



## Instructions for Authors

The editorial board of The Phlogiston, Journal of the History of Science, decided to improve the quality of The Phlogiston, thus contributing to its fuller integration into the international system of exchange of scientific information, through consistent compliance with the Act on Editing of Scientific Journals<sup>20</sup> adopted by the Ministry of Science and Technological Development of the Republic of Serbia, which specifies journal editing in general. Therefore, the works submitted to the editorial office shall be edited in a standard manner. Moreover, the editorial board of The Phlogiston accepted the recommendation of the Ministry of Science and Technological Development of the Republic of Serbia regarding the consistent application of the rules on references, meaning that the reference components (names of authors, title, source etc.) are cited in the same manner in all the works published in the journal, in accordance with the adopted form of referencing.

In line with the global tradition represented in the journals in the field of history and other humanities, the editorial board of The Phlogiston, opted for The Chicago Manual of Style. 16th edition<sup>21</sup>, specifically the Humanities Style, Notes-Bibliography version. This referencing style is very adaptable to various information and it processes sources which are not provided for in other styles. It includes referencing which represents bibliography in footnotes and literature. Hereinafter, we will present manners of source referencing that are commonly used as reference literature in a scientific work.

Pursuant to the Act on Editing of Scientific Journals and General criteria for selection of domestic journals for monitoring, evaluation within the bibliometric report on magazines and referencing in the Serbian

---

<sup>20</sup>Act on Editing of Scientific Journals adopted by the Ministry of Science and Technological Development of the Republic of Serbia is available on the Ministry's website: [http://www.nauka.gov.rs/cir/images/stories/vesti/09-07-17/akt\\_o\\_uredjivanju-casopisa.pdf](http://www.nauka.gov.rs/cir/images/stories/vesti/09-07-17/akt_o_uredjivanju-casopisa.pdf).

<sup>21</sup> The Chicago Manual of Style 16th edition text 2010 by The University of Chicago. [http://www.chicagomanualofstyle.org/16/ch01/ch01\\_toc.html](http://www.chicagomanualofstyle.org/16/ch01/ch01_toc.html)

Citation Index<sup>22</sup>, the following types of articles will be published in the Phlogiston Journal:

- I SCIENTIFIC ARTICLES
- II TECHNICAL ARTICLES
- III NEWS ITEMS
- IV REVIEWS
- V SPECIAL TYPES OF ARTICLES

### **I SCIENTIFIC ARTICLES**

1. Original scientific paper (paper presenting unpublished results of one's own scientific research);
  2. Review (paper containing original, detailed and critical review of the research problem or area in which the author has made a contribution, visible on the basis of self-quotation);
  3. Short or preliminary communication (original scientific, full format paper, but with small-scale or preliminary character);
  4. Communication (previously submitted at a scientific conference, if not published);
  5. Scientific review and/or thesis (discussion on a specific scientific topic based exclusively on scientific argumentation) and reviews.
- Exceptionally, in some areas, scientific paper in the journal can take the form of monographic study, as well as the critical edition of scientific material (historical and archival, lexicographic, bibliographic, data review, etc.)- hitherto unknown or poorly accessible for scientific research.

### **II TECHNICAL ARTICLES**

Articles presenting experiences useful for improvement of professional practice, which are not necessarily based on the scientific method (practices, heritage, casuistry, case studies etc.);

### **III NEWS ITEMS**

- Reviews, comments, discussions, criticism, editorials etc. (if scientific);

### **IV REVIEWS**

- Book reviews (provided that they have an author), monographs or collections of papers from scientific conferences, cases, scientific events etc.

---

<sup>22</sup> CEON, Radni dokumenti ERD 19-01/03-11

## V SPECIAL TYPES OF ARTICLES

Special types of articles characteristic for specific disciplines, e.g. historical reviews, chronicles and chronologies, comments on laws and other normative acts (regulations, declarations, resolutions, etc.).

## Instruction for Preparation of Manuscript

In accordance with the propositions specified under the Act on Editing of Scientific Journal<sup>23</sup> adopted by the Ministry of Science and Technological Development of the Republic of Serbia, papers submitted to the editorial office have to be edited in the standard manner. Every paper shall contain:

- I AUTHOR'S NAME AND SURNAME
- II NAME OF THE AUTHOR'S INSTITUTION (AFFILIATION)
- III CONTACT DATA
- IV NAME OF THE PAPER
- V ABSTRACT
- VI KEY WORDS
- VII BODY TEXT
- VIII TABLES AND CHARTS
- IX REFERENCES
- X SUMMARY

### I AUTHOR'S NAME AND SURNAME

Author or authors of the paper should provide their full name, including middle initial.

