



FAKULTET ZA KRIMINALISTIKU,  
KRIMINOLOGIJU I SIGURNOSNE STUDIJE  
UNIVERZITETA U SARAJEVU

## **JOURNAL OF CRIMINAL JUSTICE ISSUES**

**Journal for Criminalistics, Criminology and Security Studies**

### ***GUIDELINES FOR AUTHORS***

#### **ABOUT THE JOURNAL**

Journal of Criminal Justice Issues - Journal for Criminalistics, Criminology and Security Studies (hereinafter referred to as: Journal) aims at the general promotion of criminalistics, criminology and security studies and presents a specific form of contribution to scientific knowledge and quality of social life in general. It is a scientific and professional Journal that publishes hitherto unpublished scientific and professional papers, reviews and translations in the field of criminalistics, criminology and security studies and thus contributes to the promotion and development of science, profession, scientific research and higher education. Contributions published in the Journal are referred in: EBSCO SocINDEX, EBSCO SocINDEX Full Text, EBSCO Criminal Justice Abstracts, EBSCO Criminal Justice Abstracts with Full Text and HeinOnline.

#### **PREPARATION OF THE MANUSCRIPT**

When preparing manuscripts for submission, please follow the instructions listed below. All contributions will be initially assessed by the Editor of Chief for suitability for the Journal. Papers deemed suitable are then sent to two independent peer-reviewers to assess the scientific quality of the paper, while reviews and translations are subject to one anonymous

review. Manuscripts should be submitted by e-mail to the address of the Editorial office: [krimteme@fkn.unsa.ba](mailto:krimteme@fkn.unsa.ba). Peer-reviewed papers are categorized as follows:

**a) *Original scientific paper***

Original scientific paper is an original research paper in which new results of the fundamental or applied research are presented. In order for a research to be considered scientific, it must meet several criteria, among which the most important are objectivity, (intersubjective) verifiability, systematicity and precision. To write an original research paper, next structure should be followed: Introduction, Methods, Results, Discussion and Conclusion.

**b.) *Research note***

Preliminary note is also a scientific work that contains scientific knowledge or results of scientific research whose character requires publication. This category of scientific papers necessarily contains new facts obtained from scientific research, but without sufficient details to enable the reader to verify the presented scientific knowledge, research results and scientific information in the way described for "original scientific paper". It is also a notice to other scientists that research has started on a particular topic or problem.

**c.) *Review paper***

Review paper summarizes and evaluates recent literature and the current state of knowledge on a particular topic. It gives a complete review of literature in a particular field, original analysis or synthesis, new relationships, or new hypotheses with suggestions for further research. It can also contain new, unpublished results of the author, but these results usually do not form an important part of the paper. In this paper, one can refer to the development of some research, but also point out the relationships, inconsistencies and ambiguities in the literature and suggest further procedures in solving the problem. When writing a review paper, the researcher seeks to give a clear and critical assessment of the data, information and research results he describes, while providing a comprehensive review of the literature on the presented topic for new conclusions, findings or hypotheses.

#### ***d.) Professional paper***

Professional paper does not contain original reviews and results; it deals with the known, already described. The focus is on the application of the known, on the dissemination of knowledge, and not on the discovery of new knowledge. If someone else's results are described for the purpose of transmitting information, or the application of what has already been applied elsewhere is described, this cannot be considered a scientific paper, but therefore a professional one. Professional paper repeats the well-known research results that are useful in disseminating scientific knowledge and adapting the results of scientific research to the needs of scientific theory and practice.

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- *Reviews*
- *Translations*

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Journal publishes papers that do not exceed a total of 10,000 words, including references and footnotes. Each paper should have an abstract of 150-200 words, and keywords. The paper should meet the following criteria:

- document stored in MS Word (\* .doc or .docx format);
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- font Times New Roman (12pt);
- margin 2.5 cm;
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The Editorial board reserves the right to publish papers that exceed the stated length if the presentation of scientific content requires more space, and the right to intervene in the style of writing and shorten the paper when it deems necessary.

