

# NOVA UNIVERZA

## SUBMISSION GUIDELINES FOR CONTRIBUTIONS ON THE VI DOCTORAL SCIENTIFIC INTERNATIONAL CONFERENCE

*Ljubljana, 18.05.2017*

### 1 GENERAL PRINCIPLES

Papers should not exceed 10 printed A4 pages or app. 19,000 characters with spaces (together with reference list and literature). Authors can submit papers written in Slovene or English language.

Title of the paper is followed by authors' names and surnames. Institutional affiliation, address and e-mail address should be given in the footnotes.

**Deadline for submission of contributions is May 3 2017.** Papers should be submitted to the Editorial Board via e-mail: [knjiznica@fds.si](mailto:knjiznica@fds.si).

The submitted papers should be original (scientific) contributions and should not be under consideration for publication elsewhere at the same time.

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Contributions of participants at VI Doctoral Scientific International Conference will be blind peer reviewed and published in the VI Conference Proceedings published and accessible online. In compliance with the guidelines, formal academic style and scientific article layout should be used. Authors are obliged to provide grammatically correct papers without spelling or typing errors.

Reviewers will focus on following aspects:

- Contents: generally interesting theme, innovation, suitability for presentation and publication, consideration of previous findings and studies etc.
- Methodology: suitability of methods used, implementation of hypotheses etc.
- Structure of contribution: the length and organisation of the paper into chapters.
- Scientific equipment: consistency in quoting and citing of resources, footnotes, use of figures, references etc.

According to peer-reviews of submitted papers, Editorial Board reserves the right to decide whether a paper is acceptable for publication or not. If necessary the Editorial Board can require changes in the content, length or writing style etc. The Editorial

## NOVA UNIVERZA

Board reserves the right to reject contributions with inappropriate content or negative review.

### 2 TECHNICAL RECOMMENDATIONS

**The abstract** is written in third person and given at the beginning of the paper. Please do not exceed 200 words. It should be structured as follows: purpose, methodology and approach, results, research limitations, originality and practical implications. The authors can suggest up to 5 keywords.

**All tables, figures and graphic presentations** (photographs, maps etc.) should be numbered, headed and cited with references to relevant sources and publishers consent.

**Headings** levels should reflect the organisation of the paper. The headings should be numbered by SIST ISO 2145 and SIST ISO 690, that is 1, 1.1, 1.1.1 etc.

**Literature and resources** should be listed at the end of the paper in the alphabetical order according to following citing rules:

#### 1. Book (monographies, study literature etc.):

*Name Surname, Title of the work, No. of publication (from 2<sup>nd</sup> on), Publisher, place, and year of the publication:*

Peter Jambrek, Ustavna demokracija, Državna založba Slovenije, Ljubljana, 1992.

#### 2. Articles and journals:

*Name Surname, Title of the article, Journal, No. of the issue (or issue volume), year of publication, pages:*

Marko Burs, Dve obletnici: propad Avstro-Ogrske in nastanek Jugoslavije, Pravna praksa, No. 49-50, 2008, pp. 21-24.

#### 3. Law case and court decisions:

*Full title of the act, No. of the court decision, official publication (followed by the unofficial releases):*

Zakon o kazenskem postopku, Uradni list RS, No. 15/94 et seq.

U-I-23/05, Uradni list RS, No. 34/06 or OdlUS XVI, 112 or <http://www.us-rs.si>.

**References to the literature and resources** should be given in footnotes at the bottom of each page. The same bibliographic data should be given as cited at the end of the contribution in the bibliography. In any case, it should be clearly evident who the author of the referenced section is from a footnote:

#### 1. Book (monographies, study literature etc.):

## NOVA UNIVERZA

Surname of the author, Title of the cited book, year, No. of the page. If there is more than one author, we use comma to separate authors' surnames. If the book has editors then the following order should be used:

Surname of the author, In: Surname of the editor (Editor), Title of the cited book, year, No. of the page.

*Example:*

Žalec, v: Avbelj (Editor), Izzivi moderne države, 2012, pp. 81.

### **2. Articles and journals:**

Surname, Title of the article, Journal, Number, Year, pages.

### **3. Internet web pages:** indication of the internet http address and the date of access

*Example:*

Brus, Napake volje, <http://cobiss4.izum.si/scripts/cobiss?id=0143159879297875>, 20. 9. 2009.

### **4. Legislation and other general legal acts:**

Official title and No. of the official gazette. For subsequent amendments an abbreviation "Et seq." can be used if changes are not only important for the understanding of the general act.

*Example:*

Zakon o kazenskem postopku, Uradni list RS, No. 15/94 et seq.

### **1. Court decisions:**

Court Name (also abbreviation), date, reference No., title of the source if the decision was published in a journal etc. if the decision is published online then the internet web page is also given.

If more than one court decisions or decision and a source of literature are listed in one reference then case law should be listed first.

*Example:*

VS RS, 16. 7. 2009 - II Ips 108/2007,  
[http://www.sodisce.si/znanje/sodna\\_praksa/vrhovno\\_sodisce\\_rs/61585/](http://www.sodisce.si/znanje/sodna_praksa/vrhovno_sodisce_rs/61585/).

Use of the same source should be marked by "ibid." and relevant pages.

*Example:*

Ibid. pp. 48.

### **Use of abbreviations:**

It is allowed to use established abbreviations such as, eg. and etc. It is also allowed to use the traditional abbreviations for titles of scientific journals, like P (for Pravnik), PP (for Pravna praksa), PiD (for Podjetje in delo) and so on. All used abbreviations should be listed at the end of the article.