

GUIDELINES FOR AUTHORS

1. Aims and scope

Vjesnik dalmatinskih arhiva (VDA) /Eng.: *Journal of Dalmatian Archives*/ publishes papers in the field of archival theory and practice, papers on the history of Dalmatia from the point of view of various social sciences and humanities based on research of original archives stored in archival and other heritage institutions in Croatia and abroad and papers based on publication sources - smaller units of original material (transcripts, translations, etc.). Unpublished, categorized scientific and professional papers are published in the journal, with the exception of research results published in the form of abstracts, previously presented at a scientific conference (which should be pointed out in the footnote). In addition, as uncategorized papers are published (in Croatian): reviews and review articles of other publications, conference reports and other types of appropriate texts. The official language of the journal is Croatian, and articles in English and Italian are accepted.

The journal is published once a year.

2. Categorization of reviewed papers

Papers will be subject to double-blind reviews and are subject to the scientific categorization listed in the article title:

1. original scientific paper
2. preliminary communication
3. review paper
4. professional paper

The Editorial Board may reject a scientific or professional paper without an external review if they believe the topic of the article lies beyond the focus of the journal, if the article is of poor quality, if it does not comply with technical guidelines for sending articles (from these instructions) or if the author does not respect the ethical guidelines.

The editors of the journal expect the authors of the article to adhere to all academic ethical standards and the instructions below.

3. Publishing, copyright and licencing terms

The journal does not charge authors for the review process, the costs of publishing the paper or other costs related to ensuring the visibility of the published work on the Internet. Articles are not paid, and the author of the categorized paper receives one copy of the journal and a PDF version of his or her article.

All content of the journal is in completely free online access on the day of publication via Portal of Scientific Journals of Croatia (Hrčak) and journal web pages, meaning that users may read, download, copy, and share content with attribution and source in accordance with the CC BY-NC 4.0 license. By submitting their contribution, authors confirm that they are

familiar with the described conditions of publication and the possibilities of using the published work described in the CC BY-NC 4.0 license and that they accept them.

4. Instructions for formatting and submitting a manuscript

Papers are submitted by e-mail to vda@dazd.hr

Acceptable paper size is a maximum of 32 text cards with notes (1 card - 1800 characters) and 10 - 15 pictorial and / or graphic attachments. An acceptable range of reviews and review articles, etc. is a maximum of 3 - 8 text cards.

Papers must be written in Times New Roman CE font size 12, with double spacing.

Image and / or graphic attachments are submitted as separate documents (b / w, TIFF or JPEG format, at least 300 dpi). The position of the pictorial / graphic attachment must be indicated in the text.

Notes should be formatted as footnotes with a character size of 10 and a single spacing.

All pages of text must be numbered.

Paper does not need to be further formatted, nor does it have current headers or footers.

The paper must contain:

- name and surname of the author, full name and address of the institution, and e-mail address for contact
- title, introductory summary (50 - 70 words) with indicated keywords (5 - 8 words), list sources and literature and abstract (250 - 300 words)
- titles of pictorial attachments in the language of the article, and if they are taken from other editions, the title must be accompanied by the source from which the attachment was taken.

Abstracts are published in English. If the article is printed in a foreign language, the abstract in Croatian must be more detailed (600 - 700 words).

The text of the paper should be arranged in chapters and subchapters up to a maximum of three levels. The first chapter should be entitled Introduction, and the final should be Conclusion and their content should be in accordance with the methodology of scientific work.

The following rules must be observed when publishing transcripts of original documents:

- transcripts in the text and / or notes in italics without quotation marks
- transcripts in the appendices should be stated in ordinary font (Kurent), and regesta in italics

Due to a double-blind review the authors must remove from the text (and footnotes) all the information that can reveal their identity.

REFERENCES

The Journal of Dalmatian Archives uses a system of current bibliographic notes, i.e. references based on the model of the so-called Chicago style of citation, adapted to the Croatian language. The instructions set out the basic principles of such a way of referring, and for any doubts, it is necessary to consult *The Chicago Manual of Style*.

The cited works are written in the notes, so that the note with all the data of the cited work is written at the first mention. An abbreviated form is used in the following citation.

At the end of each categorized work, it is necessary to provide a list of sources and literature (books, articles, newspapers, archival, Internet, television, radio and other sources) used in the text with full bibliographic data in one of the following categories: Archival sources; Official gazettes and press; Literature. Network sources are listed in the same categories according to the instructions for their listing.

GENERAL NOTES

- The name and surname of the author are written in Kurent (ordinary letters).
- The title of the book is written in italics (right inclined letters).
- The title of the article in a journal / contribution in conference proceedings / newspaper article shall be written in Kurent.
- The title of the journal / newspaper is written in italics.
- The abbreviation Ibid is written in italics and is used when the following note states the same work as the previous one, provided that it is the only work cited in the previous footnote.

