

Guidelines for Submission of Papers to the Journal of Criminal Investigation and Criminology

Length of Contributions

1. **Original articles**, both original and review scientific articles, should contain from 7,000 to 9,000 words, comprising identical abstracts in Slovenian and English, which are usually from 15 to 20 lines long and should be brief reviews of the article. Empirical articles should be structured according to the IMRAD standard (introduction, methods, research, and discussion).
2. Contributions in sections **Notes**, **From Practice** or **From Elsewhere** should not exceed 20,000 words.
3. **Notes**, **Reviews**, and **Book reviews** may not exceed 3,000 words.
4. The length of **other contributions** should be agreed upon with the editors.

Guidelines for Writing Articles

All articles must be prepared in accordance with the house style of the Journal of Criminology and Criminology. General instructions for writing papers are given below, a practical example of writing can be found in the **Sample Paper** document. At the same time, we urge you to view examples of contributions from the past two years on the journal's website.

1. Headings and subheadings.
 - a. Title of the paper – Times New Roman, font size 14, bold, spacing 1.5.
 - b. Level 1 heading (**1 Heading**) – Times New Roman, font size 12, bold, spacing 1.5, justified alignment; before the heading number of the section.
 - c. Level 2 heading (**1.1 Heading**) – Times New Roman, font size 12, bold, spacing 1.5, justified alignment; before the heading number of the section and the number of subsection.
 - d. Level 3 heading (**1.1.1 Heading**) – Times New Roman, font size 12, bold and italic, spacing 1.5, justified alignment; before the heading numbers of the section and subsection and the number of subsection of the second order.
2. Main text – Times New Roman, font size 12, bold, spacing 1.5, justified alignment.
3. Footnotes – Times New Roman, font size 10, spacing 1, justified alignment (the style of Journal of Criminal Investigation and Criminology does not provide for the use of endnotes).
4. Tables (the title and source of the table are placed above the table).

- a. Title of the table (**Table 1: Title of the table**) – Times New Roman, font size 12, bold, spacing 1.5, justified alignment; before the title number of the table.
 - b. Source of the table (in brackets behind the title of the table) – Times New Roman, font size 12, bold, spacing 1.5, justified alignment.
 - c. Text in the table – Times New Roman, font size 10, spacing 1, center alignment.
5. Graphs (the title and source of the graph are placed below the graph).
- a. Title of the graph (**Graph 1: Title of the graph**) – Times New Roman, font size 12, bold, spacing 1.5, center alignment; before the title number of the graph.
 - b. Source of the graph (in brackets behind the title of the graph) – Times New Roman, font size 12, bold, spacing 1.5, center alignment.
6. Figures (the title and source of the figure are placed below the figure).
- a. Title of the graph (**Figure 1: Title of the figure**) – Times New Roman, font size 12, bold, spacing 1.5, center alignment; before the title number of the figure.
 - b. Source of the figure (in brackets behind the title of the figure) – Times New Roman, font size 12, bold, spacing 1.5, center alignment.
7. Literature– Times New Roman, font size 12, bold, spacing 1.5, justified alignment.
- a. References used are listed alphabetically and numbered – Times New Roman, font size 12, spacing 1.5, justified alignment.
 - b. In cases where several works by the same author are cited in the same year, the letters of the alphabet (a, b, c) are also given next to the year.

Formatting Guidelines

All cited sources must be included in the reference list and vice versa – all references must be cited at least once in the text. Citation in the text and references must be in accordance with the style of the Journal of Criminal Investigation and Criminology.

Examples of citation and references (House style of Journal of Criminal Investigation and Criminology, adaptation of APA Manual, 7th Edition)

Reference type	Reference in the literature	Citation in the text
Book (one author)	Newman, O. (1972). <i>Defensible spacing</i> . New York: Macmillan.	(Newman, 1972); Newman (1972) wrote ...

