

INSTRUCTIONS FOR THE AUTHORS

I GENERAL INSTRUCTIONS

1. Papers from all the areas of law studied on University "VITEZ" Faculty of Law, as well as areas of law studied on other law faculties in Bosnia and Herzegovina and other countries, are published in the Proceedings.
2. Papers that have full filled the Proceedings criteria will be sent to peer review. Review procedure is anonymous for the authors and reviewers.
3. If submitted paper is not considered to be a research in the areas selected for the Proceedings, Executive Editor will consult Editor in Chief, and return submitted proposal to the author. Executive Editor will inform immediately the author. Editorial Board will be informed on the next editorial meeting.
4. No authors' fees, or any other expenses will be compensated for the submitted and accepted papers.
5. The languages in which papers are accepted are: Bosnian, Croatian and Serbian (in Latin or Cyrillic) and English. The Editor in Chief can suggest to Editorial Board to publish the paper in another language, if there is a justified need for that.
6. Papers are submitted exclusively in electronic form to the e-mail address: zbornik.pf@unvi.edu.ba.
7. Signed and printed papers will be sent to the following address:
Sveučilište/Univerzitet "VITEZ", Pravni fakultet – za Zbornik radova Pravnog fakulteta Sveučilišta/Univerziteta "VITEZ"
Školska 23
72 270 Travnik
Bosnia and Herzegovina
8. The maximum length of original, reviewed and professional papers can be one sheet, or 16 A4 pages, or 35,600 characters. The Editorial Board may exceptionally decide to publish a paper larger than the standard volume, at the suggestion of the Editor in Chief.
9. The maximum length of other papers can be up to 8 A4 pages, half of sheet, or up to 17,800 characters. Executive Editor will decline and return to author digital version of the papers that are not in accordance with mentioned requirements.
10. Abstracts of up to 150 words will be added to papers, in one of the official languages in Bosnia and Herzegovina, and in English language as well.
11. Up to 5 keywords will be added to papers, in one of the official languages in Bosnia and Herzegovina, and in English language as well.
12. Executive Editor will send the papers for reviews, after prior consultations with Editor in Chief and members of Editorial Board in the research area of the submitted paper, and after editorial assessment of suitability of the paper for publication in the Proceedings. Suitable papers will be sent for review, and those assessed as unsuitable

will be returned to authors. Executive Editor will inform Editorial Board about all the submitted papers, at the next editorial meeting.

13. In order to be published in the Proceedings, each paper must receive two positive reviews. Reviewers can be teachers from the University "Vitez" or from the other institution. In case one review is positive and the other negative, the paper is referred to the third review. The Executive Editor informs the editorial board about the number of reviews and the final evaluation by the reviewers at the session at which the decision on publishing a specific number of the Proceedings is made. The decision on accepting or not accepting a paper for publication, and its categorization, at the proposal of the Editor in Chief, is made by the Editorial Board.
14. Reviewers' names will not be available to the authors. After the published review, reviewers' comments will be submitted to authors, for the adoption or rejection. In case of rejection of the reviewers' remarks, the Editorial Board will, at the proposal of the Editor in Chief, make a decision on whether the paper will be published or not.
15. Authors' names will not be known to reviewers. Authors will, during paper writing, avoid direct identification through the text of paper.
16. Reviewers will submit their reviews on a special form, which will be sent to them together with the paper sent for review.
17. Reviews, notes and other papers, which are not scientific or professional will not be reviewed. The decision on their eventual examination and publication is made by the Editor in Chief.
18. Papers submitted to the Proceedings must be proofread. The authors accept the rights of the Editorial Board to publish the proofread paper without further consultation with the authors. If there is a justified need for that, the authors can be consulted based on the decision of the Editor in Chief.
19. The authors authorize the Proceedings to use their papers for publication in any form (printed, online or similar). The Proceedings retains all other rights related to publication, unless otherwise agreed with the author.
20. Papers submitted for publication in the Proceedings will not and cannot be submitted for publication in another publication, about which the author, along with the text for publication, submits a special statement. Once published in the Proceedings, papers in another publication (including any other form of publication and distribution) may be published only after prior approval from the Editor in Chief.
21. The Proceedings will also publish abstracts of professional and scientific articles by domestic authors published in foreign indexed journals, if such abstracts are submitted by the author.

I TEXT EDITING STANDARDS

1. Papers submitted for publication should be done in accordance with APA style guidelines.
2. The text of the paper is submitted as a Microsoft Word document, with the use of Times New Roman, font size 12 pt., with the possibility of using bold, italic and other modifications.
3. The title of the paper is written in Times New Roman font, bold, size 16 pt.

4. Subheadings are written in Times New Roman font, bold, size 14 pt. Subtitle numbering is mandatory. The author independently determines the method of marking. The line spacing is 1.5.
5. The beginning of the paragraph must be indented by five letters relative to the left margin or separated by a double space.
6. The first used abbreviation or acronym is indicated in parentheses after the word or group of words they denote. The previous provision also applies to the abbreviated designation of regulations.
7. The legal regulation cited for the first time must be marked with a "footnote" number and listed according to the number of the official gazette in which it was published.
8. Notes are written in font size 10. Notes are at the bottom of the text ("Footnotes").
9. Each of the four margins must be 2.5 cm in size.
10. On the first page of the paper there is the full name of each author, academic or other title, the institution in which the author works - if employed, contact information (address, email, phone). In addition to personal data, the title of the paper is on the first page.
11. The second page provides the abstract and list of keywords, in accordance with points I, 10 and 11.
12. The list includes the used literature in alphabetical order of the first author's surname, the list of consulted web pages, the list of tables and the list of schemes - if used. The bibliography contains the laws used and other sources, which will be listed by category.