

INSTRUCTIONS FOR AUTHORS

Papers should be written in standard format A4 (1.5-spaced in Times New Roman, size 12). Notes and footnotes should be at the bottom of the page rather than at the end of the text and written without the spacing (i.e. the spacing is 1). Work should not exceed more than 15 pages of text. Papers should be proofread by author.

The manuscript should contain the following parts:

Title page: name and surname, institution where the author works, address, e-mail address, title, subtitle, the author's proposal on the category of work (original scientific work, a preliminary statement, review article, professional article, book review).

First page and further: title; (subtitle); summary in the same language with the paper; key words in the language of the paper; main text; conclusion at the end of the text in the same language; title, abstract and keywords in English; list of cited sources and literature.

The paper, if appropriate, should be classified on the individual chapters and sections, in order to integrity and transparency. The title should be written in uppercase and chapters and sections in small bold letters. The font size of the title is 14, and of the other chapters and sections 12.

Data sources in the work consist of author's surname, year of publication and page number. Sometimes the number of pages can be omitted, if it is irrelevant. All data sources should be in parentheses, for example (Bourdieu 1992) or (Bourdieu 1992: 158). If the surname is integrated part of the text, then it should be written in the following way: ... Bourdieu (1992: 158). Short quotations (up to four lines) should be set out within the quotation marks, and if it comes to quote longer than four lines, then it should be formed as a separate section, separated by a line from the rest of the text, indented and in italics, without quotation marks, in order to visibility. Footnotes should be left for subsequent additional information, not for bibliographic purposes.

List of sources and literature should be written on a new page, alphabetically, each unit in the new line. name of the author can be given with full form or with initial – it is important to be consistent. If in one year more works by the same author are published, then the small letters (a, b, c...) should be written right after the year, for example (2001, 2001a). If the quote is from a journal, or there is more than one author, then a specific principle of citations are used for bibliographic data. Titles of books and magazines are written in italics and cited journal articles are written in quotation marks, for example:

Bourdieu, Pierre (1992): *Što znači govoriti*, Biblioteka Psiha, Zagreb.

Beaugrande, R. de, Dressler, W. (1981): *Introduction to Text Linguistics*, Longman, London.

Šator, Muhamed (2004): “Transmutacija srednjovjekovnog jezika u Kamenom spavaču”, *Književni jezik*, 22/1–2, 110–122.

For other details, consult the EASE Guide for Authors and Translators, available at www.ease.org.uk/publications/author-guidelines. The use of this guide increases the chances for accepting text.

CODE OF ETHICS

Our Publication Ethics Statement is based on the Best Practice Guidelines for Journal Editors³ and the position statements developed by the Committee on Publication Ethics (COPE) at the 2nd World Conference on Research Integrity, Singapore 2010⁴.

Publication decisions

The editor and editorial board are responsible for deciding which of the articles submitted to the journal should be published. They may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism. The editor and editorial board should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards, and always be willing to publish corrections, clarifications, retractions, and apologies when needed.

Fair play

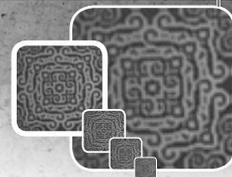
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Confidentiality

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

³ For further details, please visit the following link http://publicationethics.org/files/u2/Best_Practice.pdf

⁴ For further details, please visit the following link http://publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf



Disclosure and conflicts of interest

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Promptness

Any selected referee who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor and excuse himself from the review process.

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Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor.

Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.

Acknowledgement of sources

Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.

Disclosure and conflict of interest

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uscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

Duties of authors

Reporting standards

Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

Originality and plagiarism

The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others that this has been appropriately cited or quoted.

Multiple, redundant or concurrent publication

An author should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.

Acknowledgement of sources

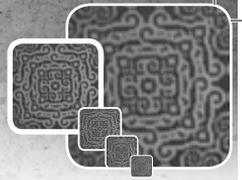
Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

Authorship of the paper

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.

Disclosure and conflicts of interest

All authors should disclose in their manuscript any substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. The policy of the Journal *Književni jezik* is to ensure the balance, independence, impartiality and scientific precision of its articles. We expect all authors to disclose any real or apparent conflict(s) of interest to readers that may directly relate to the



subject matter of their article. This policy is not intended to prevent authors from publishing who may have a potential conflict of interest. The intention is merely for any potential conflict to be openly identified so that readers may judge the article for themselves given full disclosure of the facts. It is for the readers to determine whether the authors' outside interests may have led to a possible bias in the presentation of the conclusions presented.

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