

GUIDELINES FOR AUTHORS

1. ARTICLE SUBMISSION GUIDELINES AND PUBLISHING PROCEDURE

General principles.

Manuscripts submitted to the journal should be original contributions and should not be under consideration for publication elsewhere at the same time. **The author is fully responsible for the content of the article.** In compliance with the guidelines, formal academic style and scientific article layout should be used. Authors are asked to submit the entire paper which is expected to be grammatically correct and without spelling or typing errors. Texts which will not comply with the guidelines will be returned with notes on corrections. The editorial board will not return submitted materials.

Copyrights.

When published, the author keeps moral copyrights of the article, however, material copyrights are for all times, all cases, unlimited printing and for all media transferred nonexclusively, without time and space limits to the publisher of the journal, Regional Archives Maribor. The author also signs a Permission for publishing in the publication "Moderna arhivistika".

Article submission.

Articles must be submitted in electronic form via e-mail to the editorial board (nina.gostencnik@pokarh-mb.si), with the permission for publishing, signed by all authors, to the editorial board address: Pokrajinski arhiv Maribor, Radenci 2017, Glavni trg 7, 2000 Maribor, Slovenia. Permissions can also be sent via fax +38622522564 or scanned to e-mail: nina.gostencnik@pokarh-mb.si.

Review policy.

If the article does not correspond to the journal standards, the editorial board returns it to the author for completion. If the article is not marked as scientific or professional, the editorial board decides on its publishing. If the article is marked as scientific or professional and corresponds to editorial guidelines, it is sent out for the blind peer review. Reviewers are chosen by the editorial board.

The reviewers consider the following:

- **Content:** general interest, innovation, if the topic has already been debated, the reviewer verifies whether the author took findings into consideration.
- **Methodology:** suitability of used methods, sampling, hypothesis confirmation or rejection.
- **Paper structure:** length and division.
- **Scientific equipment:** citing consistency, footnotes, pictures etc...

The reviewer defines the typology (point 10 of article guidelines) and decides whether the article:

- a) will be published as submitted,
- b) needs minor corrections and will be accepted at the editorial board's discretion,
- c) major revision of the article and peer re-review is required, or
- d) is not suitable for publication.

According to the reviewers opinion the author corrects or supplements the article. The anonymity of authors during the review procedure is guaranteed. Articles are published only if they receive a positive review.

Final text, proofreading and publishing preparation.

Final text must be sent to the editorial board via e-mail in MS Word format. The editorial board prepares the text for printing. The editorial board has the right to change the form of the paper; however, bigger changes are discussed with the author.

All articles should be proofread. If the text is poorly translated into English, it is returned to the author for a new translation. **Texts in poor English will not be published in the journal.**

The publisher provides translations from English to Slovene (abstract, keywords, summary).

2 ARTICLE PREPARATION GUIDELINES*

(*Authors are advised to use the attached template, which is also available on our website)

1. **Types of articles.** The journal publishes scientific, professional and other articles.
2. **Language.** Published articles are in **Slovene or English language**. All articles must have the abstract, summary and key words in English.
3. **Layout and length.** Authors use Times New Roman font, 12p. The text should not be shorter than 5 pages and not exceed 16 typewritten pages (including tables, pictures and the list of cited sources and literature). Authors are advised to use the attached template, which is also available on our website.
4. **Structure.** The following information is required on the title page: information about the author, title and subtitle of the article, typology, structured abstract (consisting of: purpose; methodology/approach; results; originality/usability) and key words. This is followed by title and subtitle translation, typology, abstract and key words in English language. Main text of the article is followed by the summary in English and reference list.

5. **Title and subtitle.** The title should be concise and informative. It should specify the content of the article. Authors can also use a subtitle, which has to be separated from the title with a punctuation mark. The title should contain words suitable for indexing and searching. Title and subtitle have to be in the original and English language.
6. **Author.** The name of the author should be stated before the title in full form (name and surname). If there are more authors, they should define the order of their names. Any academic or professional titles, institutional affiliation, address and e-mail address should also be stated. The author should also provide a short biography (up to 5 lines).
7. **Abstract.** Abstracts are obligatory for all articles. A structured abstract with 120 words at most is formed by the author. The abstract consists of the purpose, methodology/approach, results analysis, research limitations, originality and practical implications. It should be written in the third person. Translation to English should correspond to the original language.
8. **Key words.** The author defines up to 5 key words.
9. **Summary in English.** Because the journal is present also internationally and articles are published on various portals, it also includes summaries of articles in English language. The summary should be written on at least 500 words. If the article is in English, the summary will be translated into Slovene language.
10. **Typology.** Typology is suggested by the author, final decision is made by the editorial board based on the reviewer's opinion. Typology of documents/works for bibliography management in the Slovenian cooperative bibliographic system COBISS is used (1.01 Original Scientific Article, 1.02 Review Article, 1.03 Short Scientific Article, 1.04 Professional Article and 1.25 Other Articles or Component Parts).
11. **Universal Decimal Classification - UDC code.** The editorial board provides the UDC code.
12. **Paragraphs and headings.** Heading's levels should reflect the organization of the article. Chapters can be divided into subchapters. Numbering should follow SIST ISO 2145 and SIST ISO 690 standards (that is: 1, 1.1, 1.1.1 etc.).
13. **Footnotes.** Footnotes are placed at the bottom of the page and numbered with ordinal numbers from the beginning to the end of the article. Footnotes should provide additional text (author's comments) and not bibliographic references - those can only be referred to. If the footnote refers to the whole sentence or paragraph, it is placed after the punctuation mark. If it refers to the last part of the sentence or only to the last word, it should be placed before the punctuation mark.

