

## **GUIDELINES FOR CONTRIBUTORS**

*Glasnik ZMBiH, Ethnology* (Herald of the National Museum of Bosnia and Herzegovina – *Ethnology*) is the periodical of the Department of *Ethnology* the National Museum of Bosnia and Herzegovina that brings contributions from the field of *ethnology* and related social and humanistic sciences.

The Editorial Board accepts manuscripts edited according to the instructions prescribed here. Contributions in digital form should be sent to the official e-mail address: [etnologija@zemaljskimuzej.ba](mailto:etnologija@zemaljskimuzej.ba). The Editorial Board reserves the right to reject a paper if appropriate.

Submitted manuscripts will be the subject of peer review, and will be sent to at least two anonymous reviewers. In the event of conflicting opinions, the manuscript shall be submitted for further assessment. The Editorial Board decides to which reviewers the received works will be sent for evaluation. The decision to accept and classify a paper will be made on the basis of the opinion of at least two reviewers, and the final decision will be made by the Editorial Board. All papers are processed by the Editorial Board in order to meet publicist standards and the rules specific to the periodical *Glasnik ZMBiH, Ethnology*.

After evaluation the author of a paper is required to make such alterations to the text as are required by the peer reviewers and the instructions of the Editorial Board.

The following are published in the Herald of the National Museum of Bosnia and Herzegovina:

- original scientific articles,
- previous announcements,
- review articles,
- presentations (from scientific meetings),
- professional papers and reviews.

Papers are published bilingually, Bosnian or Croatian or Serbian, and English. Following publication, each author receives one copy each of the periodical and the article in pdf format.

## **REQUIRED COMPONENTS OF MANUSCRIPT**

Manuscripts is submitted as a Word document, with a file name consisting of the first name and surname of the author. The text should be written in Times New Roman style and font size 12, with 1.5 spacing along with all other attachments. The text must not exceed 25 pages. Authors who plan to submit a paper larger than 25 pages of text are obliged to contact the Editorial Board.

Graphic attachments (photos, drawings, maps, tables, plates, etc.) should be separated as separate files in JPG (.jpg) or tiff (.tiff) titled with the author's initials and the serial number under which they are mentioned in the text. The minimum resolution for photos is 300 dpi, and for drawings 600 dpi. Authors are required to have permission to use all illustrations that are not copyright holders, with mandatory citation of the source.

The manuscript must contain:

- 1. The title of the paper.**

2. **Information about the author / authors.** The author's first name and surname, academic degree, the name and address of the institution in which the author works, and an e-mail address.
3. **An abstract** of 150 to 200 words in the language of the article, written in third person.
4. **Key words** four to eight relevant key words.
5. **Text of the article with conclusion.**

Below are general guidelines on writing style and manner. If the paper is not written in accordance with the instructions, it will be returned to the author for corrections.:

- When specifying dates, the full word is used for year, century and millennium.
- Within the text, between two paragraphs, it is necessary to roughly indicate where the author wants to place illustrations, attachments, sources, etc. and highlight that mark with a colour.
- A space should be placed between the number and its measurement unit, e.g. 98 cm

#### **a) References:**

The journal follows the listing of bibliographic items in the footnotes style system. Notes are written separately at the bottom of the page, marked with Arabic numbers (without brackets or periods) in the order in which they appear in the text. Other notes are listed below the text - e.g. additional interpretations, thanks, etc. When citing a reference, the author's last name, except for the initial letter, is written in lowercase letters (Abc).

**In the notes, the last name of the author, the year of publication of the work, followed by a comma, and the page number are stated as follows:**

Maglajlić 1996, 34.

Buturović 2009, 85, 95--97.

#### **Citing notes:**

Čović 1965, 54, n. 24.

**Several works by the same author (list chronologically, separated by a semi-colon):**

Raunig 1982, 54; 1984, 72.

#### **Works by two authors:**

Benac, Čović 1956, 44--50.

**Works by more than two authors, use the abbreviation et al. and is unique for a bilingual text:**

Hofmann *et al.* 2009, 33–49.

All authors shall be listed in the bibliography provided at the end of the text.

**In case the author wants to compare the literature on the same topic, he uses the suffix *cf.* (lat. *confer* or *conferatur*) and is unique for a bilingual text.**

Cf. Reinecke 1902; in 1924

**In case the author wants to cite a previously cited work in the paper, he is free to use the abbreviation *op.cit* (lat. *opus citatum*) and it is unique for a bilingual text.**

Čović, *op. cit.* 54. Hofmann *et al.*, *op.cit.* 33–49.

**In case the author cites an unpublished work, a work in preparation or in print, it is mandatory to emphasize that the work is in print/in preparation as follows:**

Kodrić, *in press*

**Where several works by the same author are included, list chronologically grouped by author:**

Fiala 1897, 283–284; Truhelka 1902, 264–265; 1904, 92; Raunig 1968, 93; Čović 1987, 272–273.

