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Social studies hereby invites submissions for the 2019 edition. The journal publishes social science articles in the form of research/review papers, public policy studies and book reviews. The Editorial Board will consider previously unpublished papers in Bosnian/Croatian/Serbian and English. Submitted papers are subject to a double-blind peer review. By submitting their manuscripts, authors warrant that the submission is their original work, that they have obtained the necessary permissions for the use of copyrighted material, and that it is not under consideration for publication elsewhere.

The deadline for submissions is 1 June 2019.

Submissions prepared in line with *Author Guidelines* should be sent electronically, in the Microsoft Word document format (DOC or DOCX), to the following email address: socijalne.studije@fpn.unsa.ba.

Sarajevo, 27 March 2019.

The Editorial Board

AUTHOR GUIDELINES

GENERAL GUIDELINES

a) For research/review papers

- Research papers usually contain about 6000 words, inclusive of any references, tables, captions and footnotes. The paper should be accompanied by an abstract in Bosnian/Croatian/Serbian and English, up to 120 words in length, and a list of keywords (maximum six).
- The research paper should contain the following elements, in the given order: 1) Title page; 2) Abstract; 3) Keywords; 4) Main text; 5) Acknowledgements (as required); 6) Literature; 7) Appendices (as required). All above elements should form a single document.
- The Title Page should contain: 1) Title of the paper; 2) Author's name; 3) Name of the author's institution, including email address; 4) Author's mailing address and contact numbers.

c) For public policy studies

- Public policy studies usually contain between 3000 and 4000 words, and include: 1) Title page; 2) Main text; 3) Acknowledgements (as required); 4) Literature; 5) Appendices (as required). Text preparation guidelines listed under a) also apply here.

b) For a book review

- Book reviews usually contain up to 2000 words. Book reviews should contain the following elements: 1) Title page; 2) Main text; 3) Acknowledgements (as required); 4) Literature. Text preparation guidelines listed under a) also apply here.

FORMATTING AND DESIGN

The text of the submission should be formatted as follows:

- Title: Times New Roman font, font size 14, bold, left alignment.
- Authors: AUTHOR and CO-AUTHOR (full name: JOHN SMITH, Times New Roman font, font size 12, capital letters, left alignment)

- Institution: name of the institution, country (under the author's name; please pay attention to proper capitalisation, Times New Roman font, size 12, italic, left alignment).
- Abstract: ABSTRACT: followed by lower case text (without indent, Times New Roman font, size 10, justified alignment).
- Keywords: Keyword; Next keyword (without indent, Times New Roman font, size 10, justified alignment).
- Contact address: Email: aaaa@bbb.cc (included in a footnote on page 1, formatted as a footnote).
- Headings: Main Heading: bold; Sub-Heading: italic; Lower-level headings: italic (in English) (Times New Roman font, size 12, left alignment). Sections should not be numbered.
- Paragraphs: indented.
- Body text: Times New Roman font, size 12, justified alignment.
- Footnotes: Times New Roman font, size 10, justified alignment.
- Tables: Table 1: Only the first letter of the title should be capitalised (Times New Roman font, size 12, centred above the table); Note. (Times New Roman font, size 10, italic, left-aligned under the table). All tables should be numbered in the order of appearance in the text (Table 1, Table 2)
- Figures: authors should submit figures in the highest quality format available. Appropriate resolutions are: 600 dpi for black and white and 300 dpi for figures in colour, in one of the following formats: TIFF (tagged image file format), PostScript or EPS (encapsulated PostScript) or JPEG (high resolution). The name of the file containing the figure should match the number of that figure (Figure 1, Figure 2): Figure 1: Only the first letter of the title should be capitalised (Times New Roman font, size 12, centred above the table); Note. (Times New Roman font, size 10, italic, left-aligned under the table); (Figure 1) mentioned in the text.
- Pictures: pictures should be numbered in the order of appearance in the text (Picture 1, Picture 2).
- Equations: centre alignment; Equation (1) for in-text references.
- Citations and quotation marks: double quotation marks, single within the quotation.
- Numbers, units of measurement and dates: from one to ten in words, then 10, 1000, 10000; 2 January 2015; 21st century; the 90's.
- Line spacing in the submission (including Literature and footnotes) should be set to 1.5.

CITATIONS

Social studies uses the ASA (American Sociological Association) style of reference citation. For more information please see: American Sociological Association Style Guide, fifth edition (2014) (<http://www.asanet.org/asa-style-guide-5th-edition>). Use of footnotes should be reduced to a minimum, while endnotes are not allowed at all.

- Use the author-date method, e.g. (Jones 2000); (Jones, 2000: 11); (Jones states in the text (2000: 11); Two authors: (Jones and Turner 2000: 11); Multiple references should be in alphabetical order: (Jones 2000; Wright, 2002); If the paper was published by an organisation or governmental institution: (European Union 2000).
- If the author had two or more publications in the same year, indicate a, b, c after the year: (Jones 2000a, 2000b).
- Please do not use footnotes and endnotes to cite in-text references. Use of footnotes should be reduced to a minimum, while endnotes are not allowed at all.

LITERATURE

The Literature section should list all bibliographical units referred to in the text, in alphabetical order. Bibliographical units by the same author should be listed in chronological order, from the oldest to the most recent. Below are some examples how to cite literature from frequently used sources, with a recommendation to consult the above-mentioned ASA guide (<http://www.asanet.org/asa-style-guide-5th-edition>)

- Book, one author: Last Name, First Name. Year of publication. *Title*. Place: Publisher. (Welch, Katlee E. 1999. *Electric Rhetoric: Classical Rhetoric, Oralism and a New Literacy*. Cambridge, MA: MIT Press)
- Book, multiple authors: Last Name, First Name of the first author and Last Name, First Name of the second author. Year of publication. *Title*. Place: Publisher. (Lunsford, Andrea and Lisa Ede. 1990. *Singular texts/Plural Authors: Perspectives on Collaborative Writing*. Carbondale: Souther Illinois University Press)
- Ebook: Author's Last Name, First Name. Year of publication. *Title*. Place: Publisher. Accessed month, day, year (URL) (Welch, Katlee E. 1999. *Electric Rhetoric: Classical Rhetoric, Oralism and a New Literacy*. Cambridge, MA: MIT Press. Accessed October 21, 2004 (<http://www.netlibrary.com>))

- Chapter in a book/proceedings: Author's Last Name, First Name. Year of publication. "Title of the chapter/paper", pages (Pp.) in Title, editor's First Name, Last Name (ed). Place: Publisher (Wells, Ida B. 1995. "Lynch in All Its Phases." Pp. 80-99 in *With Pen and Voice: A Critical Antology of Nineteen-Century Africam-American Women*, S. W. Logan (ed). Carbondale: Souther Illinois University Press)
- Journal: Single author: author's last name, first name Year of publication. "Title". Journal name Vol: pages (Haraway, Donna J. 1994. "A Game of Cat's Cradle: Science Studies, Feminist Theory, Cultural Studies." *Configurations* 2 (1): 59-71.

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