

## AUTHOR GUIDELINES

Academic journal *Social Policy* publishes articles that are the result of the latest theoretical and empirical research in the field of social policy and social work.

The papers are published in English.

The journal is published three times a year. The deadlines for submitting the manuscripts are: March 1<sup>st</sup>, July 1<sup>st</sup> and November 1<sup>st</sup>.

Two consecutive issues cannot contain articles written by the same author, whether single-authored or co-authored.

Authors are obliged to submit a signed and scanned Statement alongside with the manuscript, declaring their manuscript hadn't previously been published, i.e. it's not plagiarism or auto-plagiarism. The Statement form can be downloaded from the web page of the journal: [http://www.ips.ac.rs/magazines/socijalna-politika/authors\\_directions/](http://www.ips.ac.rs/magazines/socijalna-politika/authors_directions/)

Manuscripts should be sent to the following e-mail address: sp@ips.ac.rs.

**Research article** can have up to 40,000 characters with spaces, including footnotes. When counting the characters leave out the reference list.

**Review** can have up to 15,000 characters with spaces.

**Book review** can have up to 10,000 characters with spaces.

When counting the characters, use the option Review/Word Count/Character (with spaces) and check the box Include textboxes, footnotes and endnotes.

## CITING AND REFERENCING

Academic journal *Social Policy* adopts a modified version of Chicago citation style (17<sup>th</sup> edition of the *Chicago Manual of Style*), the author–date system of in-text parenthetical citation, with the list of references with full bibliographic information being placed at the end of the paper.

The bibliographic data in both the parenthetical citation and reference list should be cited in the original language of the source. The English translation of the reference title should be enclosed in square brackets after the original title. The references originally written in Cyrillic script should be transliterated into Latin script.

Below are the rules and examples of citing the bibliographic information in the reference list and in the text. For each type of source, a citation rule is given first, followed by an example of citation in the reference list and bibliographic parenthesis.

The bibliographic parenthesis, as a rule, is set off at the end of the sentence, before the punctuation mark. It contains the author's surname, the year of publication and page numbers pointing to a specifically contextual page or range of pages, as in the following example: (Mearsheimer 2001, 15–17).

## Books

### ***Books with one author***

Surname, Name. Year of publication. *Title*. Place of publication: Publisher.

Mearsheimer, John J. 2001. *The Tragedy of Great Power Politics*. New York: W. W. Norton & Company.  
(Mearsheimer 2001)

### ***Books with two or three authors***

Surname, Name, and Name Surname. Year of publication. *Title*. Place of publication: Publisher.

Brady, Henry E., and David Collier. 2010. *Rethinking Social Inquiry: Diverse Tools, Shared Standards*. Lanham: Rowman & Littlefield Publishers.  
(Brady and Collier 2010)

Pollitt, Christopher, Johnston Birchall, and Keith Putman. 1998. *Decentralising Public Service Management*. London: Macmillan Press.  
(Pollitt, Birchall and Putman 1998)

### ***Books with four or more authors***

Surname, Name, Name and Surname, Name and Surname, and Name and Surname. Year of publication. *Title*. Place of publication: Publisher.

Pollitt, Christopher, Colin Talbot, Janice Caulfield, and Amanda Smullen. 2005. *Agencies: How Governments do Things Through Semi-Autonomous Organizations*. New York: Palgrave Macmillan.  
(Pollitt et al. 2005)

### ***Editor(s) or translator(s) in place of the author(s)***

Surname, Name, Name and Surname, ed. Year of publication. *Title*. Place of publication: Publisher.

Kaltwasser, Cristobal Rovira, Paul Taggart, Paulina Ochoa Espejo, and Pierre Ostigoy, eds. 2017. *The Oxford Handbook of Populism*. New York: Oxford University Press.  
(Kaltwasser et al. 2017)

## Chapter in an edited book

Surname, Name. Year of publication. "Title of the chapter." In *Title*, ed. Name Surname, pages range. Place of publication: Publisher.

Lošonc, Alpar. 2019. "Discursive dependence of politics with the confrontation between republicanism and neoliberalism." In *Discourse and Politics*, eds. Dejana M. Vukasović and Petar Matić, 23–46. Belgrade: Institute for Political Studies.  
(Lošonc 2019)

## Journal Articles

### ***Regular issue***

Surname, Name. Year of publication. "Title of the article." *Journal* Volume, if available (issue): page range. DOI.