14. **Pictures and graphics.** The article can also include pictures (photos, graphics, maps, sketches, diagrams etc.) and tables, which should be numbered (from beginning to end). Each picture should have a title. Table titles are written above the table, picture titles below them. If needed, tables and pictures should be provided with adequate explanations and legends. If graphics are not the result of author's work, a source has to be quoted. All graphics have to be referred to in the text and suitable for black and white printing. Text should be visible and readable. Pictures should be scanned in an appropriate resolution (at least 300dpi), saved in .jpg, .tiff or .png format, submitted as a separate file and appropriately titled.
15. **Citing.** Citing in the text should be equipped with a source; direct quotes should be marked by quotation marks. Only publicly available sources should be cited, in the case of secondary citing use the phrase: "as cited in". Source information (author, year of publishing, page) should be in brackets, separated by a comma (author citing). If there are more authors the word "and" should be used instead of a comma before the last author. If there are more than three authors, cite only the first one followed by the phrase "et al." If you cite two or more works, they should be separated by a semicolon. Information on cited source should be at the end of the article.

Example of citing in the text:

*There were several studies on information retrieval (Smith, 1980; Johnson, 1982, 1990a, 1990b; Kovač, Benko & Mlinar, 1987; Mohorko et al., 1990). Among recent studies the one by Urbanija (1993) should be mentioned, but the opinion of Leight (1996, pp. 4-5) is even more interesting: »The modern librarians have more competencies.« Moreover, there were results published in older research (Line, 1979 as cited in Mihalič, 1984). The legal question was also raised (Act, 1982) and was described in a book *The basic of librarianship* (Banič, 1993). It is also stated in the international standard (ISO 11620, 1998) and on the Slovenian Library Association web site (<http://www.zbds-zveza.si>).*

16. **Reference list.** Cited sources should be listed at the end of the text in a separate chapter "Sources and literature". This chapter should consist only of sources which are referred to in the text. If the same author is cited multiple times, his works are listed by the year of publishing - from oldest to newest. If the same author is listed individually in one case and in the other with co-authors, first his individual works are listed and than (alphabetically) works with more authors. All authors of the work are listed within one reference. Titles of monographies should be written in italics as also articles' titles and year of publishing. If the source has no authors, the first information is its title. If the work has not been published yet it is recommended to use the phrase "in press". All information should be written in original language. Publicly unavailable sources are not included in the list.

Examples of references:

Archival sources:

Author lists document title, fonds or collection, container number and Archives name.

Book:

Mitchell, T. R. & Larson, J. R., Jr. (1987). *People in organizations: an introduction to organizational behaviour* (3rd ed.). New York, NY: McGraw-Hill.

Chapter in a book:

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Hillsdale, NJ: Erlbaum.

Journal article:

Herbst-Damm, K. L. & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health psychology* 24, (3-4), 225–229.

Newspaper article:

Pelko, J. (1997, March 28). New libraries? *The Washington post*, 50, p. 11.

Graduate, MA and PhD works:

Vogrin, D. (1993). *Reading habits*. PhD work. Ljubljana: University of Ljubljana. Faculty of Arts.

Electronic resource:

Acker, E. in O'Connell, P. (2010). *Archives and Record Storage Buildings*. Washington, DC: National Institute of Building Science. Retrieved 3. 5. 2000 from: http://www.wbdg.org/design/archives_records.php.



Legal and other documents:

Library Act. (2006). *Official Gazette of Republic Slovenia*, no. 51 & no. 117.

ISAD(G): General International Standard Archival Description. Second Edition. (2000). Ottawa: International Council on Archives. Retrieved 14. 10. 2011 from: [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

ISO 15489, Information and documentation – Records management. (2001). Geneva: ISO.

Checklist

	Limits 	Checked 
Title	Clear and precise	
Subtitle		
Abstract	cca 120 words	
Key words	Up to 5	
Summary	cca 500 words	

November 2018