

INSTRUCTIONS FOR AUTHORS

The Yearbook of the Faculty of Law in Sarajevo is a scientific-professional journal that is published annually. The publisher of the journal is the University of Sarajevo Faculty of Law. The Yearbook publishes the papers from the field of legal, historical, economic and other social sciences.

Authors retain copyright for articles published in the Yearbook, but they grant the journal the right of first publication. The papers accepted for publication or already published in the Yearbook of the Faculty of Law may be published by their respective authors in other publications, but only after the approval of the Editorial Board or Editor-in-Chief of the Yearbook. In that case, the published article must carry a note that the paper has already been published in the Yearbook.

The papers are delivered to the Secretary of the Editorial Board in electronic form (by e-mail, on CD or USB flash drive). Along with the title of the paper, it is necessary to include name, title, institution and e-mail address.

Papers are subject to double-blind peer review and they are classified into following categories accordingly:

1. Original scientific paper
2. Review article
- 3 . Preliminary communication
- 4 . Professional paper

In addition to categorised papers, the Yearbook also publishes overviews and reviews, which are not subject to categorisation.

The length of the papers for the Yearbook needs to be in the range of 10 to 20 cards (one card = number of characters without spaces divided by 1800), except in cases when the Editorial Board or Editor-in-Chief make a decision to accept an article whose length is beyond the set criteria. Every paper needs to have a summary of up to 300 words with five to ten keywords. All papers are subject to proofreading and classification of papers in line with the Universal Decimal Classification (UDC). The submitted papers will not be returned.

The main text and footnotes are written in Times New Roman font. Font size for the main text is 12, while footnotes are written in font size 10. It is recommended to avoid highlighting the text (bold, italics), except in cases

of Latin phrases and abbreviations (for example, *de lege lata*, *op. cit.*, *et al.* and similar). It is especially important to avoid highlighting by a combination of quotation marks and italics (for example, “*de lege lata*”). The quotation marks used are “...”. The marking of footnotes follows the rule that the number for the footnote that refers to the whole sentence or phrase goes behind the punctuation mark (for example, “...they come from Bosnia and Herzegovina”.¹⁾), while the number is placed before the punctuation mark or in the text itself if the footnote is used to explain that specific term. Text needs to be aligned – justified (including the bibliography), and the spacing is single.

Bibliographic information about the cited sources is always in their original language and must not be translated.

Citation style used in the Yearbook of the Faculty of Law in Sarajevo is the APA citation style. APA style is a citation format developed by the American Psychological Association (APA). This style is mostly used in social sciences. It stipulates the inclusion of references **in the text**, while the footnotes carry other remarks and information, if present. Therefore, the text only carries basic information (last name, year, page number in case of citations or references to specific parts of the text), while other information is stated in bibliography.

Examples

Papers with one author

When we mention the author and cite their words in a sentence, we need to state the year of publication of the cited paper in parenthesis after the name of the author, and at the end of the sentence we need to state the number of the page where the sentence from the cited text is located.

According to Imamović (2006), “Church and nobility alike were the standard-bearers of the tribal and territorial entity, or state, named Bosnia.” (p. 53).

When the author is not mentioned in the sentence, their last name, year of publication of the paper and number of the page in the paper are placed in parenthesis and at the end of the sentence. If the citation was created by paraphrasing or summarisation, information on page number is not required.

Church and nobility were standard-bearers of the territorial entity (Imamović, 2006).

If the citation we present in the text contains more than 40 words, we do not use quotation marks, but write the citation in a special block.

Karčić (2015) claims:

The emergence of authoritative collections of Hadith was an outcome of the emergence of the Hadith sciences (*'ulum al-Hadith*). These sciences dealt with issues pertaining to the authenticity of reports, the meaning of the transmitted texts and their implications. Among these disciplines were the science of Hadith narration (*'ilm riwayat al-Hadith*) or technical Hadith vocabulary (*mustalah al-Hadith*) and the science of critical appraisal of the narrators of Hadith (*'ilm al-jarh wa 'l-ta'dil*). These sciences in particular developed methodological rules of Hadith criticism. (p. 14).