Ellwood, David W. 2018. "Will Brexit Make or Break Great Britain?" *Serbian Political Thought* 18 (2): 5–14. doi: 10.22182/spt.18212018.1.  
(Ellwood 2018)

### ***Special issue***

Surname, Name. Year of publication. "Title of the article." In "Title of the special issue", ed. Name Surname, Special issue, *Journal*: page range. DOI.

Chin, Warren. 2019. "Technology, war and the state: past, present and future." In "Re-visioning war and the state in the twenty-first century." Special issue, *International Affairs* 95 (4): 765–783. doi: 10.1093/ia/iiz106.

(Chin 2019)

### **Encyclopedias and dictionaries**

#### ***When the author/editor is known***

Surname, Name, Name Surname, ed. Year of publication. *Title*. Vol. Place of publication: Publisher.

Badie, Bertrand, Dirk Berg-Schlosser, and Leonardo Morlino, eds. 2011. *International Encyclopedia of Political Science*. Vol. 1. Los Angeles: Sage Publications.

(Badie, Berg-Schlosser and Morlino 2011)

#### ***When the author/editor is unknown***

*Title*. Year of publication. Place of publication: Publisher.

*Webster's Dictionary of English Usage*. 1989. Springfield, Massachusetts: Merriam-Webster Inc.

(*Webster's Dictionary of English Usage* 1989)

### **PhD dissertation**

Surname, Name. Year of publication. "Title of the dissertation." PhD diss. University.

Munger, Frank J. 1955. "Two-Party Politics in the State of Indiana." PhD diss. Harvard University.

(Munger 1955, 17–19)

### **Newspapers and magazines**

#### ***Signed articles***

Surname, Name. Year of publication. "Title of the article." *Newspaper/Magazine* Date: page range.

Clark, Phil. 2018. "Rwanda's Recovery: When Remembrance is Official Policy." *Foreign Affairs*, January/February 2018: 35–41.

(Clark 2018)

#### ***Unsigned articles***

*Title of the newspaper/magazine*. Year of publication. "Title of the article." Date: page range.

*New York Times*. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

(*New York Times* 2002)

### **Corporate author**

Name of the corporate author [acronym if needed]. Year of publication. *Title of the publication*. Place of publication: Publisher.

International Organization for Standardization [ISO]. 2019. *Moving from ISO 9001:2008 to ISO 9001:2015*. Geneva: International Organization for Standardization.

(International Organization for Standardization [ISO] 2019) – *The first in-text citation*

(ISO 2019) – *Second and all subsequent citations*

### **Special cases of referencing**

#### ***Citing edition other than the first***

Surname, Name. Year of publication. *Title*, edition number. Place of publication: Publisher.

Bull, Hedley. 2012. *The Anarchical Society: A Study of Order in World Politics*, 4<sup>th</sup> edition. New York: Columbia University Press.

(Bull 2012)

### ***Multiple sources of the same author***

1) *Multiple sources by the same author* should be arranged chronologically by year of publication in ascending order.

Mearsheimer, John J. 2001. *The Tragedy of Great Power Politics*. New York: W. W. Norton & Company.

Mearsheimer, John J. 2010. "The Gathering Storm: China's Challenge to US Power in Asia." *The Chinese Journal of International Politics* 3 (4): 381–396. doi: 10.1093/cjip/poq016.

2) *Multiple sources by the same author from the same year* should be alphabetized by title, with lowercase letters attached to the year. Those letters should be used in parenthetical citation as well.

Walt, Stephen M. 2018a. *The Hell of Good Intentions: America's Foreign Policy Elite and the Decline of U.S. Primacy*. New York: Farrar, Straus and Giroux.

(Walt 2018a)

Walt, Stephen M. 2018b. "Rising Powers and the Risk of War: A Realist View of Sino-American Relations." In *Will China's Rise be Peaceful: Security, Stability and Legitimacy*, ed. Asle Toje. 13–32. New York: Oxford University Press.

(Walt 2018b)

3) *Single-authored sources precede multiauthored sources beginning with the same surname* or written by the same person.

