

## **TEMIDA – a journal on victimization, human rights and gender**

### **TECHNICAL INSTRUCTIONS FOR AUTHORS OF ARTICLES AND REVIEWS**

The journal *Temida* is an academic journal on victimization, human rights and gender.

*Temida* publishes original, previously unpublished articles: original scientific articles, review articles, professional articles, conference, book and project reviews **that have not been published before, nor are, in whole or in parts, under consideration for publication in another journal.**

The journal publishes scientific and professional articles and reviews of domestic and foreign authors devoted to problems of victims of crime, war, human rights' violation and other forms of suffering (particularly focusing on problems of women, children, minorities, disabled persons and other categories of vulnerable victims), fear of crime, violation of human rights in prison and during criminal procedure, prevention of victimization, etc. Special emphasis is on all forms of gender-based violence, as well as on other aspects of gender equality. Every issue is thematic, but the journal publishes articles not specifically dedicated to specified themes as well.

*Temida* publishes articles in **Serbian and English**, with summaries in Serbian and English.

*Temida* is a **peer-reviewed journal**, which uses **double-blind (anonymous) review**.

Once the manuscript is accepted for publication, **the authors shall transfer the copyright to the publisher.**

**We would kindly ask you to prepare your manuscript in accordance with the technical instructions for authors presented in this document.**

Manuscripts should be submitted electronically to [vdsrbija@gmail.com](mailto:vdsrbija@gmail.com) or [temida.vds@gmail.com](mailto:temida.vds@gmail.com).

The manuscript should be accompanied by the signed **Authors' statement**, confirming that the authors have reviewed and complied with the relevant Instructions for authors and the authors' responsibilities defined in the **Editorial Policy of the journal *Temida*** (available at <https://vds.rs/en/editorial-policy/>). The Author's statement can be downloaded from <https://vds.rs/en/guidelines-for-authors/>. The author's statement should be submitted either electronically (scanned version) or by post (original version) to the editorial address.

Submitted manuscripts will not be returned. Manuscripts which do not comply with the technical guidelines and criteria of the journal related to the topic, structure and the rules of quoting, will not be taken into consideration nor sent for review.

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#### **Technical instructions for authors of articles**

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1. The manuscript should be prepared by Microsoft Word document and word processing software, using **Times New Roman, Latin script, font 12, in Serbian or English.**
2. **Length of the manuscript:** Manuscripts should not exceed **20 pages** typed in double line spacing.
3. **The first page** should contain the following:
  - 3.1. **The title of the paper.** The title should clearly point to the subject of the paper.

- 3.2. **Author's name and surname.** After the author's surname put the footnote that should contain the academic title, the name of the institution where the author works, the country and an e-mail. In the case of co-authored papers, please specify data for each co-author separately.

Example: Petar PETROVIĆ\*

- 3.3. **Abstract (summary).** The abstract should not exceed **150 words**. It presents a short and clear overview of the subject of the paper. It must clearly state the problem and the aim of the paper, as well as the main topics that will be covered in the article and the main conclusions.
- 3.4. **Keywords.** After the abstract, please provide 4 to 5 keywords. Please use keywords that could be easily used for indexing and searching articles (e.g. referring to the list of keywords on the Web of Science).
4. **Structure of the manuscript:** The text of the manuscript should contain the following sections:
- 4.1. For manuscripts that predominantly present empirical research results: introduction, research methodology, results and discussion, and conclusion.
- 4.2. For predominantly theoretical manuscripts: introduction, the main part of the manuscript structured in at least two sub-chapters, and conclusion.
5. In the introduction you should clearly state the problem, subject and aim of the article, as well as the structure of the article.
6. **Subheadings** should be written in the following way:  
**Paragraph heading** (Times New Roman, 12, Bold)  
*Sub-Heading 1* (Times New Roman, 12, Italic)  
*Sub-Heading 2* (alphabet letter in the bracket, Times New Roman, 12, Regular)

Example: **Victim support services**

*Categories of the users*

a) Women and children

It is highly recommended not to use subheadings below the third level.

7. **Acknowledgments:** If any, acknowledgements should be given in a footnote after the title of the article or in the Acknowledgments section, after the text of the manuscript and before the list of references.
8. If the article was previously orally presented at the scientific meeting (under the same or similar title) this should be stated in a footnote at the first page of the article, after the title.
9. Please use the **Harvard referencing system**. At the end of the citation, you should open a bracket and give the author's surname, the year of publication and the page number.

Example: (Christie, 2005: 28).

When there are two or three authors they should be separated with a comma (e.g., Boom, Kuijpers, 2012).

When there are three and more than three authors, after the surname of the first author add "et al." (e.g., Shapland et al., 2009).

In case two authors share the same surname, add the first letter of their first name (e.g., H. Jones, R. Jones, 2003).

When a secondary source is cited, add "according to" (e.g., Čopić according to Nikolić-Ristanović, 2011).

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\* Dr Petar Petrović is a Docent at the Faculty... in Belgrade. E-mail: petar@example.

If there are multiple papers of different authors in the same bracket, they should be separated with a semicolon (e.g., Dokmanović, 2011; Nikolić-Ristanović, 2012). In that case, the papers should be mentioned chronologically according to the year of publishing.

10. **Footnotes:** Footnotes should contain only brief accompanying comments, law articles and Official Gazzetta.

