

FACTA UNIVERSITATIS SERIES LAW AND POLITICS, NIS (M53)

GUIDELINES FOR AUTHORS

Manuscript language, script and format

The submitted papers should be written in English (preferably) or another widely used foreign language (such as French or German). The contributions shall be submitted in a Microsoft Office Word format (as a doc. or file), paper size A4. In accordance with the respective foreign language standard, the contributions may be written either in Latin or in Cyrillic script. The entire material shall be paginated.

Length, font and font size

The submitted paper shall not exceed 16 pages (28 lines per page, 66 characters per line). Author(s) shall use font Times New Roman, font size 12, line spacing 1.5 and alignment: justify. The paper shall include an abstract (10–15 lines) followed by a list of up to 6 key words in the respective foreign language. Authors shall also submit an abstract and key words in Serbian (font size 11, single spacing). For in-text references, the authors shall use font size 10 (single spacing). The abstract and key words shall be formatted in Italic formatting style.

Paper structure

The title of the scientific paper shall be centrally aligned and printed in capital letters (Uppercase), Bold formatting style (font size 14). Subtitles shall be centrally aligned, printed in capital letters (font size 12) and enumerated in Arabic numerals. In case a subtitle comprises a number of subheadings, each subheading shall be enumerated in Arabic numerals as follows: 1.1. – in lowercase using regular formatting style (font size 12); 1.1.1. – in lowercase using Italic formatting style (font size 12), etc.

After specifying the full paper title, the author(s) shall include the full name/surname(s) and the academic title. In the footnote, the author(s) shall include the name of the institution of affiliation, the official title in the institution and an e-mail address. Author name, affiliation and complete address are to be placed underneath the title.

The body of the scientific research paper shall be preceded by an abstract (10–15 lines) followed by a list of up to 6 key words in the respective foreign language.

In case the submitted material has been published elsewhere, the content of the paper submitted for publication in this Journal may not exceed 40% of the material originally published elsewhere.

At the end of the submitted paper, the author(s) shall provide a complete list of References. The bibliographic entries shall be listed in alphabetical order and the referential sources shall be cited in the language of the original work, including the English translation of the original work in brackets (where necessary). Each reference shall contain the author's name, the source and the year of publication. Each in-text citation shall clearly refer to the relevant source listed in the References at the end of the paper.

After the list of References, the author(s) shall include an abstract and key words in Serbian. The abstract should be formatted as *Italic* formatting style (font size 11, *single* line spacing).

CITATION GUIDELINES

The citations should be included in the text, in line with the guidelines provided below. Footnotes shall be used only for additional explanation or commentary and for referring to the specific normative act, official journals, and court decisions.

In-text citations and reference entries shall fully comply with the list of bibliographic units in the References, provided at the end of the paper. Each in-text citation and reference entry shall be clearly cross-referenced in the list of bibliographic units and, vice versa, each bibliographic unit shall be entered in the text of the submitted paper.

Type of work	References	In-text citation
Book (a single author)	Goldstein, A., (1994). <i>The ecology of aggression</i> , Plenum Press, New York.	(Goldstein, 1994:80)
Book (a number of authors)	Konstantinovic-Vilic,S.,Nikolic-Ristanovic, V., Kostic, M., (2009). <i>Kriminologija (Criminology)</i> , Nis, Pelikan print.	First in-text citation: (Konstantinovic-Vilic, Nikolic-Ristanovic, Kostic, 2009: 35). A subsequent in-text citation: (Konstantinovic-Vilic, et all., 2009: 77)
Joint authorship (a group of authors)	<i>Oxford Essential World Atlas</i> (7th ed). (2012). Oxford, UK: Oxford University Press	(Oxford, 1996: 100)
An article or a chapter in a book with an editor	Kostic, M., Miric, F., (2009).Ustanove za izvršenje krivičnih sankcija-pozitivno zakonodavstvo i strana regulativa-stanje i perspektive,(Facilities for execution of criminal sanctions -positive legislation and international regulations, state and perspectives) / In Djukanovic, P. (ed), <i>Proceedings of penology /</i> . - Banja Luka, Penological organization of KPZ, 2009, Vol.1, No.1, pp. 10-32.	(Kostic, Miric, 2009: 295)
Journal article	Papageorgiou,V., Vostanis, P., (2000).Psychosocial	(Papageorgiou et all, 2000: 397)

	characteristics of Greek young offenders, <i>The Journal of Forensic Psychiatry</i> , Vol.11., No.2., 2000, pp.390-400	
Encyclopedia	(2009). <i>The Oxford International Encyclopedia of Legal History</i> . Oxford, UK: Oxford University Press	(Oxford, 2009:33)
Institution (as an author)	Statistical Office of the Republic of Serbia, Monthly statistical bulletin, No. 12 (2013)	(Statistical Office RS, 2013)
Legal documents and regulations	Execution of non-custodial sanctions and measures Act, Official Gazette RS, No. 55 (2014)	Footnote: Article 1. Execution of non-custodial sanctions and measures Act, Official Gazette RS, 55/2014
Court decisions	Case Ap.23037/04 <i>Matijasevic v. Serbia</i>	Footnote: Case Ap.23037/04 <i>Matijasevic v. Serbia</i>
Online sources	Ocobock, P., Beier, A.L., (2008). <i>History of Vagrancy and Homeless in Global Perspective</i> , Ohio University Press, Swallow Press, Retrieved 31 November, 2015, from http://www.ohioswallow.com/book/Cast+Out	In-text citation: (Ocobock, Beier, 2008)