

## INSTRUCTIONS FOR AUTHORS

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Submitted texts should not be previously published or the subject of a peer-review procedure for another journal or book/monograph. The publishing of an article or a book review in *Teorija in praksa* is free of charge.

Texts should be sent to the e-mail address: teorija.praksa@fdv.uni-lj.si. A text should be in A4 format with 1.5 spacing, Times New Roman of 12-point font size, and the centre aligned with 2.5 cm margins. All pages of the text should be numbered consecutively. The first and last name of the author/s should be placed on a separate cover sheet showing the title of the article, along with their academic title and current employment, full postal address, telephone number and e-mail address. The last name of the author/s should be printed in uppercase. The initial page of the text should only include the title of the text, and the abstract. The text should be accompanied by the author/s' statement that the text has not previously been published or is not in press with any other journal or monograph. In the statement, the author/s should also make a proposal for the article's classification in compliance with the typology of documents/works (an original article, a review article, or a book review). The Editorial Board shall decide on the final classification of a submitted text.

### ARTICLES

Original or review articles written in the English language (British English) should not exceed 6,500 words. If the author wishes to publish a longer text, they should first consult the Editor. An article should be accompanied by an abstract of up to 100 words, written in both Slovenian and English, containing a definition of the subject under scrutiny, methods of argumentation, and conclusions. The author should also provide up to seven key words. The titles should be clear and indicative. The main title, printed in bold uppercase letters, should not exceed 100 characters. Texts longer than 1,500 words should contain subtitles of no more than two levels. The subtitles of the second level should be italicised.

Tables, graphs and figures should be designed as attachments (and not included in the text), with informative titles, in uppercase letters and italics; they should be numbered consecutively (Figure 1: TITLE OF FIGURE, Graph 2: TITLE OF GRAPH, Table 3: TITLE OF TABLE). Each table and figure should be on a separate sheet. Their approximate positions in the text should be marked in the text. The author should determine how much space each table, graph or figure will occupy in the text. The space required for tables, graphs and pictures should be included in the total text length, as either 250 words (1/2 page) or 500 words (1 page). The sources of tables and graphs should be written below the table and graph and should end with full-stop. Use the table feature in Word to create tables.

Table 1: COMMITTEE EFFECT

Relugative effect	Mixet effect	Distributional effect
BUDG, TRAN, IMCO,	ECON, ENVI, ITRE, LIBE	EMPL, AGRI, PECH, REGI
JURI, AFET, DEVE, INTA	JURI, AFET, DEVE, INTA	JURI, AFET, DEVE, INTA

Source: Yordanova, 2009: 256.

Footnotes should be clearly marked in the text with consecutive numbers from beginning to end; written in appropriate places in the text; and arranged in the same order under the text. Footnotes must be limited in both number and length. Notes about the author/s, as well as any acknowledgements, should include information on the organisation to which the author/s belongs when relevant to the subject addressed in the text, and should also include information regarding any financial or other assistance given for preparing the text.

Quotations of three or more lines in length should be placed in a separate centre-aligned paragraph, with the text appearing in italics and without inverted commas.

*The fact that most of the posts have been liked is an evidence that citizens find the posts made by the local government interesting and useful, but they do not show any further interest by sharing the information with friends or by engaging in dialog commenting on them.* (Bonsón et al., 2013: 12)

## BOOK REVIEWS

Book reviews not older than 2 years are accepted for publication in *Teorija in praksa* and should contain up to 1,500 words. In a book review, the author should strictly avoid making any references to any sources and literature. The book review should not include title or subtitles. Information about the author and the reviewed book should be given at the review's start in the form shown below:

First Name LAST NAME

Institutional affiliation

Author's First and Last Name

Title: Subtitle

Publisher, City Year of publication, number of pages, price (ISBN number)

John SMITH

Oxford University

Eviatar Zerubavel

**Time Maps: Collective Memory and the Social Shape of the Past**

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University of Chicago Press, Chicago and London 2003, 184 pages, USD 25.00 (ISBN 0-226-98152-5)

## REFERENCES

The basic form of an in-text reference is (Smith, 1994). To indicate the page, use the following form: (Smith, 1994: 27–28). If two authors are referred to, they should both be stated: (Smith and Doe, 2007). When there are three or more authors, the following form should be used: (Smith et al., 1994: 27), while all authors should be mentioned in the reference list. If the author does not use the first edition of the book, the year the first edition was published should also be given: (Smith, 1953/1994: 7). Several simultaneous references should be separated by a semicolon: (Smith, 1994: 7; Doe, 1998: 3–4; 2005: 58). When citing several references by the same author published in the same year, references should be separated by letters a, b, c etc.: (Smith, 1994a; 27–29; Smith 1994b: 1) in the order they first appear in the text.

The list of references should be placed at the end of the text, under the heading BIBLIOGRAPHY. It should only include units of literature used in the text. Sources should be listed after the list of references under the heading SOURCES. The bibliography should be arranged in alphabetical order of the last names of the authors and, in the case of multiple works by the same author, by the consecutive order of editions.