### II NAME OF THE AUTHOR'S INSTITUTION (AFFILIATION)

Author or authors should provide the full (official) name and registered address of the institution in which they are employed or the name of the institution where they conducted research whose results they are to publish. Long names of institutions are cited as a whole (e.g. University

---

<sup>23</sup> *Act on Editing of Scientific Journals* adopted by the Ministry of Science and Technological Development of the Republic of Serbia is available on the Ministry's website: [http://www.nauka.gov.rs/cir/images/stories/vesti/09-07-17/akt\\_o\\_uredjivanju-casopisa.pdf](http://www.nauka.gov.rs/cir/images/stories/vesti/09-07-17/akt_o_uredjivanju-casopisa.pdf).

of Belgrade, Faculty of Philosophy- Department of History Arts, Belgrade). It is written directly after the author's name. The function and title of the author are not specified.

### **III CONTACT DATA**

Address or e-mail address of the author is given in the footnote on the first page of the article. If there are more than one author, only one address is specified, usually the first author's address.

### **IV NAME OF THE PAPER**

Title should accurately refer to the content of the work, including words suitable for indexing and search. If there is no such word in the title, a subtitle should be added.

### **V ABSTRACT**

The abstract is a brief informative presentation of the content of work in the language of the body text, containing from 100 to 250 words. It should include information such as research objective, method, results and conclusion. It is desirable that it contains terms that are often used for indexing and search. The abstract should be placed between the header (the author's name, affiliation, title of paper) and key words, followed by the body text.

### **VI KEY WORDS**

Keywords should be common terms or phrases that best indicate the content of the work, and allow easy indexing and search. They should be awarded in accordance with a widely accepted international sources (list, dictionary or thesaurus, for example: the list of keywords Web of Science). The number of keywords should not be higher than 10. Keywords are placed immediately after the abstract.

### **VII BODY TEXT**

- The paper should be submitted in electronic form, in Microsoft Word in A4 format.
- The paper should be typed in Times New Roman or Arial (font size: 12 pts.).
- Do not use the tab at the beginning of the paragraph.
- Do not use more than one space between words.
- Papers should not exceed 60.000 characters with spaces, in A4 format, including notes and illustrative part.
- Foreign names and titles in the body text are written in transcription, the original form in parenthesis when first mentioned.

## Instructions for Authors

Moreover, when less known abbreviations are used for the first time their full name in the original should be specified in the parenthesis.

### **VIII TABLES AND CHARTS**

- Graphic images are delivered in a separate directory and should not be included in the body text (Word version of the work).
- Illustrations should be in TIFF, PSD or JPG format and marked with numbers used in the text.
- Resolution for illustrations should be 300 dpi (they may have resolution 72 dpi but with great dimensions – e.g. 80 cm or more).
- Signatures for illustrations may be given as a separate file or at the end of the text.

### **TABLES**

- Table should not be wider than 12 cm.
- Font cannot be smaller than the body text (12 pts.), but not smaller than 9 pts.

The Editorial Board reserves the right not to include the illustrations that do not meet the technical standards of the journal in the final work.

### **IX REFERENCES (Reference list)**

References include, as a rule, bibliographic sources (articles, monographs, etc.), which were used during writing and it is exclusively given in a separate section of the article, in the form of a reference list. References are cited in a consistent way, in alphabetical order based on the initial of the author's surname or the first letter in the name of the work unless an author or editor are not indicated. References are not translated into the language of the paper, but it is written in the language in which it was published.

### **X SUMMARY**

Summary should contain the same as an abstract, but in the extended scope which should not exceed 1/10 of the text volume. Summary is given at the end of the article, after the section References.

### **PROJECT CODE (ACKNOWLEDGEMENTS)**

The name and number (code) of the project and/or program name under which the article originated, as well as the name of the institution that funded the project or program shall be specified in a separate footnote at the usual place, as a rule at the bottom of the first page.

## **PREVIOUS VERSIONS OF THE PAPER**

If the article in the previous version was presented at a conference in the oral form (under the same or similar title), information about that ought to be listed in a separate footnote, as a rule at the bottom of the first page. The work that has already been published in a journal cannot be published in some other journal (reprinted) not even under a similar title or in a modified form.