**b) Citing illustrations etc. in the text:**

Illustrations etc. (figures, maps, tables, plates, catalogue entries etc.) are to be indicated in the text in brackets, as follows

(fig. 1), (map 1), (Pl. 1), (cat. no. 1).

## **6. Bibliography**

The list of bibliography and sources is unique for a bilingual text. In the bibliography, avoid abbreviating titles and names of journals. The title (and subtitle) of the book or the name of the journal should be written in italics. The original names of the places of publication should be stated, for example, "Wien" and not "Vienna". The specified pages in the book or magazine are connected with the line "4–34". In the list of literature, along with books and articles that have a DOI number, it is necessary to indicate the same. The author's last name, except for the initial letter, is written in small letters, and the last name is followed by the initial of the first name. Literature is listed in alphabetical order, several works by the same author are listed chronologically; list several works of the same author published in the same year as follows:

**Efendić, N.** 2018a

**Efendić, N.** 1983b

## Examples:

### Books

#### One author

**Palavestra, V.** 2004, *Historijska usmena predanja iz Bosne i Hercegovine*, Buybook, Sarajevo.

#### Two or multiple authors

**Benac, A., Čović, B.** 1956, *Glasinac 1 – Bronzano doba / Glasinac 1 – Bronzezeit*, Katalog prehistorijske zbirke Zemaljskog muzeja u Sarajevu, sveska 1, Zemaljski muzej u Sarajevu, Sarajevo.

#### **In the case of books published bilingually, both versions of the title are written, separated by a forward slash:**

**Belyavski - Frank, M.** 2018, *The scent of quinces. A selection of traditional love songs from Bosnia-Herzegovina / Miris dunja. Odabrane sevdalinke iz Bosne i Hercegovine*, Univerzitet u Sarajevu Institut za jezik i Zemaljski muzej Bosne i Hercegovine, Sarajevo.

**Chapters in books with several contributors:** use the word “in” or “u”. In the case of books with an overall editor (monographs, proceedings of symposia, exhibition catalogues etc.), the word (ed.) should follow the editor’s name – using (eds.) if there is more than one editor.

**Efendić, N.** 2018. Tradicijska kultura (O nekim običajima Bošnjaka), Filip Mursel Begović (ed.) u: *Kratka historija kulture Bošnjaka*, Stav i IUS, Sarajevo. 11-37.

### Journal articles:

**Truhelka, Č.** 1902, Zwei prähistorische Funde aus Gorica (Bezirk Ljubuški), *Wissenschaftliche Mittheilungen aus Bosnien und der Herzegovina*, Band VIII, Wien, 3–47.

#### **In the case of articles published bilingually in a given periodical, both versions will be written, separated by a forward slash:**

**Bajić, S.** 2013, Odijevanje za vrijeme kulturno-vjerskih manifestacija u Pruscu (Ajvatovica) i Kraljevoj Sutjesci (sv Ivan Krstitelj) / Costumes worn for the religious cultural events in prusac (Ajvatovica) and Kraljeva Sutjeska (St John the Baptist), *GZM Etnologija*, Vol. 50, Sarajevo, 87–129.

#### **If the year number of the periodical does not coincide with the year of publication:**

**Čović, B.** 2011, Bronzano doba sjeverne Bosne u svjetlu novih istraživanja/Bronze Age northern Bosnia in the light of new research, *Glasnik Zemaljskog muzeja Bosne i Hercegovine u Sarajevu, Arheologija, n.s.*, 52, Sarajevo (2010), 277–286.

#### **Articles in the proceedings of symposia:**

**Buturović, Đ.** 1992, Boj pod Banja Lukom godine 1737. Mehmed-bega Kapetanovića Ljubuškaka, u: M. Maglajlić (ed.), *Mehmed-beg Kapetanović Ljubušak*, Zbornik radova o Mehmed-begu Kapetanoviću Ljubuškaku, Institut za književnost, Sarajevo, 31-53.

**Referencing digital editions:**

**Mesihović, S.** 2011, *Antiqvi homines Bosnae* [e-knjiga] Sarajevo: Filozofski fakultet. Dostupno na: [https://ebooks.ff.unsa.ba/index.php/ebooks\\_ffunsa/catalog/book/3](https://ebooks.ff.unsa.ba/index.php/ebooks_ffunsa/catalog/book/3) [25.5.2022.]

**Referencing work available online:**

**Busuladžić, A.** 2021, *Antiče kopče iz muzejskih zbirki u Bosni i Hercegovini (izbor nalaza)*. [online] Dostupno na: [https://www.academia.edu/92317172/Anti%C4%8Dke\\_kop%C4%8De\\_iz\\_muzejskih\\_zbirki\\_u\\_Bosni\\_i\\_Hercegovini](https://www.academia.edu/92317172/Anti%C4%8Dke_kop%C4%8De_iz_muzejskih_zbirki_u_Bosni_i_Hercegovini) [25.5.2022.]