

GUIDELINES FOR AUTHORS

The *Teorija in praksa* journal accepts for publication original texts. The texts submitted should not be previously published or under review for any other scientific journal or monograph. The publication of the article or book review in the *Teorija in praksa* journal is free of charge.

Please, send the text to: teorija.praksa@fdv.uni-lj.si

The text should be in A4 format with 1.5 line spacing, 12-point Times New Roman font, justified alignment with 2.5 cm margins. All pages of the text should be numbered consecutively.

A separate title page should contain: the author's name and surname, title of the article, author's academic title, current employment, full postal address, telephone number and e-mail. The first page of the text should only include the title of the text and the abstract, without the names of authors.

The text should be accompanied by the author's statement that it has not been previously published or is not being prepared for press in any other scientific journal or monograph.

The Editorial Board has the right to refuse contributions for the review procedure that do not meet the required high standards of writing in the Slovenian language (or English language if the article is submitted in English – British English should be used).

Articles

Articles in Slovenian or English should have between 4,500 and 6,500 words.

The article should include an abstract in Slovenian and English of up to 100 words. The abstract should contain an accurate definition of the topic, the method of argumentation and the conclusions. Up to seven key words should be included. Tables, graphs and pictures should be designed as attachments (and not included in the text). Their approximate positions in the text should be marked in the text.

Footnotes should be clearly marked in the text with consecutive numbers from the beginning to the end of the text. The footnotes should be limited in number and length.

Quotations of three or more lines in length should be placed in a separate paragraph with justified alignment and the margins indented on both sides, with the text appearing in italics and without quotation marks.

Book Reviews

Reviews of Slovenian and foreign scientific books not older than 2 years are accepted for publication in the *Teorija in praksa* journal. The review should contain up to 1,500 words. The author should consistently avoid making references to any sources and literature in the review.

References

The *Teorija in praksa* journal uses *Chicago Manual of Style* (CMS) 18th edition, “author-date” system for citation and quotation. The CMS Instructions are accessible at: <http://www.chicagomanualofstyle.org>.

The basic form of an in-text reference is (Novak 1994). To give a reference to a page the following mode of referencing should be used: (Novak 1994, 27–29). If two authors are referred to, they should both be stated: (Novak and Kosec 2007, 312–33). If there are three or more authors the following form of referencing should be used: (Novak et al. 1994, 27), and all authors should be stated in the reference list. If the author does not use the first edition of the book, the year of the first edition should also be given: (Novak [1953]1994, 7). Several simultaneous references should be separated by a semicolon: (Novak 1994, 7; Kosec 1998, 3–4; 2005, 58). When citing several references by the same author published in the same year they should be separated by letters: a, b, c etc.: (Novak 1994a, 27–29; Novak 1994b, 1), in the order in which they first appear in the text. The reference list should be placed at the end of the text. It should include all the literature and sources that were used. The reference list should be arranged in the alphabetical order of authors’ surnames and in the case of multiple works by the same author in the consecutive order of the publications.

Examples of References:

Books

Geertz, Clifford. 1980. *Negara: The Theatre State in Nineteenth Century Bali*. Princeton University Press.

Edited Books

Featherstone, Mike, and Mike Hepworth, eds. 1991. *The Body: Social Process and Cultural Theory*. SAGE Publications.

A chapter in a monograph

Palan, Ronen. 1999. “Global Governance and Social Closure or Who is to Be Governed in an Era of Global Governance?” In *Approaches to Global Governance Theory*, edited by Martin Hewson and Timothy J. Sinclair. State University New York Press.

An Article in a Scientific Journal

Bachrach, Peter, and Morton S. Baratz. 1963. “Decisions and Nondecisions: An Analytical Framework.” *American Political Science Review* 57 (3): 632–42. <https://doi.org/xxx>.

A Newspaper Article

Freeman, Jeremy. 2024. “The Best Way to Find Out if We Can Cool the Planet.” *New York Times*, 17 March. <https://www.nytimes.com/2024/03/17/opinion/solar-geoengineering-risks-research.html>.

Webpage

Faculty of Social Sciences. n.d. "Doctoral Programmes." Accessed 16 February 2024. <https://www.fdv.uni-lj.si/en/study/study-at-the-FDV/doctoral-programmes>.

Social Media

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram, 1 April 2016. <https://www.instagram.com/p/BDrmfXTtNct/>.

Peer-review Procedure

The Editorial Board of the journal uses double blind peer-review procedure for all types of articles and book reviews. They are reviewed by no fewer than two peer reviewers. After the publication the author and co-authors each receive one free copy of the issue in which their contribution was published.

The authors shall convey the exploitation rights for the published paper to the Journal's publisher. The articles published in the *Teorija in praksa* journal are openly accessed in accordance with the Budapest Open Access Initiative (BOAI) and are available at the Repository of the University of Ljubljana (RUL) and the Digital Library of Slovenia (dLib). Articles are published under Creative Commons license *Attribution 4.0 International (CC BY 4.0 license)*.