Pollitt, Christopher. 2001. "Clarifying convergence. Striking similarities and durable differences in public management reform." *Public Management Review* 3 (4): 471–492. doi: 10.1080/14616670110071847.

Pollitt Christopher, Johnston Birchall, and Keith Putman. 1998. *Decentralising Public Service Management*. London: Macmillan Press.

4) *Multiauthored sources with the same name and surname* of the first author should continue to be alphabetized by the second author's surname.

Pollitt Christopher, Johnston Birchall, and Keith Putman. 1998. *Decentralising Public Service Management*. London: Macmillan Press.

Pollitt Christopher, Colin Talbot, Janice Caulfield, and Amanda Smullen. 2005. *Agencies: How Governments do Things Through Semi-Autonomous Organizations*. New York: Palgrave Macmillan.

### **Special cases of parenthetical citation**

#### ***Exceptions to the rule of placing the parenthetical citation at the end of a sentence***

1) If the *author is mentioned in the text*, even if used in a possessive form, the year must follow in parenthesis, and page numbers should be put in the brackets at the end of the sentence.

For the assessment, see Kaltwasser *et al.* (2017) ... (112).

According to Ellwood (2018) ... (7).

2) When *quoting directly*, if the name of the author precedes the quotation, the year and page numbers must follow in parenthesis.

Mearsheimer (2001, 28) claims that: "..."

3) When *using the same source multiple times in one paragraph*, the parenthetical citation should be placed either after the last reference (or at the end of the paragraph, preceding the final period) if the same page (or page range) is cited more than once, or at the first reference, while the subsequent citations should only include page numbers.

Do not use *ibid* or *op. cit.* with repeated citations.

### ***Using brief phrases such as “see”, “compare” etc.***

Those phrases should be enclosed within the parenthesis.

(see Ellwood 2018)

### ***Using secondary source***

When using a secondary source, the original source should be cited in parenthesis, followed by “quoted in” and the secondary source. The reference list should only include the secondary source.

“Its authority was greatly expanded by the constitutional revision of 1988, and the Court of Arbitration can now be regarded as a ‘genuine constitutional court’” (De Winter and Dumont 2009, 109 cited in: Lijphart 2012, 39–40).

Lijphart, Arend. 2012. *Patterns of Democracy: Government Forms and Performance in Thirty-Six Countries*, 2<sup>nd</sup> edition. New Haven & London: Yale University Press.

### ***Multiple sources within the same parentheses***

1) When *multiple sources* are cited, they should be separated by semicolons.

(Mearsheimer 2001, 34; Ellwood 2018, 7)

2) When *multiple sources by the same author*, but published in different years are cited, the name of the author is cited only the first time. The different years are separated by commas or by semicolon where page numbers are cited.

(Mearsheimer 2001, 2010) or (Mearsheimer 2001, 15–17; 2010, 390)

3) When *different authors share the same surname*, include the first initial in the parenthesis.

(M. Chiti 2004, 40), (E. Chiti 2004, 223)

Chiti, Edoardo. 2004. “Administrative Proceedings Involving European Agencies.” *Law and Contemporary Problems* 68 (1): 219–236.

Chiti, Mario. 2004. “Forms of European Administrative Action.” *Law and Contemporary Problems* 68 (1): 37–57.

## **Legal and Public Documents**

Sections, articles or paragraphs can be cited in the parentheses. They should be appropriately abbreviated.

### ***Constitutions and laws***

The title of the legislative act [acronym if needed], “Official Gazette of the state” and the number of the official gazette, or the webpage and the date of last access.

The Constitution of the Republic of Serbia, “Official Gazette of the Republic of Serbia”, No. 98/06.  
(The Constitution of the Republic of Serbia, Art. 33)

The Law on Foreign Affairs [LFA], “Official Gazette of the Republic of Serbia”, No. 116/2007, 126/2007, and 41/2009.  
(LFA 2009, Art. 17)

Succession Act [SA], “Official Gazette of the Republic of Croatia”, No. 48/03, 163/03, 35/05, 127/13, and 33/15 and 14/19.  
(SA 2019, Art. 3)

An Act to make provision for and in connection with offences relating to offensive weapons [Offensive Weapons Act], 16th May 2019, [www.legislation.gov.uk/ukpga/2019/17/pdfs/ukpga\\_20190017\\_en.pdf](http://www.legislation.gov.uk/ukpga/2019/17/pdfs/ukpga_20190017_en.pdf), last accessed 20 December 2019.  
(Offensive Weapons Act 2019)

## **Government decisions and decisions of the institutions**

The name of the government body or institution [acronym or abbreviation], the title and number of the decision, date of the decision passing, or the webpage and the date of the last access.