Book (two authors)	Osterburg, J. W., & Ward, R. H. (2000). <i>Criminal investigation: A method for reconstruction the past</i> (3rd ed.). Cincinnati: Anderson Publishing.	Osterburg & Ward (2000); Osterburg and Ward (2000) wrote ...
Book (three to five authors)	Smallbone, S., Marshall, W. L., & Wortley, R. (2009). <i>Preventing child sexual abuse, evidence, policy and practice</i> . Devon: Willan Publishing.	First citation: (Smallbone, Marshall, & Wortley, 2008); Smallbone, Marshall and Wortley (2008) wrote ... Further citation: (Smallbone et al., 2008); Smallbone et al. (2008) wrote ...
Book (six or more authors)	Cooper, L., Eagle, K., Howe, L., Reims, H., Robertson, A., Taylor, D. et al. (1982). <i>How to stay younger while growing older: Aging for all ages</i> . London: Macmillan.	(Cooper et al., 1982); Cooper et al. (1982) wrote ...
Book (editor)	Meško, G., Fields, C. B., Lobnikar, B., & Sotlar, A. (Eds.). (2013). <i>Handbook on policing in Central and Eastern Europe</i> . New York: Springer.	First citation: (Meško, Fields, Lobnikar, & Sotlar, 2013); Meško, Fields, Lobnikar, & Sotlar (2013) wrote ... Further citation: (Meško et al., 2013); Meško et al. (2013) wrote ...
Book (no author/editor)	<i>Oxford essential world atlas</i> (3rd ed.). (1996). Oxford: Oxford University Press.	(Oxford essential world atlas, 1996)
Chapters in a book/proceedings	Kornhauser, P., & Gostiša Kornhauser, A. (2006). Nasilje nad otrokom v družini [Domestic violence upon children. In J. Balažic, & P. Kornhauser (Eds.), <i>Zloraba in nasilje v družini in družbi, XII. Spominsko srečanje akademika Janeza Milčinskega</i> [Domestic violence and violence in the society, XII. Memorial meeting for the academic Janez Milčinski] (pp. 83–97). Ljubljana: Inštitut za sodno medicino Medicinske fakultete.	(Kornhauser & Gostiša Kornhauser, 2006) ; Kornhauser and Gostiša Kornhauser (2006) wrote ...
Annual report of the organisation	Uprava Republike Slovenije za izvrševanje kazenskih sankcij. (2019). <i>Letno poročilo 2018</i> [Annual report 2018]. Ljubljana: Ministrstvo za pravosodje.	(Uprava Republike Slovenije za izvrševanje kazenskih

		sankcij, 2019)
Thesis	Hacin, R. (2018). <i>Comparison of self-legitimacy of the prison staff and prisoner's perception of prison staff legitimacy</i> (Doctoral dissertation). Ljubljana: Fakulteta za varnostne vede.	(Hacin, 2018); Hacin (2018) wrote ...
Journal articles (year only)	Taylor, M., Holland, G., & Quayle, E. (2001). Typology of pedophile picture collections. <i>The Police Journal</i> , 74, 97–107.	First citation: (Taylor, Holland, & Quayle, 2001); Taylor, Holland and Quayle (2001) wrote ... Further citation: (Taylor et al., 2001); Taylor et al. (2001) wrote ...
Journal articles (year and issue)	Spaseski, J. (2009). Private security as an integral part of the single security system. <i>Varstvoslovje</i> , 11(2), 305–315.	(Spaseski, 2009); Spaseski (2009) wrote ...
Encyclopaedia	Pittau, J. (1983). Meiji constitution. In <i>Kodansha encyclopedia of Japan</i> (Vol. 2) (pp. 1–3). Tokyo: Kodansha.	(Pittau, 1983); Pittau (1983) wrote ...
Contribution in e-conference proceedings (without pages)	Areh, I. (2014). Poskus rekonstrukcije uporabljenih zasliševalskih tehnik v Sloveniji [An attempt of reconstruction of interrogation techniques]. In B. Flander, I. Areh, & M. Modic (Eds.), <i>Zbornik prispevkov: 15. Slovenski dnevi Varstvoslovja</i> [Conference proceedings of the 15. Days of Criminal Justice and Security]. Ljubljana: Fakulteta za varnostne vede. Retrieved from https://www.fvv.um.si/dv2014/zbornik/Areh.pdf	(Areh, 2014); Areh (2014) wrote ...
Contribution in e-conference proceedings (without an editor)	Vačovnik, M. (2015). Namen reguliranja zasebnega varovanja [The purpose of regulating private security]. In <i>Učinkovitost državne regulative v panogi zasebnega varovanja: Zbornik prispevkov</i> [The effectiveness of state regulation in the private security] (pp. 18–26). Ljubljana: Zbornica za razvoj slovenskega zasebnega varovanja. Retrieved from https://www.zrszv.si/images/DSZV_2015_ZBORNIC_PRISPEVK	(Vačovnik, 2015); Vačovnik (2015) wrote ...
Dictionary	<i>Slovar slovenskega knjižnega jezika</i> [Dictionary of Slovenian Literary language]. (1994). Ljubljana: DZS.	(Slovar slovenskega knjižnega jezika, 1994)