Reviews and translations published in the Journal must comply with the above rules and must not exceed 3000 words.

## **Language**

Submitted manuscripts should be written in good English (American or British usage is accepted).

## **Title page information**

The title page must include:

- name and surname of the author, name of the institution in which he / she works (if he / she works) and e-mail address of the author;
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- abstract of the paper (150-200 words) and key words d) date of submission of the paper;
- total number of words;
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## **Text headings**

When authors elaborate individual segments of a problem, the texts should contain concise subheadings in accordance with the following example:

### **1. FIRST SUBSECTION IN CAPITAL LETTERS**

#### **1.1. Second subdivision in bold**

##### *1.1.1. Third subdivision in italics*

##### 1.1.1.1. Other subunits in lower case

- In cases where abbreviations and symbols are used, explanations must be attached in the text or in the footnote.
- Paper should be proofread.

## **Abstract**

- Abstract does not contain cited references and should reflect only on the general overview of the topic, methods, results and conclusion (if it is a scientific paper); that is, on the content of the paper (if it is a professional paper);

- Keywords contain important terms that are treated in the paper, but not general and too broad terms (such as society) or too narrow terms described with more words;
- Four to six keywords should be listed at the end of the abstract;
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### **Introduction and literature review**

Introduction section should include general and specific information about the topic of the manuscript, review of recent literature related to the main aim of the paper, description of the clearly defined aim and purpose of the paper. The use of too many literature citations is not recommended when writing a original scientific paper, while such literature citations should be used when writing a review paper.

### **Methods**

The methods section should include:

- the aim and the design of the research;
- population and sample used in the research;
- description of the protocol used;
- description of the methods used for data analysis.

### **Results**

This section should include the findings of the conducted research, that is, the obtained results should be described.

### **Discussion**

This section should discuss the implications of the findings in context of existing research. The obtained results need to be interpreted and commented, without repeating the display of results. It is necessary to specify how the obtained results and their interpretation agree with the published data. It is necessary to clearly present the theoretical and practical consequences of the obtained results, the extent to which the used methods affected the results and whether some other methods would give different results. Discussion section should also highlight limitations of the research.

## Conclusion

This section should provide briefly and clearly as possible the main conclusions and explanation of the importance and relevance of research if presented.

## Tables, graphs and illustrations

Tables and graphs should be created in an MS Word document or some other format that is compatible with MS Word. It is not desirable to present the same data both tabularly and graphically. Each table, graph or figure should be numbered, with a title that clearly identifies them. The titles of the tables, graphs and illustrations should be above. All tables and graphs are printed exclusively in black and white.

*Examples:*

Table 1. *Sample structure by age.*

Graph 1. *Age structure of registered persons during 2005.*

Figure 1. *Overview of prosecutorial decisions in the Special Department for War Crimes in 2011.*

These examples indicate that the titles of tables, graphs and figures need to be written in italic letters. Tables, graphs and illustrations are given only when it is necessary to present data relevant to the work or when they are needed in terms of in-depth explanations of what is stated in the text.

## References- citation in text

It is obligatory to list all references that were used for the preparation and writing of the paper. Every reference cited in the text must be also present in the reference list (and vice versa). Citations in the text should follow the referencing style used by the American Psychological Association [APA] (*Publication Manual of the American Psychological Association, 7th edition, 2019*).