Protector of Citizens of the Republic of Serbia [Protector of Citizens], Opinion No. 19–3635/11, 11 January 2012, [https://www.ombudsman.org.rs/attachments/064\\_2104\\_Opinion%20HJC.pdf](https://www.ombudsman.org.rs/attachments/064_2104_Opinion%20HJC.pdf), last accessed 20 December 2019.

(Protector of Citizens, 19–3635/11)

U.S. Department of the Treasury [USDT], Treasury Directive No. 13–02, July 20, 1988, <https://www.treasury.gov/about/role-of-treasury/orders-directives/Pages/td13-02.aspx>, last assessed 20 December 2019.

(USDT, 13–02)

## **Legislative acts of the European Union**

The title of the legislative act, the number of the official gazette, the publication date and the number of the page in the same format as on the *EUR-lex* website: <https://eur-lex.europa.eu/homepage.html>.

Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission’s exercise of implementing powers, OJ L 55, 28.2.2011, p. 13–18.

(Regulation 182/2011, Art. 3)

## **Treaties**

### ***European Union founding treaties***

Title of the treaty or title of the consolidated version of the treaty [acronym], information on the treaty retrieved from the official gazette in the same format as on the *EUR-lex* website: <https://eur-lex.europa.eu/homepage.html>.

Treaty on European Union [TEU], OJ C 191, 29.7.1992, p. 1–112.

(TEU 1992, Art. J.1)

Consolidated version of the Treaty on European Union [TEU], OJ C 115, 9.5.2008, p. 13–45.

(TEU 2008, Art. 11)

Consolidated version of the Treaty on the Functioning of the European Union [TFEU], OJ C 202, 7.6.2016, p. 1–388.

(TFEU 2016, Art. 144)

### ***Other treaties***

Title of the treaty [acronym or abbreviation], date of conclusion, UNTS volume number and registration number on the *United Nations Treaty Collection* website: <https://treaties.un.org>.

Marrakesh Agreement Establishing the World Trade Organization [Marrakesh Agreement], 15 April 1994, UNTS 1867, I-31874.

(Marrakesh Agreement 1994)

International Covenant on Civil and Political Rights [ICCPR], 16 December 1966, UNTS 999, I-14668.

(ICCPR 1966)

Treaty of Peace between the State of Israel and the Hashemite Kingdom of Jordan [Israel Jordan Peace Treaty], 26 October 1994, UNTS 2042, I-35325.

(Israel Jordan Peace Treaty 1994)

## **Decisions of international organizations**

The name of the international organization and its body [acronym], the decision number, the title of the decision, the date of the decision passing.

United Nations Security Council [UNSC], S/RES/1244 (1999), Resolution 1244 (1999) Adopted by the Security Council at its 4011th meeting, on 10 June 1999.

(UNSC, S/RES/1244)

Parliamentary Assembly of the Council of Europe [PACE], Doc. 14326, Observation of the presidential election in Serbia (2 April 2017), 29 May 2017.

(PACE, Doc. 14326, para. 12)

## **Case law**

### ***Case law of the courts in the Republic of Serbia***

The type of the act and the name of the court [acronym of the court], the case number with the date of the decision passing, the name and number of the official gazette where the decision is published – if available.

Decision of the Constitutional Court of the Republic of Serbia [CCRS], IUa-2/2009 of 13 June 2012, “Official gazette of the Republic of Serbia”, No. 68/2012.

(Decision of CCRS, IUa-2/2009)

Decision of the Appellate Court in Novi Sad [ACNS], Rzr–1/16 of 27 April 2016.

(Decision of ACNS, Rzr–1/16)

### ***Case law of the International Court of Justice***

The name of the court [acronym], *the case title*, type of the decision with the date of the decision passing, the name and number of I.C.J. Reports issue where the decision is published, page number.

