević & Klić, 2014a) and theoretical (Imms, Granlund, et al., 2017; Milićević & Klić, 2014b).

Citing a secondary source, or a work that is cited in a primary source but not consulted directly, should include the author's last name(s) and the year of the work cited in the primary source, followed by a comma, the phrase "as cited in" and the primary source. Only the primary source should be listed in the references.

The Prison Reform Trust (2016, as cited in Turner et al., 2018) presented a different approach.

Early studies showed that over 50% of adults with cerebral palsy were employed (Klapper & Birch, 1966, as cited in Murphy et al., 2000).

Levasseur et al. (2010, as cited in Piškur et al., 2014, str. 213) emphasize that ...

Personal communications, such as emails, personal interviews, private or unarchived letters, or telephone conversations, are only documented through citations, without inclusion in the reference list.

With written consent and approval from the author Jean Ann Summers (personal correspondence, January 26, 2014), we proceeded to ...

The study was intended to allow us to develop precisely this 'sense of practice' (Bottoms, personal communication, 2008)...

Rules for citing references in the reference list

All references cited in the paper should be written in Latin alphabet, following APA 7 standards, at the end of the paper, in the *Literature* section. Use the following setting: *Paragraph – Indentation – Hanging*.

Bibliographic entries are listed in alphabetical order according to the last name of the first author. In case of multiple works with the same last name of the first author, references are listed alphabetically by the first name or initials. If there are multiple bibliographic entries by the same author, the criterion is the publication year, listed in chronological order, from earlier publications to more recent ones, following the rule: (a) bibliographic entries with no date/"n.d.", (b) dated bibliographic entries, and (c) bibliographic entries "in press". In the case of co-authored works with the same first author, the co-authored works should be listed after the single-author works, according to the last name of the next author. If a bibliographic entry has no author, the name of the institution or the title of the work takes the first position. Prefixes such as certain or indefinite articles (e.g., a, the) are not considered when determining the order.

Example:

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American Psychiatric Association. (2013).
Axelsson, A. K. (2015).
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Constructive. (n.d.).
Crimes of specific and basic intent. (n.d.).
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WHOQOL Group. (1993).
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```

If a paper has up to 20 authors, list the names of all authors in the reference list. If the number of authors exceeds 20, list the first 19 followed by an ellipsis (...) and then the last author's name.

If the paper is part of a conference proceedings, follow the citation rules for chapters in monographs or contributions in thematic collections.

If a DOI number is available for a reference, it should be provided in link format.

Example: https://doi.org/10.47152/rkkp.58.3.1

Journal article models

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Data sets models

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