ARCHIVAL SOURCES

At the first mention, a full note is written with all the information. Later, an abbreviated record for the fund / collection (signature and, if any, abbreviation of the fund / collection), signature and / or title of the lower unit or more (series / subseries / dossier / document) is used, to the extent sufficient to identify the cited units. Along with the cited unit, if necessary, the time of the unit's origin (date, year, range of years, etc.) is also stated. At the end of the series, the number of the technical unit (book, box, etc.) can be stated in brackets, and it is desirable to state it in cases when the material is insufficiently archivally structured.

The list of sources for each fund or collection should indicate: the institution where the material is kept and in brackets the state, the signature of the fund or collection, the full title of the fund or collection, the abbreviation of the title of the fund or collection (if any).

First citation:

State Archives in Šibenik (Croatia). HR-DAŠI-263 Šibenik Notaries (1414 – 1797) (next: HR-DAŠI- 263), 1.5. Mihovil pok. Ivana (1418 – 1419), vol. 2, fol. 50r-51r (box. 1)

Next: HR-DAŠI-263/1.5 Mihovil pok. Ivana, vol. 2, fol. 50r-51r (box. 1) Reference list: State archives in Šibenik (Croatia)

The archival material used in the list of sources should be grouped according to the affiliation to the archive / institution in which it is stored.

State Archives in Zadar (Croatia)

HR-DAZD-88 Vlada/Namjesništvo za Dalmaciju (1813 – 1918)

HR-DAZD-94 Dalmatinski Sabor. Zemaljski odbor u Zadru (1861 – 1913)

If the institution where the archives are kept does not have a signature assigned to the institution and the funds / collections, the full name of the institution and a list of the funds and collections used (with abbreviations to be used in the notes) shall be stated. In addition to the name of the institution and the collection / fund, the notes also state the inventory number of the document used.

OFFICIAL GAZETTES AND PRESS

Official gazettes

The notes shall state the title of the text published in the official gazette, the abbreviation of the official gazette, the number and year of publication.

The list of sources states: the full title of the official gazette (in italics), the seat of the gazette (in parentheses) and the individual years or range of years to which the author referred in his or her article.

Notes: Ordinance on the management of documentary material outside the archives, OG 105/2020.

List of sources: Official Gazette (Zagreb), 2020

In the case of an electronic release only, the date of access ("accessed...") and the URL must be added to the note.

Press

Unauthorized articles published in the press, i.e. daily newspapers and weeklies, are cited in the note: the title of the article or the beginning of the text if there is no title, the title of the periodical (in italics), year, release number, date and page range.

The list of sources does not include an unauthorized article in the press, but only information on the periodical publication within the item Official Gazettes and the press in alphabetical order together with the official gazettes. The listed data include: the title of the periodical (in italics), place of publication (in brackets) and the range of years to which the author referred in his article.

Notes: A large number of visitors to cinemas, *Šibenski list*, vol. I., no. 20, Dec. 31, 1952, 5.

Next: Large number of visitors, 5.

List of sources: *Šibenski list* (Šibenik), 1952 - 1966, 1981.

BIBLIOGRAPHY

The bibliography lists all texts (except unauthorized newspaper articles and publications in official gazettes) and publications (author's books, chapters in proceedings, articles in journals, texts published on the Internet, information aids, etc.) for which it is possible to determine:

1. author or editor
2. title
3. publication (publisher, place, year, URL / DOI, etc.).

The same rules apply to works published in electronic form on the Internet as to printed content, with the addition of the date of access to the content and the Internet address being added below. If the website does not contain all the required information, it is necessary to provide the information that is available.

Some bibliographic units have two or more authors or editors, and the imprint may indicate more than one publisher or more places of publication, for which the following rules apply:

- The full names of all authors and / or editors of the publication should be given in the bibliography. Initials are allowed to be used only if it is not possible to determine the full name of the author.
- The notes list up to three authors, i.e. editors, and for four or more only the first one is mentioned, with a note, et al.
- When more than one place of publication or more than one publisher appears on the imprint, only the first listed place, i.e. the first listed publisher, is stated, and other places and publishers are omitted.

If the cited work has been published in several forms (printed / electronic), the version used should always be stated.

There are three types of bibliographic unit records for citing works:

1. the first bibliographic description in the note
2. second and each subsequent reference in the note
3. bibliographic description in the bibliography

Citation examples:

Books

1. Šime Peričić, *Povijest Dalmacije od 1797. do 1860.* (Zadar: Matica hrvatska Zadar, 2006), 5 – 67.
2. Peričić, *Povijest Dalmacije*, 78.
3. Peričić, Šime. *Povijest Dalmacije od 1797. do 1860.* Zadar: Matica hrvatska Zadar, 2006

1. Josip Kolanović, Janez Šumrada, ed., *Napoleon i njegova uprava na istočnoj obali Jadrana i na području istočnih Alpa 1806-1814: arhivski vodič* (Zagreb: Croatian State Archives, 2005), 78-93.
2. Kolanović, Šumrada, *Napoleon i njegova uprava*, 115.
3. Kolanović, Josip; Šumrada, Janez, ed. *Napoleon i njegova uprava na istočnoj obali Jadrana i na području istočnih Alpa 1806-1814: arhivski vodič*. Zagreb: Croatian State Archives, 2005.