International Court of Justice [ICJ], *Application of the Interim Accord of 13 September 1995 (the Former Yugoslav Republic of Macedonia v. Greece)*, Judgment of 5 December 2011, I.C.J. Reports 2011, p. 644.

(ICJ Judgment 2011)

International Court of Justice [ICJ], *Accordance with the International Law of the Unilateral Declaration of Independence in Respect of Kosovo*, Advisory Opinion of 22 July 2010, I.C.J. Reports, p. 403.

(ICJ Advisory Opinion 2010)

### ***Case law of the Court of Justice of the European Union***

*The case title*, the case number, type of the case with the date of the decision passing, ECLI.

*United Kingdom of Great Britain and Northern Ireland v. European Parliament and Council of the European Union*, Case C-270/12, Judgment of the Court (Grand Chamber) of 22 January 2014, ECLI:EU:C:2014:18.

(*United Kingdom of Great Britain and Northern Ireland v. European Parliament and Council of the European Union*, C-270/12) or

(CJEU, C-270/12)

*United Kingdom of Great Britain and Northern Ireland v. European Parliament and Council of the European Union*, Case C-270/12, Opinion of Advocate General Jääskinen delivered on 12 September 2013, ECLI:EU:C:2013:562.

(Opinion of AG Jääskinen, C-270/12)

### ***Case law of the European Court of Human Rights***

*The case title*, number of the application, type of the case with the date of the judgment passing, ECLI.

*Pronina v. Ukraine*, No. 63566/00, Judgment of the Court (Second Section) on Merits and Just Satisfaction of 18 July 2006, ECLI:CE:ECHR:2006:0718JUD006356600.

(*Pronina v. Ukraine* 63566/00, par. 20) or

(ECHR, 63566/00, par. 20)

### **Case law of other international courts and tribunals**

The name of the court [acronym], the case number, *the case title*, type of the decision with the date passing.

International Tribunal for the Prosecution of Persons Responsible for Serious Violations of International Humanitarian Law Committed in the Territory of the Former Yugoslavia since 1991 [ICTY], Case No. IT-94-1-A-AR77, *Prosecutor v. Dusko Tadic*. Appeal Judgement on Allegations of Contempt Against Prior Counsel, Milan Vujin. Judgment of 27 February 2001.

(*Prosecutor v. Dusko Tadic*, IT-94-1-A-AR77) or

(ICTY, IT-94-1-A-AR77)

### **Archive sources**

Name of the repository [acronym], title or number of the fond [acronym], box number, folder number – if available, reference code, “title of the document” – or, if it is not available, provide a short description by answering the questions who? whom? what?, place and date – or n.d. if no date is provided.

Arhiv Srbije [AS], MID, K-T, f. 2, r93/1894, “Izveštaj Ministarstva inostranih dela o postavljanju konzula”, Beograd, 19. april 1888.

(AS, MID, K-T, f. 2)

(AS, MID, f. 2) – *When the folder number is known only*

Dalhousie University Archives [DUA], Philip Girard fonds [PG], B-11, f. 3, MS-2-757.2006-024, “List of written judgements by Laskin,” n.d.

(DUA, PG, B-11, f. 3)

### **Web sources**

Surname, Name or name of the corporate author [acronym]. Year of publication or n.d. – if the year of publication cannot be determined. “The name of the web page.” *The name of the web site*. Date of creation, modification or the last access to the web page, if the date cannot be determined from the source. URL.

Bilefsky, Dan, and Ian Austen. 2019. “Trudeau Re-election Reveals Intensified Divisions in Canada.” *The New York Times*. <https://www.nytimes.com/2019/10/22/world/canada/trudeau-re-elected.html>.

(Bilefsky and Austen 2019)

Institute for Political Studies [IPS]. n.d. “The 5<sup>th</sup> International Economic Forum on Reform, Transition and Growth.” *Institute for Political Studies*. Last accessed 7 December 2019. <http://www.ips.ac.rs/en/news/the-5th-international-economic-forum-on-reform-transition-and-growth/>.

