

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-in-chief.

Guidelines for Writing Articles

All articles must be prepared in accordance with the house style of the Journal of Criminal Investigation and Criminology. General instructions for writing papers are given below, a practical example of writing can be found in the **Sample Paper** document.

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 APA Manual, 7th Edition.

Examples of citation and references

Reference type	Reference in the literature	Citation in the text
Book (one author)	Newman, O. (1972). <i>Defensible space</i> . 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.). Anderson Publishing.	Osterburg & Ward (2000); Osterburg and Ward (2000) wrote ...
Book (three to twenty authors)	Smallbone, S., Marshall, W. L., & Wortley, R. (2009). <i>Preventing child sexual abuse, evidence, policy and practice</i> . Willan Publishing.	(Smallbone et al., 2008); Smallbone et al. (2008) wrote ...

Book (more than twenty authors)	Borak, N., Čepič, Z., Deželak Barič, V., Dolenc, E., Ferenc, T., Fischer, J., Gabrič, A., Gašparič, J., Godeša, B., Guštin, D., Kacin Wohinz, M., Kresal, F., Lazarevič, Ž., Mlakar, B., Pančur, A., Perovšek, J., Prinčič, J., Režek, M., Studen, A. ... Vodopivec, P. (2006). <i>Slovenska novejša zgodovina: od programa Zedinjena Slovenija do mednarodnega priznanja Republike Slovenije: 1848–1992</i> . [Recent Slovenian history: From the United Slovenia program to the international recognition of the Republic of Slovenia: 1848–1992]. Mladinska knjiga; Inštitut za novejšo zgodovino.	(Borak et al., 2006); Borak et al. (2006) wrote ...
Book (editor)	Meško, G., Fields, C. B., Lobnikar, B., & Sotlar, A. (Eds.). (2013). <i>Handbook on policing in Central and Eastern Europe</i> . Springer.	(Meško et al., 2013); Meško et al. (2013) wrote ...
Book (no author/editor)	<i>Oxford essential world atlas</i> (3rd ed.). (1996). Oxford University Press.	(<i>Oxford essential world atlas</i> , 1996)
Chapter 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). 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]. 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]. Fakulteta za varnostne vede.	(Hacin, 2018); Hacin (2018) wrote ...
Journal article (year only)	Taylor, M., Holland, G., & Quayle, E. (2001). Typology of paedophile picture collections. <i>The Police Journal</i> , 74, 97–107.	(Taylor et al., 2001); Taylor et al. (2001) wrote ...
Journal article (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 ...
Entry in encyclopaedia	Pittau, J. (1983). Meiji constitution. In <i>Kodansha encyclopedia of Japan</i> (Vol. 2) (pp. 1–3). 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	(Areh, 2014); Areh (2014) wrote ...

	of Criminal Justice and Security]. Fakulteta za varnostne vede. https://www.fvv.um.si/dv2014/zbornik/Areh.pdf	
Contribution in e-conference proceedings (without an editor)	Dvojmoč, M. (2019). Naročanje zasebnega varovanja med ceno in kakovostjo [Procurement of private security between price and quality]. V <i>Smernice za javno naročanje storitev zasebnega varovanja: Zbornik prispevkov Dneva slovenskega zasebnega varovanja 2019: Ljubljana, 18. 11. 2019</i> [Guidelines for public procurement of private security services: Proceedings of the Slovenian Private Security Day 2019: Ljubljana, 18 November 2019] (pp. 15–19). Zbornica za razvoj slovenskega zasebnega varovanja. https://www.zrszv.si/media/DSZV%202019/ZBORNİK_2019.pdf	(Dvojmoč, 2019); Dvojmoč (2019) wrote ...
Dictionary	<i>Slovar slovenskega knjižnega jezika</i> [Dictionary of Slovenian literary language]. (1994). DZS.	(<i>Slovar slovenskega knjižnega jezika</i> , 1994)
E-dictionary	Merriam-Webster. (n. d.). <i>Merriam-Webster.com dictionary</i> . https://www.merriam-webster.com	(Merriam-Webster, n. d.)
Entry in online encyclopedia/dictionary (without an author)	Surveillance ethics. (n. d.). In <i>The internet encyclopedia of philosophy: A peer-reviewed academic resource</i> . https://iep.utm.edu/surv-eth/	(“Surveillance ethics”, n. d.)
Entry in online encyclopedia/dictionary (with author credit)	DeCew, J. (2019). Privacy. In E. N. Zalta (Ed.), <i>The Stanford encyclopedia of philosophy</i> (Summer 2019 ed.). Stanford University. https://plato.stanford.edu/	(DeCew, 2019); DeCew (2019) wrote ...
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	Tanackovič, T. (22. 3. 2002). O motivu še domnevajo [They are still conjecturing about the motive]. <i>Dnevnik</i> . https://www.dnevnik.si/20002	(Tanackovič, 2002); Tanackovič (2002) wrote ...
News on the online information portal	Žužek, A. (7. 12. 2022). <i>Slovenska sodna saga: štirikratni umori v Tekačevem</i> [Slovenian court saga: quadruple murders in Tekačev]. Siol.net. https://siol.net/novice/crna-kronika/slovenska-sodna-saga-stirikratni-umori-v-tekacevem-593970	(Žužek, 2022); Žužek (2022) wrote ...
Law	Zakon o izvrševanju kazenskih sankcij [Enforcement of Criminal Sanctions Act] (ZIKS-1-UPB1). (2006). <i>Uradni list RS</i> , (110/06).	First citation: (“Zakon o izvrševanju kazenskih sankcij (ZIKS-1-UPB1)”, 2006)

		Further citation: ("ZIKS-1-UPB1", 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). (2006). <i>Uradni list RS</i> , (70/06).	First citation: ("Zakon o spremembah in dopolnitvah Zakona o izvrševanju kazenskih sankcij (ZIKS-1B)", 2006) Further citation: ("ZIKS-1B", 2006)
Judgement	Ustavno sodišče Republike Slovenije. (2006). Odločba št. Up-124/04-20 z dne 9. 11. 2006 [Decision no. Up-124/04-20 dated November 9, 2006]. http://odlocitve.us-rs.si/sl/odlocitev/US26805	(Ustavno sodišče Republike Slovenije, 2006)
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]. https://www.gov.si/drzavni-organi/organi-v-sestavi/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. (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]. http://mnz.arhiv-spletisc.gov.si/si/o_ministrstvu/svoboda_varnost_in_pravicnost/	First citation: (Ministrstvo za notranje zadeve Republike Slovenije [MNZ RS], 2017) Further citation: (MNZ RS, 2017)