Papers with two authors

If the authors are stated in parenthesis, we insert the ampersand logogram **&** between the last names of the authors.

Dimitrijevska-Markoski and Daskalovski (2013) claim that “Following the disjoining of Macedonia from Yugoslavia, a period of liberalization of the media market occurred...” (p. 13).

After the disjoining of Macedonia from Yugoslavia, “a period of liberalization of the media market occurred...” (Dimitrijevska-Markoski & Daskalovski, 2013, p. 13).

Papers with three to five authors

When first stating such sources, state all authors.

(Rokai, Dere, Pal, & Kasaš, 2002)

When stating this source later, state only the first author and add et al.

(Rokai et al., 1982)

Papers of associations, corporations or other organisations

If the author is some organisation or corporation, its name needs to be placed in parenthesis as the author of that paper. If the organisation has a well-known abbreviated name, we write that name in a square bracket, after the full name, when first citing; each following citation will be marked by this abbreviated name.

First citation:

(Organization for Security and Co-operation in Europe [OSCE], 2000) Later citations:

(OSCE, 2000)

Unpaginated sources (without the designated number of pages)

When we cite sources that do not show the number of pages (such as electronic sources), we need to use the number of the paragraph or the title of the section and the number of the paragraph in that section:

(Bogić, 2006, para. 5)

(Wild, 2005, Conclusion section, para. 1)

Authors with the same last name

When it comes to authors with the same last name, we need to use initials of the first name so that it is clear who we refer to.

Research done by J. Đorđević (1978) has lead to...

More references from the same author

If we have two or more references from the same author in the same year, we add letters “a”, “b”, etc. after the information on the year.

(Jacobs, 2005a)

(Jacobs, 2005b)

Two or more papers in one citation

When we cite two or more papers, we state the authors of original papers in order of publication in parenthesis and we separate them with a semicolon:

It is interesting that other authors confront relativism to realism, especially one of its forms that are popular in epistemology – convergent realism. (Sinđelić, 1988; Kirk, 1999).

More papers of the same author published in different years

So Hodžić (2002, 2005) claims...

It is concluded (Hodžić, 2002, 2005).

Two authors of different papers cited in the same sentence

Šabić (1997) and Hodžić (2000) are...

Secondary sources

If the reference relates to a paper whose original was not possible to read for some reason, but a reference from it was found in the paper of some other author, such paper is a secondary source.

...its main aim is to exclude all relations of these countries from the authority of the world organization, even if acts of aggression occur (Shurshalov, 1969, as cited in Degan, 1970)

Unknown author

In cases when an author of certain paper is unknown, we use abbreviation Anon. (from Anonymous)

In the history of law... (Anon., 1904)

Web-sources in the text

If we cite literature available on the internet, we cite the author and publication year, if they are stated. If the author is unknown, we cite Anon. in the text and the year when the website was posted or updated. It is important to take care not to cite the date of access to the website, but the date when the text was published.

According to the research of juvenile delinquency (Agency for Statistics of Bosnia and Herzegovina, 2015)...

Researches on perpetrators of criminal offences (Anon., 2014)...

Bibliography

APA style dictates that the headlines are arranged so that the first line of every input is placed by the left margin, while other lines need to be indented.

References need to be arranged in alphabetical order. In terms of titles in foreign languages that start with definite or indefinite articles ("a", "the", "Die",...), article is ignored. Also, if a certain title begins with a number, we write that number in letters.

Citation of references in bibliography

Books

Books with one author

Last name of the author, initials of the name (year of publication). *Title of the paper: subtitle*. Place of publication: publisher's name.

Tomić, Z. (2007). *Krivično pravo I: krivično djelo*. Sarajevo: Pravni fakultet.

Books with more editions (not cited if the book has only one edition)

Last name of the author, initials of the name (year of publication). *Title of the paper: subtitle* (No. of editions). Place of publication: publisher's name.

Sijerčić-Čolić, H. (2008). *Krivično procesno pravo. Knj. 1, Krivičnoprocesni subjekti i krivičnoprocesne radnje* (2. dopunjeno i izmijenjeno izd.). Sarajevo: Pravni fakultet .

