

Technical instructions for the authors

1. The article should be up to 20 pages-long with double space. The authors should use Times New Roman font size 12.

2. The first page should include: **the title of the paper, the name and surname of the author, abstract** (up to 150 words) and **4-5 keywords**.

2.1 Right after the surname of the author (on the first page) there should be a footnote with the name of the institution the author is employed at, the title of the author and E-mail address. In the event that the paper is written in collaboration with other authors, these data should be provided for each of the authors.

Example: Jovan JOVANOVIĆ*

2.2 The abstract should include a clearly stated subject, research goals and the main topics which will be covered in the paper.

3. Headings should be written in the following style:

1. The title of the chapter (Times New Roman, 12, Bold)

1.1. Subtitle 1 (Times New Roman, 12, Regular)

1.1.1. *Subtitle 2* (Times New Roman, 12, Italic)

Example: **1. Services Supporting Victims**

1.1. Categories of Users

1.1.1. *Women and Children*

4. Authors should use the **Harvard Citation Style**. The quotation should be followed by the reference in the brackets containing author's surname, the year of publication and the page number.

Example: (Stevanović, 2009: 152).

If there are two or three authors, the surnames should be divided with a comma (example: Knežić, Savić, 2012).

If there are more than three authors, there should be only first author's surname followed by the "et. al" (example: Hawley i dr., 2013).

If two authors have the same surname, name initials should also be included (example: I. Stevanović, Z. Stevanović, 2015).

When referencing a secondary source, the reference should include "according to" (example: Čopić according to Nikolić-Ristanović, 2011).

If a single reference contains several books or papers, they should be separated with a point comma. (example: Hannah-Moffat, 2005; Kemshall, 2002). In this case surnames of different authors should be in alphabetical order.

4.1. Footnotes should include only following comments, articles of laws and official gazettes.

4.2. Foreign names should be written with original spelling.

5. If the paper includes images or charts, they should also be referenced. For example (Chart 2).

Captions should be written above the images or charts.

Example: **Chart 1**. Gender structure of victimisation

6. It is obligatory to supply a list of references or bibliography at the end of the paper. It should include all the quoted references in the alphabetical order of surnames. If a DOI number is

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available, this information should be provided as a link (e.g. <https://doi.org/10.47152/127442> or <https://doi.org/10.47152/rkkp.58.3.1>). A bibliography unit should include:

For books: author's surname, the name initial, the year of publication in the brackets, the title of the book (in italics), the location of publishing, the name of the publisher.

Example: Milutinović, M. (1977) *Penology*. Belgrade: Savremena administracija.

For book chapters: author's surname, the name initial, year of publication in the brackets, the name of the chapter, in: editor's name initial, editor's surname, eds. (in the brackets), the book title (in italics), the location of the publication, the name of the publisher, first and last page of the chapter.

Example: Blagojević, M. (2013) Transnationalization and its Absence: The Balkan Semiperipheral Perspective on Masculinities. U: Hearn, J., Blagojević, M. & Harrison, K. (ur.) *Transnational Men: Beyond, Between and Within the Nations*. New York: Routledge, str. 261-295.

For articles in magazines: **author's surname, name initial, year of publication in the brackets, the name of the article (in italics), volume (in italics), the number of the magazine in the brackets and first and last page number.**

Example: Ivanović, M. (2015) Drugs, Art, Crime. *Journal of the Institute of Criminological and Sociological Research*, 34(4), pp. 193-202.

For documents downloaded from the internet: web page, date of access.

Example: <http://webzrs.stat.gov.rs/WebSite/Public/PageView.aspx?pKey=2>, accessed on 5.10.2012

The name of the author and the title of the article can be written before copy/pasting the web page. In this case before the web address there should be added: "available at:"

For laws: the source or publication where the law was published should be added after the name of the law.

Example: Law on Criminal Proceedings, Official Gazette RS, No.58/04.

For reports from scientific conferences: surname, name initial, year in the brackets, the title, the title of the conference (in italics), page number in the book of abstracts in the brackets, the location of publication, publisher.

Example: Petrušić, N, & Stevanović, I. (2011) Legal Protection of Children in Serbia. *First Annual Conference of the Victimology Society of Serbia – The Rights of Victims and EU* (pp. 87-102). Belgrade: Victimology Society of Serbia.

For newspaper articles: surname, name initial, year of publication and the date in the brackets, the title of the article, the name of the newspaper, page number.

Example: Jovanović, A. (2012, December 5th) Plagiarising Scientific Papers, Blic, p. 5.

The author can also reference a web edition of a newspaper and in this case the reference should include "available at" followed by the web address and the access date.

Additional remark: The list of references must not contain units which are not quoted in the paper and must contain all the units which are quotes including laws, reports and web pages (web pages should be under the section *Online Sources* within bibliography).