*Examples:*

### **One author:**

Parenthetical citation: (Alexander, 2018) or

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### **Institutions, organizations or associations as authors (with abbreviation)**

First citation in the text: (National Institute of Mental Health [NIMH], 2020) or National Institute of Mental Health (NIMH, 2020)

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### **Institutions, organizations or associations as authors (without abbreviation)**

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### **Legislation**

Parenthetical citation: (Criminal Procedure Code of the Federation of Bosnia and Herzegovina, 2014)

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### **Unknown or anonymous author**

Book with no author: (Interpersonal Skills, 2019)

Journal/portals with no author: ("Understanding Sensory Memory," 2018)

### **Works with the same authors and the same year**

(Judge i Kammeyer-Mueller, 2012a)

(Judge i Kammeyer-Mueller, 2012b)

**Note:** When quoting it is necessary to state the page number (s). To indicate a single page, use the abbreviation "p." (e.g., Newman, 1972, p. 55); for multiple pages, use the abbreviation "pp." (e.g., Newman, 1972, pp. 45-58).

### **Reference list**

At the end of the paper, a numbered reference list must be given. Reference list should also follow the referencing style used by the American Psychological Association [APA] (*Publication Manual of the American Psychological Association, 7th edition, 2019*). Reference sources are listed in alphabetical order (by the surname of the first author or the title of the anonymous publication). If there are multiple works by the same author, they are listed in chronological order.

*Reference examples:*

#### **a) Books**

**Book with DOI number:** Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000>

**Book without DOI number:** Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge.

**Book (e.g., a book for the Kindle) or an audio book with a URL:** Christian, B., and Griffiths, T. (2016). *Algorithms to live by: The computer science of human decisions*. Henry Holt and Co. <http://a.co/7qGBZak>



Cain, S. (2012). *Quiet: The power of introverts in a world that can't stop talking* (K. Mazur, Narr.) [Audiobook]. Random House Audio. <http://bit.ly/2G0Bpbl>

## ***b) Articles***

**Article with DOI number:** McCauley, S. M., and Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126 (1), 1–51. <https://doi.org/10.1037/rev0000126>

**Article without DOI number, with URL:** Ahmann, E., Tuttle, L. J., Saviet, M., and Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. *Journal of Postsecondary Education and Disability*, 31 (1), 17–39. <https://www.ahead.org/professionalresources/publications/jped/archived-jped/jped-volume-31>

**Article without DOI number and without URL:** Anderson, M. (2018). Getting consistent with consequences. *Educational Leadership*, 76 (1), 26–33.

Goldman, C. (2018, November 28). The complicated calibration of love, especially in adoption. *Chicago Tribune*.

**Article with article number or eLocator:** Burin, D., Kilteni, K., Rabuffetti, M., Slater, M., & Pia, L. (2019). Body ownership increases the interference between observed and executed movements. *PLOS ONE*, 14 (1), Article e0209899. <https://doi.org/10.1371/journal.pone.0209899>

## ***c) Chapters in book***

**With DOI number:** Balsam, K. F., Martell, C. R., Jones, K. P., and Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Iwamasa and P. A. Hays (Eds.), *Culturally responsive cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287–314). American Psychological Association. <https://doi.org/10.1037/0000119-012>

**Without DOI number:** Weinstock, R., Leong, G. B., and Silva, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., Pp. 7–13). CRC Press.

#### **d) Documents and reports**

- World Health Organization. (2019). *International statistical classification of diseases and related health problems* (11th ed.). <https://icd.who.int/>
- Ministry of Security of Bosnia and Herzegovina (2013). *Strategy to counter human trafficking in Bosnia and Herzegovina 2013-2015*. Ministry of Security of Bosnia and Herzegovina.
- American Psychiatric Association. (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.9780890425596>

#### **e) Legislation**

Criminal Procedure Code of the Federation of Bosnia and Herzegovina, *Official Gazette of the Federation of Bosnia and Herzegovina*, 35/03, 37/03, 56/03, 78/04, 28/05, 55/06, 27/07, 53/07, 09/09, 12/10, 08/13, 59/14 (2014).

#### **f) Online sources without authors**

*Example:* "All 33 Chile miners freed in flawless rescue". (October 13, 2010). [http://www.msnbc.msn.com/id/39625809/ns/world\\_news-americas/](http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/)

**Note:** More information on APA Referencing list standards is available at: [www.apastyle.org](http://www.apastyle.org).

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