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## 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](mailto: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.

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## 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>

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### 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.

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

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, material containing trade secrets or other commercially sensitive information regulated by legislation, or data involving security risks.

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  - 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)

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