Publishing Ethics

The *Teorija in praksa* journal follows the Committee on Publication Ethics – COPE's Code of Conduct. The Code is accessible at www.publicationethics.org.

The *Teorija in praksa* journal adopts these policies and procedures with the intention of supporting editors, reviewers and authors in fulfilling their ethical obligations. Authors, reviewers and editors are expected to follow the guidelines of good practice regarding ethical conduct as laid down by these policies and procedures.

USE OF GENERATIVE AI IN PREPARING ARTICLES

AI as author: the journal does not accept manuscripts where chatbots or other AI tools are listed as co-authors. The reason for this is that large language models do not meet the criteria for authorship, as they cannot take responsibility for the accuracy, integrity and originality of the content produced.

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- When using chatbots for data analysis, please note that most freely available generative large language models do not meet established standards for handling personal or sensitive data. Only use models that have been approved by your research institution or other trusted authority.

Before using large-scale language models or other generative technologies, consider their environmental and human costs. Authors should also be informed that the editors of the journal are supported by a tool provided by the University of Ljubljana Press that may identify text similarity and AI-generated content.

Disclosure Instructions

Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the reference list. The statement should be placed in a new section titled “Declaration on the use of generative AI and AI-assisted technologies in writing”.

AI Disclosure Statement: When preparing this article, the author(s) used [NAME OF TOOL, VERSION] on [DATE] with the following prompt: “[FULL PROMPT]”, for the purpose of [SPECIFIC PURPOSE]. The author(s) subsequently reviewed and edited the output as necessary and accept(s) full responsibility for the content and integrity of the publication.

RESEARCH DATA MANAGEMENT (NOTES FOR AUTHORS)

The journal *Teorija in praksa* supports open access to research data, which form the basis of modern scientific research.

About research data

Research data are data obtained through various methods to understand, test or confirm hypotheses and draw conclusions, and are generated or processed during research. Data can be in various formats: notes, interviews, photographs, transcripts, numerical research data, software code, etc. If data are not recorded or stored in digital form, it is advisable to consider whether this material can be digitized to facilitate its storage in a data repository. A data repository enables storage and access to different types of data (e.g. research data, public sector data, etc.) and associated documentation.

The availability of data increases the transparency and verifiability of research results and improves their usability in future studies, thereby increasing the investment in already collected data. Data sharing can also promote the professional development of researchers by increasing the visibility of their work and facilitating collaboration with new partners.

Policy on the mandatory citation of research data

According to the **Decree on the implementation of scientific research work in accordance with the principles of open science** (Decree), the journal's co-funder (Slovenian Research and Innovation Agency) requires the editorial board to provide open access to the research data used in the article prior to publication. The data must be prepared according to the **FAIR principles** (Findable, Accessible, Interoperable, Reusable).

Exceptions to open access to research data

If data cannot be fully shared for legal, ethical or other valid reasons, the authors must provide justification – for example, in cases involving the protection of personal data (see the **EU General Data Protection Regulation**), material containing trade secrets or other commercially sensitive information regulated by legislation, or data involving security risks. The Decree requires authors to provide open access to research data and other results from co-funded research according to the principle “as open as possible, as closed as necessary”.

List of trusted repositories

Authors must deposit research data in trusted data repositories, archives or centers that provide appropriate access arrangements. The trusted repositories recommended by the journal's co-funder are listed here.

The editorial board recommends that Slovenian researchers deposit their research data in trusted national repositories, such as:

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- Slovenian Social Science Data Archives (ADP)
 - Repository of the University of Ljubljana
 - Digital Library of the University of Maribor
 - Digital Repository of Research Organizations of Slovenia (DIRROS)
 - Repository of the University of Nova Gorica
 - Repository of the University of Primorska
 - Slovenian Common Language Resources and Technology Infrastructure (CLARIN.SI)

Authors can also search for a suitable repository using tools such as <https://fairsharing.org> or <https://www.re3data.org>.

We recommend using the Creative Commons license CC BY 4.0 or equivalent when publishing research data.

Citation of research data

Authors must cite all data sources appropriately – in accordance with the repository’s instructions and the journal’s citation style (Chicago Manual of Style (CMS)) – or explain in the data availability statement if the data has not been digitized or has not been published due to other restrictions (e.g. Personal Data Protection Act (ZVOP-2), Copyright and Related Rights Act (ZASP)). A link to the published research data (e.g. DOI) must be provided in the reference list of the article and, if applicable, in a footnote.

Responsibilities of authors, editors and reviewers

The data must be available to the editors and reviewers at the time of submission of the manuscript and to the public at the latest when the article is published. An embargo on data access is only permitted in exceptional cases and must be accompanied by appropriate embargo conditions and a reasoned explanation. It is the editors’ responsibility to assess whether the article is based on research data (either the author’s own data or third-party data). If the editors determine that such data exist and have not been properly cited, they must ask the author to revise the article. The same applies to the journal’s reviewers.

Additional information

For further clarification, authors can contact the data steward at their institution or the journal’s editorial office (teorijainpraksa@fdv.uni-lj.si) or contact relevant support institutions for research data management.