## **NOTES (FOOTNOTES)**

Notes (footnotes) are provided at the bottom of the page containing the commented text. It may contain fewer important details, corresponding explanations, indication of sources used, but it cannot substitute references.

Bibliographic note consists of two parts: the number in the text and number in the note at the bottom of the page (footnotes). Notes are indicated in sequence, starting with number 1, throughout the article, chapter or text. The numbers in the text should be superscript and must follow sentences, thoughts, statements (mandatory marked with quotation marks), punctuation and closing parenthesis. Note must have a normal sized number.<sup>24</sup>

## **AUTHORS' BIOGRAPHIES**

Biographies of all the authors of articles in The Phlogiston Journal will be published. The biographies, written in a third person, containing 500 characters, shall include the following data:

- Name and surname
- Year of birth
- Education (completed and/or current studies)
- Employment and other professional activities and engagements

## **STATEMENT OF AUTHORSHIP AND ORIGINALITY OF THE MANUSCRIPT AND COPYRIGHT ASSIGNMENT TO THE PHLOGISTON JOURNAL**

Manuscript should be accompanied by a written statement of authorship and originality of the manuscript ("Publication Ethics Statement"), as well as on copyright assignment to the Phlogiston Journal.

## **REVIEWS**

Every scientific work is evaluated by at least two reviewers. Reviewers cannot reveal the identity of the author, and vice versa, except when both parties express willingness to direct communication. In the event

---

<sup>24</sup> "Chicago-Style Citation Quick Guide", The Chicago Manual of Style Online. [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

## Instructions for Authors

that the work gets one positive and one negative review, the editorial board appoints the third reviewer. Authors who receive conditional positive reviews are obliged to take into account the remarks of the reviewers, editors and the editorial board, and, if they do not want that, to withdraw the work from the press. The final decision on the publication of a positive evaluated manuscript is adopted by the editorial board. Amendments to the text, after the review are not allowed, unless they relate to the remarks of the reviewers. The editorial board also decides on categorization of the positively evaluated manuscript, based on the criteria listed in the Act on Editing of Scientific Journals of the Ministry of Science and Technological Development of the Republic of Serbia.

### LISTING SOURCES

Main components of bibliographic units (copyright name, title, source, etc.) shall be specified in accordance with the adopted form of reference. In the examples that follow, the common types of reference are specified. It is necessary to pay attention to the fact that the bibliographic units of the same work differ depending on whether it is located within the footnotes or in the reference list at the end of the text. There should be a serial number in front of each reference.

### I BOOKS

#### 1 author:

##### Note or footnote

Author's name and surname, Book title (Place of publication: Publisher, year), page.<sup>25</sup>

Example: Pavle Milenković, Škola Anala, ogledi o sociološkoj istoriografiji (Novi Sad: Stylos, 2004), 25.

##### Reference

Surname, name of the author. Book title Place of publication: Publisher, year.

Example: Milenković, Pavle. Škola Anala, ogledi o sociološkoj istoriografiji (Novi Sad: Stylos, 2004).

If the author has an initial, it is stated between the first name and surname in the footnote, and after the name in the references (if the first listed author, and if it is not, then, as in a footnote).

#### 2 authors:

##### Note or footnote

Author's name and surname, Book title (Place of publication: Publisher, year), page.

Example: Geoffrey C. Ward and Ken Burns, The War: An Intimate History, 1941–1945 (New York: Knopf, 2007), 52.

---

<sup>25</sup> Or pages, if a larger part of a text is quoted.

**Reference**

Surname, name of the author. Book title Place of publication:  
 Publisher, year.<sup>26</sup>

Example: Ward, Geoffrey C. and Ken Burns. The War: An Intimate  
 History, 1941–1945. New York: Knopf, 2007.

**4 or more authors:****Note or footnote**

Author's name and surname,<sup>27</sup> Book title (Place of publication:  
 Publisher, year), page.

**Reference**

Surname, name, name and surname, name and surname, name and  
 surname and name and surname of the author. Book title Place of  
 publication: Publisher, year.

***The primary responsibility of the editor, translator or publisher, when the author is not specified:*****Note or footnote**

Name and surname, editor, editor in chief, translator, publisher,  
 Book title (Place of publication: Publisher, year), page.

**References**

Surname, name, editor, editor in chief, translator, publisher, Book  
 title (Place of publication: Publisher, year), page.

***Authorised books accompanied by the editor's name or secondary responsibility (editor, translator or publisher with the author):*****Note or footnote**

Name and surname of the author, Book title, editor, editor in chief,  
 translator, publisher. Name and surname (Place of publication:  
 Publisher, year), page.