### *Books*

Last Name, First Name (year of publication): Title of the Book: Subtitle. City: Publisher.

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

### *Edited Books*

Last Name, First Name (ed.) (year of publication): Title of the Book: Subtitle. City: Publisher.

Featherstone, Mike and Mike Hepworth, Bryan S. Turner (eds.) (1991): The Body: Social Process and Cultural Theory. London: SAGE Publications.

### *Chapters or Essays in Monographs*

Last Name, First Name (year of publication): Title of the Chapter/essay in the Edited Book. In First Name Last Name of the editor (ed.), Title of the Edited Book, pages of the chapter/essay. City: Publisher.

Palan, Ronen (1999): Global Governance and Social Closure or Who is to Be Governed in an Era of Global Governance? In Martin Hewson and Timothy J. Sinclair (eds.), Approaches to Global Governance Theory, 55–72. Albany: State University New York Press.

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*Articles*

Last Name, First Name (year of publication): Title of the Article: Subtitle. Name of Journal Volume (Number): pages.

Bachrach, Peter and Morton S. Baratz (1963): Decisions and Nondecisions: An Analytical Framework. *American Political Science Review* 57 (3): 632–642.

*Internet (WWW)*

Last Name, First Name (year of publication): Title. Accessible at Internet address, date of access.

Deluze, Gilles (1978): Spinoza. Accessible at <http://www.imagnet.fr/deluze/TXT/420178.html>, 10. 1. 2001.

*Sources*

It is the author's sole responsibility to respect the material and moral copyrights related to the use of data, files, reproductions and works (hereinafter: the source) of other natural and legal persons in his or her article. The authorship of a source an author uses which is not the outcome of their own research must be clearly identifiable by properly including the source in the list of SOURCES and by citing the source in the text.

The author should give as much data as reasonably necessary about the source such as its author, city or institution, address, name or description, evidence number, webpage address, place and year of its creation, and similar. Such details should allow the traceability or intersubjective verifiability of the source. With electronic sources, the author should also include the date the material was accessed.

Last name, First name (year of creation of the source): Address/holder of the source. Place of keeping the source. Accessible at Internet address, date of access.

Featherstone, Mike (2005–2008): Audio cassettes. National Museum of New Zealand. Available at <http://www.imagnet.nz/deluxe/TXT/420178.html>, 10. 1. 2010.

or

Activity Report of the National Assembly of Republic of Slovenia, 1996–2000. Ljubljana: National Assembly of the Republic of Slovenia, 2000.

If a source is the author's private archives or those of another person, this should be clearly stated. An indication of the identity of private archives' owner is recommended, but not necessary if this may affect the protection of their material rights or personal integrity.

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Last name, First Name of any author (potential year of creation of the source): Source name or description. The place where the source is kept. Private archives.

Collection of supporters' scarves. Hitchiker Museum, Richmond upon Thames. Private archives of James Longfield.

or

Collection of letters by Janez Novak. 1953–1989. Private archives.

When a source's author and year of creation are known, the same way of citing it in the article text applies as for the citation of articles, chapters in a book or books. When the source's author and year of creation are unknown, the source's title, name or description should be used sensibly in the article text. If the title, name or description of the source consist of more than five words, the initial wording of the source's address, name or description should be used when citing the source in the main text so that it will be clearly identifiable in the Bibliography.

(Activity Report of the National Assembly, 2000)

or

(Collection of supporters' scarves)

Concerning other ways of citing the literature or sources used in articles, please contact the Editorial Board of *Teorija in praksa*.

#### PEER-REVIEW PROCEDURE

All types of articles undergo a mutually anonymous peer-review procedure organised by the Editorial Board of the journal. Articles and book essays are to be reviewed by no fewer than two reviewers. As a rule, the review procedure takes 2 months from submission of a text to notification of the reviewers' opinions. The publication of a text can be rejected by the Editorial Board without any external review if the text does not follow the instructions given above, or falls outside of the scientific fields covered by *Teorija in praksa*.

The author shall improve the text and re-submit the improved text to the Editorial Board within 3 weeks of being notified of the reviews. When extensive improvements are required by the reviewers, the author should resubmit the improved text for the reviewers' reassessment. A special sheet, "Author's Report", sent to the author along with the reviews of the text, must be sent as an attachment to the improved text by the author, explaining which parts of the text have been improved, and how. If the author finds a reviewer's comment to be unfounded, deficient or unclear in any way, they should justify their potential disregard of the reviewer's comment in a special report to the Editor in Chief. The Editorial Board reserves the right

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not to commence the review procedure of papers which failed to meet the standards of formal written language.

Every author is entitled to one free copy of the issue in which their article appeared. Each additional copy may be purchased for EUR 10, plus postage. Upon request, the author(s) may be provided with a pdf file of their article free of charge. The cost of mandatory language editing of English texts will be charged to authors on prior agreement. Published papers become the material copyright of the Journal's publisher.