11. **Foreign names should be written originally.**

12. **Tables, graphs and pictures (photos):**

12.1. Tables should be prepared in Word, and graphs in Excel. Tables and graphs should be clear, as simple as possible and easy to explore. The titles of the tables should be written above the tables (Example: Table 1. Structure of victimization by gender), and the titles of the graphs below the graphs. Please make a reference to certain Tables and/or Graphs in the text (Example: (Table 2) or Graph 1...).

12.2. Pictures (photos) must be prepared for black-and-white printing. Titles of the pictures (photos) should be written below the picture (photo).

13. **Enclose the list of references (literature) at the end of the manuscript.** Please, list all the references in alphabetical order, according to the first author's surname. **In the reference list, there must not be bibliographic items that are not mentioned in the text**, while there should be all items that are mentioned in the text, including laws, reports and web pages (which go into a separate section called Internet sources within the References). A list of references should contain the following:

**For books:** surname and initials of the author, year of publication (in the bracket), title of the book (italic), place of publication and publisher.

E.g., Milutinović, M. (1977) *Penologija*. Beograd: Savremena administracija.

**For book chapters:** surname and initials of the author, year of publication (in the bracket), chapter title, In: initial, surname of the editor followed by ed. in the bracket, the title of the book (italic), place of publication, name of the publisher and the page numbers of the chapter.

E.g. Benton, T. (2006) Do we Need Rights? If so, What Sort? In: L. Morris (ed.) *Rights: Sociological Perspectives*. London and New York: Routledge, pp. 21-36.

**For journal articles:** surname and initials of the author, year of publication (in the bracket), title of the article, title of the Journal (italic) and page numbers of the article.

E.g., Christie, N. (2005) Restorativna i retributivna pravda u kontekstu rata i ratnih zločina. *Temida*, 4, pp. 27-32.

**For documents** accessed by the internet: give the electronic address and the date you accessed the source.

E.g. <http://webrzs.stat.gov.rs/WebSite/Public/PageView.aspx?pKey=2>, page accessed 5.10.2012.

Prior to the web page, there can be the author's name (if known) and the title of the text. In this case, in front of the web page write - available at:

E.g., Serbian Statistical Bureau, available at

<http://webrzs.stat.gov.rs/WebSite/Public/PageView.aspx?pKey=2>, page accessed 5.10.2012.

**For laws:** next to the name of the law, mention the Official Gazette in which it was published.

E.g., Criminal Procedure Code, Official Gazette, No. 58/04.

**For conference papers:** surname and initials of the author, year of publication (in the bracket), title, name of the conference (in italics), page number in the book of abstracts (in the bracket), place of publication, name of the publisher.

E.g., Kelly, L. (2011) Violence against Women and Children in the National Legislations of the EU Member States: An Overview of the Research Results. Druga godišnja konferencija Viktimološkog društva Srbije - *Žrtve kriminaliteta i žrtve rata: međunarodni i domaći kontekst*, knjiga apstrakta (str. 13). Beograd: Viktimološko društvo Srbije & Prometej.

**For magazine articles:** surname and initials of the author, year and day of publication in the bracket, headline, newspaper name, and page number.

E.g., Jovanović, A. (2012, 5. decembar) Otkriveni plagijati naučnih radova, *Blic*, p. 5.

It is possible to specify the web edition of the newspaper when instead of the page you can write - available at: and then the website address and the date of accessing the site.

14. At the end of the manuscript, after the list of references, please provide the following:

- 14.1. **If the article is written in Serbian**, please give **the title and summary of the article that should not exceed one page typed with 1.5 line spacing and keywords in English**.
- 14.2. **If the article is in English**, please provide the **title, author's name and surname, abstract and keywords in Serbian**.

Please be sure to properly use the intellectual property of other authors during the presentation of statements, research results, and graphics from their texts. The journal *Temida* is a subject of plagiarism control and is located in the Digital Object Identifier (DOI) Repository.

Plagiarism, where someone assumes another's ideas, words, or other creative expression as one's own, is a clear violation of scientific ethics. Plagiarism may also involve a violation of copyright law, punishable by legal action.

Changing a few words from the sentence of the original author, as well as changing the order of words in their sentences is plagiarism if the author is not cited.

When you paraphrase a text of another author you should reproduce the exact meaning of their ideas, but express them through your own words and with a different sentence structure:

E.g., Lack of good mechanisms of recognition is the most probable cause for the small number of identified victims under the age of 18 years (Nikolic-Ristanović, 2009).

The same rule applies in the case when you wish to refer to the assertion from another research:

E.g., The survey of domestic violence in Vojvodina has shown that almost every second woman suffered psychological abuse (Nikolic-Ristanović, 2010).

If the only way to express the assertions of another author is to quote their words, you must put these sentences in quotation marks, and indicate the page number on which these sentences are located in their text in the bracket next to the names of the authors and the year in which their paper was published:

E.g., The author states that "a smaller number of minor victims probably speaks more of a poor mechanism of identification" (Nikolić-Ristanović, 2009: 284).

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### Technical instructions for authors of reviews

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1. The review should be prepared by Microsoft Word document and word processing software, using **Times New Roman, Latin script, font 12, in Serbian or English**.
2. **Length of the review:** The review should not exceed 6 pages typed in double line spacing.
3. **The title** of the review should include:

**Book review:** title of the book in original, translation of the book title in Serbian in the bracket (if the title is in foreign language), name of the publisher, place of publication, year of publication and number of pages.

**Conference review:** title of the conference in original, translation of the conference title in Serbian in the bracket (if the title is in a foreign language), place and date of the conference.