

NBP
JOURNAL OF CRIMINALISTICS AND LAW

GUIDELINES FOR AUTHORS

The *NBP – Journal of Criminalistics and Law* publishes only original and unpublished papers written in English. Manuscripts should not exceed 30.000 characters with spaces. Note that the limitation includes the Abstract but not References and Acknowledgements. The journal is published in electronic format, three times a year.

The journal uses a registration system SCIndeks Assistant online (Electronic Journal Editing) for all users involved in the editorial and publishing process: authors, editors and reviewers. If you already have an account in the system, go directly to Log in. As a new user, please register at: <http://aseestant.ceon.rs/index.php/nabepo/login>. Registration instructions can also be found at: www.nbp.kpu.edu.rs. Upon completing the registration process, the user is taken directly to *User Home*. Selecting the role of “Author” will take users to the manuscript submissions page. After submitting the manuscript, authors are also required to submit a signed Author’s Statement within the system.

When preparing the manuscript for the journal, it is necessary to follow the rules given below.

1. TECHNICAL INSTRUCTIONS

- ✓ The Manuscript should be prepared using Microsoft Word text processor, font *Times New Roman*, 12 pt. normal, single spaced with one extra spacing above and below the subtitles and between paragraphs, and with no tab to indent the first line of a paragraph.
- ✓ The Manuscript should contain the following: **Name(s) and surname(s)** of the (co)author(s) without title, followed by **affiliation(s)**, the **Title** of the paper, **Abstract** of up to 150 words, **Keywords** (4–6 words), the **Main body**, **Conclusion(s)** (up to one page) and **References**.
- ✓ Subject, objectives and structure of the Manuscript should be clearly mentioned in **Introduction**.
- ✓ **The Title** of the Manuscript should be in CAPITAL LETTERS, centered, 14 pt.
- ✓ **Name(s) and surname(s)** of the (co)author(s) should be centered, 12 pt. If there are several authors, they should be listed one below another.
- ✓ **Affiliation(s)** should be centered and italicized, 12 pt.
- ✓ The name and the e-mail address of the Corresponding Author should be given in a footnote.
- ✓ **Abstract** and **Keywords** should be justified, 11 pt.
- ✓ The main text should be justified, 12 pt.
- ✓ Section headings should be written in CAPITAL LETTERS, without numbering, but centered, while subsection headings (at least two) should be written in lower case without numbering, in italic and centered.
- ✓ **Captions for figures and graphs** should be italicized and centered below the figures, 11 pt.;
- ✓ **Captions for tables** should be italicized and centered above the tables, 11 pt.
- ✓ Each table, graph and figure should have the associated number in the caption (for example: *Table 1*, *Figure 3*). It is highly recommended to use TIF or JPG original file formats with 300 dpi, or CDR or EPS vector format.

- ✓ **The Figures** may include a few words needed to clearly understand their content (for example, units of measurement with their dimensions, a brief explanation of curves, etc.). The rest should be given in the caption.
- ✓ **Equations** should be written in *MathType* equation editor at the beginning of the line. At the right end of the line in which the equation is written, the number of the equation should be indicated in round brackets, starting from 1.
- ✓ References in **the Reference List** should be given without numbering and listed in alphabetical order by author's last name, with justified alignment, and each reference should be formatted without a hanging indent, 12 pt. The reference list should include books, journal articles, documents, legal sources, magazines, web and other sources. For electronic sources, break long URL's after a slash or before a period. Use of the DOI is highly recommended for articles.
- ✓ Always use internationally accepted signs and symbols for units (SI units).

2. CITATION RULES

Use only the APA style (*Publication Manual of the American Psychological Association, 7th Edition*) for citations. Authors should be cited in-text without using footnotes to reference. Therefore, please respect rules given in the following text.