(Institute for Political Studies [IPS] n.d.) – *First in-text citation*

(IPS n.d.) – *Second and every subsequent citation*

Associated Press [AP]. 2019. “AP to present VoteCast results at AAPOR pooling conference.” May 14, 2019. <https://www.ap.org/press-releases/2019/ap-to-present-votecast-results-at-aapor-polling-conference>.

(AP 2019)

## **TEXT FORMATTING**

### **General guidelines in writing the manuscript**

**The manuscript** should be written in Word, in the following manner:

- Paper size: A4;

- Margins: Normal 2.54 cm;
- Use roman font (plain letters) to write the text, unless specified otherwise;
- Line spacing: 1.5;
- Footnote line spacing: 1;
- Title font size: 14 pt;
- Subtitles font size: 12 pt;
- Text font size: 12 pt;
- Footnote font size: 10 pt;
- Tables, charts and figures font size: 10 pt;
- Use Paragraph/Special/First line at 1.27 cm;
- Text alignment: Justify;
- Font color: Automatic;
- Page numbering: Arabian numerals in lower right corner;
- Do not break the words manually by inserting hyphens to continue the word in the next line;
- Save the manuscript in the .doc format.

### **Research article manuscript preparation**

The manuscript should be prepared in the following manner:

#### ***Name and surname of the first author\****

\* In the footnote: E-mail address: The institutional e-mail address is strongly recommended.

*Affiliation*

#### ***Name and surname of the second author***

*Affiliation*

#### **TITLE OF THE PAPER\*\***

\*\* In the footnote: Optionally, include one of the following (or similar) information: 1) name and number of the project on which the paper was written: 2) the previous presentation of the paper on a scientific conference as an oral presentation under the same or similar name; or 3) the research presented in the paper was conducted while writing the PhD dissertation of the author.

#### **Abstract**

Abstract, within 100–250 words range, contains the subject, aim, theoretical and methodological approach, results and conclusions of the paper.

**Keywords:** Below the abstract, five to ten **key words** should be written. Key words should be written in roman font and separated by commas.

The paper can have maximum of three levels of subtitles. **Subtitles** should not be numbered. They should be used in the following manner:

#### **FIRST LEVEL SUBTITLE**

**Second level subtitle**

*Third level subtitle*

**Tables, charts and figures** should be inserted in the following manner:

- Above the table/chart/figure, center the name of Table, Chart or Figure, an Arabic numeral, and the title in roman font;
- Below the table/chart/figure, the source should be cited in the following manner: 1) if

the table/chart/figure is taken from another source, write down *Source*: and include the parenthetical citation information of the source; or 2) if the table/chart/figure is not taken from another source, write down *Source*: Processed by the author.

**Use in-text references** according to *Citing and referencing*.

**Use the footnotes** solely to provide remarks or broader explanations.

### REFERENCES

**References** should be listed after the text of the paper, prior to the Resume in the following manner:

- the first line of each reference should be left intended, and the remaining lines should be placed as hanging by 1.27 cm using the option Paragraph/Special/Hanging;
- all the references should be listed together, without separating legal acts of archives;
- the references should not be numbered;
- list only the references used in the text.

After the reference list, write the name and surname of the author, the title of the paper and resume in Serbian in the following manner:

#### Име и презиме првог аутора \*

\* Фуснота: Имејл-адреса аутора: Препоручује се навођење институционалне имејл-адресе аутора.

#### Име и презиме другог аутора

### НАСЛОВ

#### Резиме

**Resume (Резиме)** up to 1/10 length of the paper contains the results and conclusions of the paper which are presented in greater scope than in the abstract.

**Keywords (Кључне речи):** Key words should be written in roman font and separated by commas.

### Review preparation

A review should be prepared in the same manner as the research article, but leaving out abstract, keywords and resume.

### Book review preparation

Book review should be prepared in the following manner:

Split the text into **two columns**.

#### *Name and surname of the author* \*

\* In the footnote: E-mail address: The institutional e-mail address is strongly recommended.

#### *Affiliation*

### TITLE OF THE BOOK REVIEW

Below the title **place the image of the front cover**;

Below the image of the front cover list the book details according to the following rule:

Name and surname of the author. Year of publication. *Title of the book*. Place of publication: Publisher, total number of pages.

**The text** of the book review should be prepared following the guidelines of the research article preparation.