Contributions in books / proceedings

1. Anita Buhin, „Jugoslavenska popularna kultura između zabave i ideologije“, u: *Stvaranje socijalističkog čovjeka. Hrvatsko društvo i ideologija jugoslavenskoga socijalizma*, ur. Igor Duda (Pula; Zagreb: Sveučilište Jurja Dobrile u Puli; Srednja Europa, 2017.), 199.
2. Buhin, „Jugoslavenska popularna kultura“, 188-190.
3. Buhin, Anita. „Jugoslavenska popularna kultura između zabave i ideologije“. U: *Stvaranje socijalističkog čovjeka. Hrvatsko društvo i ideologija jugoslavenskoga socijalizma*, ur. Igor Duda, 184-204. Pula; Zagreb: Sveučilište Jurja Dobrile u Puli; Srednja Europa, 2017.
1. Dubravka Kolić, „Gradivo Državnog arhiva u Zadru u mirovnim ugovorim s Italijom nakon dva svjetska rata“, u: *Arhivi i politika. Zbornik radova sa 4. kongresa hrvatskih arhivista u Opatiji*, ur. Silvija Babić (Zagreb: Hrvatsko arhivističko društvo, 2013.), 89-92.
2. Kolić, „Gradivo Državnog arhiva u Zadru“, 93.
3. Kolić, Dubravka. „Gradivo Državnog arhiva u Zadru u mirovnim ugovorim s Italijom nakon dva svjetska rata“. U: *Arhivi i politika. Zbornik radova sa 4. kongresa hrvatskih arhivista u Opatiji*, ur. Silvija Babić, 89-102. Zagreb: Hrvatsko arhivističko društvo, 2013.

Contributions in periodicals

1. Igor Kozjak, „Prevenција oštećenja na kožnim uvezima uzrokovanih onečišćenjem zraka“, *Arhivski vjesnik* 54 (2011), 270-271.
2. Kozjak, „Prevenција oštećenja“, 265.
3. Kozjak, Igor. „Prevenција oštećenja na kožnim uvezima uzrokovanih onečišćenjem zraka“. *Arhivski vjesnik* 54 (2011), 265-275.
1. Tonija Andrić, Ante Birin, „Poduzetnička elita građanskog staleža u Šibeniku i Splitu 15. stoljeća“, *Povijesni prilozi* 56 (2019), 113-116.
2. Andrić, Birin, „Poduzetnička elita“, 112.
3. Andrić, Tonija; Birin, Ante. „Poduzetnička elita građanskog staleža u Šibeniku i Splitu 15. stoljeća“, *Povijesni prilozi* 56 (2019), 109-130.

Articles in encyclopedias

1. „Austro-ugarska nagodba“, in: *Hrvatska enciklopedija*, vol. 1 (Zagreb: Leksikografski zavod „Miroslav Krleža“ 1999) 477.
2. „Austro-ugarska nagodba“, 478.
3. „Austro-ugarska nagodba“. In: *Hrvatska enciklopedija*, vol. 1, 477-480. Zagreb: Leksikografski zavod „Miroslav Krleža“ 1999

Doctoral, master's and graduate theses

1. Goran Budeč, „Svakodnevni život stanovnika Šibenika u drugoj polovini XV. stoljeća u zrcalu inventara i oporuka s posebnim osvrtom na razinu materijalne kulture“ (doctoral dissertation, University of Zagreb, 2013), 54-55.
2. Budeč, „Svakodnevni život“, 78.
3. Budeč, Goran. „Svakodnevni život stanovnika Šibenika u drugoj polovini XV. stoljeća u zrcalu inventara i oporuka s posebnim osvrtom na razinu materijalne kulture“. Doctoral dissertation, University of Zagreb, 2013

Works in electronic form (example of a multi-author article published in a journal)

1. Katharina Deering et al., „Monitoring of arsenic, mercury and organic pesticide sin particulate matter, ambient air and settled dust in natural history collections taking the example of the Museum für Naturkunde“, *Environmental Monitoring and Assessment* 191, article number 375 (2019), accessed 25/04/2020 <https://doi.org/10.1007/s10661-019-7495-z>
2. Katharina Deering et al., „Monitoring of arsenic“.
3. Deering, Katharina; Spiegl, Elise; Quaisser, Christiane; Nowa, Dennis; Schierl, Rudolf; Bose- O'Reilly, Stephan; Garí, Mercè. „Monitoring of arsenic, mercury and organic pesticide sin particulate matter, ambient air and settled dust in natural history collections taking the example of the Museum für Naturkunde“. *Environmental Monitoring and Assessment* 191, article number 375 (2019). Accessed 25/04/2020 <https://doi.org/10.1007/s10661-019-7495-z>