2.1. In-text citation

- ✓ If directly quoting a section from a book, article or PhD thesis, you will need to include the author's last name, the year of publication, and the page number (Petrović, 2016: 38), but if paraphrasing or summarizing a text, the page number is not required (Petrović, 2016).
- ✓ If quoting two authors, their last names and the year of publication should be given in brackets (Grellier & Goerke, 2006) or you can write: According to Grellier and Goerke (2006); Grellier and Goerke (2006) commented...
- ✓ If quoting three or more authors, use only the first author's last name, the Latin phrase *et al.*, and the year of publication (Rachal *et al.*, 2007).
- ✓ If quoting six or more authors, use only the first author's last name, the Latin phrase *et al.*, and the year of publication (Papaharalabos *et al.*, 2007).
- ✓ To cite two or more works (books or papers) by the same author, published the same year, use lowercase letters (a, b, c, etc.) added after the year, and the page number (Lazarević, 2000b: 67).
- ✓ Multiple works by different authors in the same citation should be given chronologically according to their year of publication, and set off from one another with semi-colons (Petrović, 2013; Mirković, 2017).
- ✓ In-text citation of secondary sources: (Vuković, cited in Krstić, 2004: 110).
- ✓ In-text citation of legal documents: (Zakon o izvršnom postupku, *Službeni glasnik Republike Srbije*, 2004).
- ✓ For multiple in-text citation of the same legal document, use the name of a law and its abbreviation in the first in-text citation: (Zakon o izvršnom postupku – ZIP, *Službeni glasnik Republike Srbije*, 125/04), and for the subsequent in-text citation, use only its abbreviation (ZIP, *Službeni glasnik RS*, 125/04).
- ✓ The basic in-text citation elements of a newspaper article are the title of periodical and publication date: (Večernje novosti (2017, October 7)).
- ✓ Latin and foreign terms and abbreviations, and internet addresses need to be italicized.

2.2. Reference list

- ✓ **Book:** Author's last name, First initial. Middle initial. (Year of publication). *Title of the book*. City: Publisher.
Ignjatović, Đ. (1998). *Kriminologija*. Beograd: Nomos.
- ✓ **Chapter in an edited book:** Author's last name, First initial. Middle initial. (Year of publication). Title of the article. In editor's name (Ed.), *Title of the book* (pages of the article). City: Publisher.
Emerson, L. & Manalo, E. (2007). Essays. In L. Emerson (Ed.), *Writing guidelines for education students* (2nd ed., pp. 42–49). South Melbourne, Australia: Thomson.
- ✓ **Periodical – Journal paginated by issue:** Author's last name, First initial. Middle initial. (Year of publication). Title of the article. *Title of Periodical, Volume*(Issue), pages of the article.
Mirković, V. (2017). Sudska kontrola specijalnih istražnih mera službi bezbednosti u Republici Srbiji. *NBP: Žurnal za kriminalistiku i pravo*, 22(3), 89–106.
- ✓ **Periodical – Journal paginated by volume:** Author's last name, First initial. Middle initial. (Year of publication). Title of the article. *Title of Periodical, Volume*, pages of the article.
Strobl, R., Klemm, J. & Wurtz, S. (2005). Preventing Hate Crime: Experiences from two East-German Towns. *British Journal of Criminology*, 45, 634–646.
- ✓ **PhD thesis:** Author's last name, First initial. Middle initial. (Year of publication). *Title of the PhD thesis* (PhD thesis). City: University.
Lipovac, M. (2016). *Nacionalna bezbednost Republike Srbije u regionalnom bezbednosnom potkompleksu Zapadni Balkan* (PhD thesis). Beograd: Fakultet bezbednosti Univerziteta.
- ✓ **Internet sources:** Authority (Year of publication). *Title of the cited text*. Retrieved (Retrieval date), from URL.
Republički zavod za statistiku Republike Srpske (2009). *Statistički godišnjak Republike Srpske*. Retrieved March 2, 2010, from <http://www.rzs.rs.ba/Izdanja/Godisnjak/2009.pdf>.
- ✓ **Legal act:** The title of the act (ABBREVIATION), followed by the article (Art.) and paragraph (Para.), *Title of the publication*, number and year of publication.
Zakon o izvršnom postupku (ZIP), Art. 5, Para. 2, *Službeni glasnik Republike Srbije*, 125/2004.
- ✓ **Court decision:** Citation of a court decision should be as precise as possible (the name and number of the decision, the date the decision took place, and possibly the title of the publication in which the decision was published).
- ✓ **Conference paper:** Author's last name, First initial. Middle initial. (Year of publication). Title of the paper. *Title of Conference proceedings* (pages of the paper). City: Publisher.
Stanić, L. M. (2018). Artificial intelligence: A challenge for criminal law. In D. Simović (Ed.), *International scientific conference "Archibald Reiss Days"*, (Vol. 1, pp. 158–168). Belgrade: Academy of Criminalistic and Police Studies.

- ✓ **Articles in Periodicals – Magazines:** Author's last name, First initial. Middle initial. (Year, date of publication). Title of the article. *Title of Periodical*, pages of the article or the date it was retrieved from (the Internet site address)

Davidov-Kesar, D. (2019, 3. februar). Duvan svake godine odnese 15.000 života u Srbiji. Politika. Retrieved February 5, 2019, from <http://www.politika.rs/scc/clanak/421887/Duvan-svake-govine-odnese-15-000-zivota-u-Srbiji>.

***The Editorial Team reserve the right to return Manuscripts
that are not written in accordance with these instructions.***