Books with several authors

When we have several authors, we cite them all and add an ampersand (&). If we have more than seven authors, we cite the first six, then write an ellipsis, and write the last author in the end.

Author's last name, initials of the name, & last name, initials (year of publication). *Title of the paper: subtitle*. Place of publication: publisher's name.

two authors:

Đorđević, S., & Mitić, M. (2000). *Diplomatsko i konzularno pravo*. Beograd: Službeni list SRJ.

four authors:

Rokai, P., Dere, Z., Pal, T., & Kasaš, A. (2002). *Istorija Mađara*. Beograd: Clio.

Book, translation of the paper

Last name of the author, initials of the name (year of publication). *Title of the paper*. Initials of the name, last name, transl.). Place of publication: publisher's name.

Spic, E. H. (2011). *Umetnost i psiha: studija o psihoanalizi i estetici*. (A. Nikšić, prev.). Beograd: Clio.

Book with an editor or organiser, collection of papers

If the book is a collection of papers from a scientific meeting or papers on a certain topic, we cite the organiser of that paper as the author and add his last name and initials in parenthesis together with "Ed." if it is the case of an editor, or "prep." if it is the case of a preparer.

Last name of the author, initials of the name (Ed.) (year of publication). *Title of the paper*. Place of publication: publisher's name.

Last name of the author, initials of the name (Ed.) (year of publication). *Title of the paper*. Initials of the name last name, transl.). Place of publication:

publisher's name.

Đurković, M. (Ed.) (2007). *Srbija 2000-2006: država, društvo, privreda*. Beograd: Institut za evropske studije.

Doctoral dissertations

Last name of the author, initials of the name (year of publication). *Title of the paper* (doctoral dissertation). Name of the institution.

Izmirlija, M. (2014). *Transformacija funkcija moderne države* (doktorska disertacija). Pravni fakultet Univerziteta u Sarajevu.

Articles in periodicals and collections of papers

Article in the collection of papers

Last name of the author, initials of the name (year of publication). The title of the section or article. In: Initials of the name Last name, (prepared by), *Title of the paper* (p. number of pages). Place of publication: publisher's name.

Radović, Z. (2007). Donošenje ustava. In: M. Đurković (Ed.). *Srbija 2000-2006: država, društvo, privreda* (pp. 27–38). Beograd: Institut za evropske studije.

Article from a scientific journal

Last name of the author, initials of the name (year of publication). Title of the article. *Title of the journal*, year (number), number of pages.

Gradašćević-Sijerčić, J. (2012). Pravci razvoja radnog zakonodavstva u BiH. *Pravni savjetnik*, I (1), 65–73.

Article from a magazine

Article from a magazine has the same format as when we describe an article from a scientific journal, except that we add information on the month (if it is published monthly), and the information on the day (if it is published weekly).

Bubnjević, S. (2009, December). Skriveni keltski tragovi. *National Geographic Srbija*, 38, 110–117.

Article from the newspapers

In order to present these sources, we need to add information on the year, month and day for daily and weekly newspapers. Also, it is necessary to use “p.” when citing the page number.

Mišić, M. (Feb. 1st, 2012). Ju-Es stil smanjio gubitke. *Politika*, p. 11.

If the author of the article is not mentioned:

Straževica gotova za dva meseca. (Feb. 1st, 2012). *Politika*, p. 10.

Article from an encyclopaedia

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

Online sources

Article from an online periodical

Stankov, S. (2006). Phylogenetic inference from homologous sequence data: minimum topological assumption, strict mutational compatibility consensus tree as the ultimate solution. *Biology Direct*, 1. Retrieved from: <http://www.biology-direct.com/content/1/1/5>

Websites

Information on the year refers to the date of creation, copyright date, or the date of last changes.

Kraizer, S. (2005). *Safe child*. Retrieved on February 29th, 2008 from <http://www.safechild.org/>

Article from an online encyclopaedia

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved on February 29th, 2008 from <http://search.eb.com>

Laws

Title of the law, title of the publication where the law was published, number, year.

Zakon o javnim nabavkama. Službeni glasnik BiH, 39/14.