E-dictionary	Merriam-Webster (n. d.). <i>Merriam-Webster.com dictionary</i> . Retrieved from https://www.merriamwebster.com	(Merriam-Webster, n. d.)
Newspaper article	Petrovec, D. (16. 1. 2017). Vrhunska znanost in črn otrok [Top science and a black child]. <i>Dnevnik</i> , 67(12), 14.	(Petrovec, 2017); Petrovec (2017) wrote ...
Newspaper article (without an author)	Pomisleki glede prodaje NLB [Concerns about NLB sales]. (30. 3. 2017). <i>Dnevnik</i> , 67(74), 3.	(Pomisleki glede prodaje NLB, 2017)
Article in an e-newspaper	Lovrec, V. (22. 3. 2017). Morilec je spregovoril o motive [Killer spoke about the motive]. <i>Večer</i> . Retrieved from http://www.Vecer.com/glavi-umorjenih-sezgal-v-peci-6252506	(Lovrec, 2017); Lovrec (2017) wrote ...
Law	Zakon o izvrševanju kazenskih sankcij [Enforcement of Criminal Sanctions Act] (ZIKS-1-UPB1). (2006). <i>Official Gazette</i> , (110/06).	(Zakon o izvrševanju kazenskih sankcij, 2006)
Amendment to the law	Zakon o spremembah in dopolnitvah Zakona o izvrševanju kazenskih sankcij [Act Amending the Enforcement of Criminal Sanctions Act] (ZIKS-1B). (2015). <i>Official Gazette</i> , (54/15).	(Zakon o spremembah in dopolnitvah Zakona o izvrševanju kazenskih sankcij, 2015)
Judgement	Up-124/04, Ustavno sodišče Republike Slovenije [Constitutional court of the Republic of Slovenia] (2006). Retrieved from http://odlocitve.us-rs.si/sl/odlocitev/US26805	(Up-124/04)
Webpage of an organisation (without a year or date)	Uprava Republike Slovenije za izvrševanje kazenskih sankcij. (n. d.). <i>O Upravi za izvrševanje kazenskih sankcij</i> [About the Prison Administration]. Retrieved from https://www.gov.si/drzavni-organi/organi-vsestavi/uprava-za-izvrsevanje-kazenskih-sankcij/o-upravi/	(Uprava Republike Slovenije za izvrševanje kazenskih sankcij, n. d.)
Webpage of an organisation (with a date)	Ministrstvo za notranje zadeve Republike Slovenije [MNZ RS]. (2017). <i>Svoboda, varnost in pravičnost: Področje pravosodja in notranjih zadev v Evropski uniji</i> [Freedom, security and justice: The area of criminal justice and internal affairs in the European Union]. Retrieved from http://mnz.arhivspletisc.gov.si/si/o_ministrstvu/svoboda_varnost_in	First citation: (Ministrstvo za notranje zadeve Republike Slovenije [MNZ RS], 2017) Further citation: (MNZ RS, 2017)