



## INSTRUCTIONS FOR AUTHORS

Papers should be submitted in MS-Word using a .doc or .docx file format by e-mail to e-mail: [dvps@fkz.hr](mailto:dvps@fkz.hr). Papers should be sent in Croatian or English language.

### **Technical characteristics of papers for Presentation at the Conference and publication in the Conference Proceedings**

The preferred length of the articles (including the Abstract, Key words, Introduction, Chapters, Notes, Discussion and Conclusion(s), References, Graphs, Tables and Figures) is up to 10000 words. The title page of the paper should include the name(s) of the author(s), name and address of the institution they represent and the e-mail address.

The texts need to be written in Times New Roman font, size 12, line spacing 1.5, aligned to both sides, written from the beginning of the line, (no indentation of the first line of a paragraph), with margins of 2.5. *Italic* text should be used to highlight an important word or phrase. The titles of the chapters (from Introduction to Conclusion) should be marked with Arabic numerals.

Tables and figures should have the number, name and data source.

The paper should include:

- Title
- Abstract - not exceeding 250 words, single spaced 12-point Times New Roman font
- Key words - must reflect the essence of the content of the paper, up to 6 key words
- Introduction - it determines the problem and the main hypothesis of the paper, a brief review of research about a given topic or problem with a focus on the most important articles in this field
- The main part of the paper - divided into several chapters that discuss the topic of the paper
- Conclusion - observations on the initial hypothesis, explains the key findings in the paper, the authors can address the limitations of the research, provide guidance for new research and make recommendations for improving the system or a process about the subject of the paper
- Reference list - should contain only those sources used in the text



### References in the text

Quoted or paraphrased parts of the text are cited in the text, not in the footnotes. The source is put in parentheses and contains the last name of the author(s), year of publication, e.g. (Author, year of publication), and in case of direct citation, the page number (Author, year, page). In articles with up to three authors all three last names should be written. References in articles with four or more authors should use 'et al.' For additional comments, footnotes are to be used. Articles that are available online should include the Internet source and date of download.

The reference list includes all sources and complete information about the articles cited in the text listed in the alphabetical order according to the last names of the authors and in chronological order for articles from the same author(s).

### The style for the references:

- **Book**

Jewkes, Y. (2011). *Media and crime*. London: Sage.

- **Book chapter**

Mawby, R. I. (2003). Models of policing. In: Newburn, T. (Ed.) *Handbook of policing. Cullompton*, Devon: Willan Publishing, 15-40.

- **Article in journal**

Reisig, M. D., Chandek, M. S. (2001). The effects of expectancy disconfirmation on outcome satisfaction in police-citizen encounters. *Policing: An International Journal of Police Strategies and Management*, 24 (1): 88-99.

- **Web reference**

ESB – European Sourcebook of crime and Criminal Justice Statistics, <http://www3.unil.ch/wpmu/europeansourcebook/> (November 11, 2014.)

- **Legal citations in footnote**

Criminal Procedure Act, 'Official Gazette', No. 62/2003. Article 28

- **Reference list**

Criminal Procedure Act, 'Official Gazette', No. 62/2003