Instructions for Authors[1]

PROCEEDINGS OF INTERNATIONAL CONGRESS OF HISTORICAL CITIES

Terms of Publication and Submission of Papers

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Authors who are interested in participating in the congress and / or publishing the paper should submit an application containing: title of the paper in Croatian and English or only in English, authors´ first and last names, abstract of the paper written in Croatian and English or English only and it should contain from 200 to 250 words and a short CV of at least one author written in Croatian and English or English language only with a range of 200 to 250 words. For participation in the Congress and for publication in the Proceedings in the current year, the application and the text of the paper must be submitted in accordance with the deadlines stated on the official website of the Congress or in the invitation to participate. The application and the text of the paper should be sent to: editorial@ihc-congress.com. The application and the text of the paper should be submitted as a Word document. The papers which arrive after the deadline or are not written in accordance with these instructions will not be submitted to the review process and will NOT BE PUBLISHED in the Proceedings in the current year.

Reviews and Classification of Papers

All papers undergo a review process of at least two reviewers. The papers received in the Croatian language are sent to domestic reviewers and the papers written in English language are

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[1] The terms used in this manual, which have gender meaning, apply equally to male and female.

submitted to at least one foreign reviewer. In case the first two reviews are contrary to the recommendation for publication, the paper undergoes a third review.

Reviewers evaluate the paper numerically and descriptively, suggest a category of paper and enter their remarks and comments. Based on the opinion of the reviewers, the editorial board submits proposals to the authors for amendments and corrections. After corrections and amendments have been made, the editorial board decides to publish only the abstract or the complete paper, and if the corrections and amendments are not in accordance with the recommendations of the reviewers, the editorial board reserves the right to refuse publication of the paper. Ratings, suggestions, remarks, comments as well as the identity of the reviewers of each paper are known only to the editorial staff.

The papers will be categorized into one of the following categories: scientific paper or expert article. The editorial board determines the category of work that is published in the heading of the article based on the opinion of the reviewers. Scientific paper – represents a scientific work that presents new results of scientific research published for the first time and new, still unknown facts, insights and theories that represent a contribution to science. Scientific articles are further classified into: original scientific paper, short communication, preliminary communication, and review article. Expert article – contains useful contributions describing their own work and practical experience to convey information. The focus is on the application of already known knowledge and the dissemination and practical application of existing knowledge. Other contributions are published in the proceedings and particularly meeting abstracts.

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Above the article title, you must write the name(s) of each author (Ariel 12 pt.) in a separate line and left-aligned. Other information by the author and co-author of the paper, such as acronyms of academic title and degree, vocation, institution, and e-mail should be given in a footnote (8 pt. font Ariel). Authorship should cover only those who have significantly contributed to the work and will be cited as co-authors. Information on student thesis tutors should be provided separately in the footnote, they should not be mentioned as co-authors. The title of the article should be written in Croatian and English or only in English in 18 pt. font Ariel, aligned left, without indentation. A summary of the article in Croatian and English in extent of 200 to 250 words in English should be placed after the title at the beginning of the paper. The abstract font should be Ariel, size 9 pt., aligned on both sides. The summary is written in one paragraph. Below the summary should be 3 - 6 keywords in Croatian and English or English only.

Article text should be written using Ariel font, 10 pt., line spacing 1.5. Text should be aligned on both sides, written from the beginning of the line (without indenting the first line of the paragraph), with margins: top 2.5 cm, bottom 2.5 cm, left 2.5 cm, right 2.5 cm, 0 cm (gutter) binding space, 1.25 cm header, 1.25 cm footer, paper orientation: portrait. The paragraphs should be separated by 0 pt. before and 6 pt. after. You do not need to separate paragraphs using the *Add space before / after paragraph* command. The scope of work should not exceed one author's sheet (16 pages, 30,000 characters, including whites).

Chapter headings should be short and straightforward and numbered in Arabic numerals. Chapters may also have subchapters numbered with 2 or 3 digits (example: 1; 1.1; 2; 2.1; 2.1.1, etc.) and not more than that. There is no need to use the *Numbering command* with automatic countdowns. Chapter headings should be written using the 12 pt. Ariel font in bold, and the rest of the subheadings should be 10 pt. Ariel font in bold. Headings are left aligned, without indentation. To separate the titles of chapters and subchapters, there should be a space of 12 pt. before and 6 pt. after. After the title of the chapter, and before the title of the first subchapter, one to two paragraphs should be written indicating the structure of the chapter in the following subchapters. Keep in mind that subchapters have to be meaningful entities and they must have at least three paragraphs. Paragraphs should be at least five and at most 15 lines long.

It is not appropriate to highlight and emphasize words or expressions in italics, except for foreign words for which there are no Croatian counterparts (e.g. "...korištenjem virtualnih naočala i *joysticka*..."). The footnotes are used only for further clarification of the basic text, for reference to articles and regulations, and not for citing sources. Exceptionally, the footnotes may be used to indicate the Internet sources that cannot identify the author or publisher, by stating: The title of the main page. *The title of the page from which the content was downloaded*. Retrieved from: link (download date, e.g. February 15, 2019). Footnotes are marked at the bottom of the page, continuously, throughout the article, in Arabic numerals starting at 1, using the 8 pt. Ariel font.

Images, charts and tables are imported in the text itself. Above the image, chart and table are the number and name for which the 8 pt. Ariel font should be used. The numbering is done continuously by Arabic numerals (images, tables and charts respectively). The sources are listed below the images,

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The reference list should include all sources used and complete information on the works cited as references. The reference list is written without a number of chapters and comes at the end of the paper (after the Conclusion) under the name References. References should be numbered and arranged alphabetically by the author's surname (or publisher if the author is unknown) and chronologically for the same author's works. The online sources indicated in the footnotes are listed at the end of the reference list after the heading Web sources. Web sources should be numbered and arranged alphabetically according to the title of the main page, in the same way as they are indicated in the footnotes. Reference list font should be Ariel, size 9 pt. The citation and referencing style is defined in more detail in a separate leaflet.