**Reference**

Surname, name of the author. Book title. Editor, editor in chief,  
 translated by, published by Name and surname.<sup>28</sup> Place of  
 publication: Publisher, year.

***Chapter or other part of the book - articles from the collection of works:*****Note or footnote**

Name and surname of the author, "Chapter Title"" , in Book title,  
 editor.<sup>29</sup> Name and surname (Place of publication: Publisher, year),  
 page.

Example: John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana,  
 and the Moral Economy of War", in Anthropology and Global

<sup>26</sup> In case of three authors, third name and surname is added and the first and  
 second name are separated by a comma.

<sup>27</sup> For books printed in a foreign language, abbreviation *et al.* is used.

<sup>28</sup> In case of more than one person bearing the secondary responsibility, all of  
 them are mentioned.

<sup>29</sup> In case of a collection or anthology, it is mandatory to specify the editor or  
 publisher.

## Instructions for Authors

Counterinsurgency, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

Example: Marko Žilović, „Zašto nisam postao inženjer?“, u Zbornik Beogradske otvorene škole. Radovi studenata 2006/2007 (Beograd: BOŠ, 2008), 175.

### References

Surname, name of the author, “Chapter Title”, in Book title, editor. Name and surname, page. Place of publication: Publisher, year.

Example: Kelly, John D. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War”. In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Example: Žilović, Marko. „Zašto nisam postao inženjer?“. U Zbornik Beogradske otvorene škole. Radovi studenata 2006/2007, 171–187. Beograd: BOŠ, 2008.

### ***Chapter of the prepared volume of a book originally published elsewhere (as in the primary source):***

#### **Note or footnote**

Name and surname of the author, “Chapter Title”, in Book title, editor. Name and surname, volume of Book title, editor Name and surname (Place of publication: Publisher, year), page.

#### **References**

Surname, name of the author, “Chapter Title”. In Book title, editor Name and surname. Volume of Book title, editor Name and surname, page. Place of publication: Publisher, year.<sup>30</sup>

### ***Preface, foreword, afterword, or a similar part of the book:***

#### **Note or footnote**

Name and surname, preface, foreword, afterword in Book title, Name and surname of the author (Place of publication: Publisher, year), page.

#### **References**

Surname, name. Preface, foreword, afterword in Book title, Name and surname of the author, page. Place of publication: Publisher, year.

### ***Electronic publication of a book:***

If a book is available in a number of formats, the version used in the work should be mentioned.

#### **Note or footnote**

Name and surname of the author, Book title (Place of publication: Publisher, year) downloaded date, <http://address>.

#### **References:**

Surname, name of the author. Book title (Place of publication: Publisher, year) downloaded date, <http://address>.

---

<sup>30</sup> If the volume was originally published elsewhere, the following is added: Originally published in Name, surname, editor, *Title, volume* (Place of publication: Editor, year).

**II PERIODICALS*****Paper in a journal in the printed form (one author):*****Note or footnote**

Name and surname of the author, "Text title", Journal title, number, volume (year): page.<sup>31</sup>

Example: Dalibor Denda, „Vojni faktor i izgradnja fabrike automobila u Kraljevini Jugoslaviji“, Tokovi istorije 3-4 (2008): 10.

**References**

Surname, name. "Text title". Journal title, number, volume (year): page.<sup>32</sup>

Example: Denda, Dalibor. „Vojni faktor i izgradnja fabrike automobila u Kraljevini Jugoslaviji“. Tokovi istorije 3-4 (2008): 9-27.

***Paper in a journal in the printed form (moree author):*****Note or footnote**

Name, surname and name and surname, "Text title", Journal title, number, volume (year): page.

**References**

Name, surname and name and surname, "Text title", Journal title, number, volume (year): page.

***Article in a popular magazine:*****Note or footnote**

Name and surname of the author, "Text title", Journal title, date of publication, page.

**References**

Surname, name of the author. "Text title". Journal title, date of publication.

***Newspaper article:*****Note or footnote**

Name and surname of the author, "Text title", Newspaper title, column, date.

Newspaper can have several edition or special editions for specific geographic areas (such as, for example, Belgrade edition of Politika, Blic for Vojvodina, etc.), thus the units may be repositioned or deleted in various editions. Therefore it is recommended to skip the number of pages (in accordance with CMS).<sup>33</sup>

Newspapers are usually specified in footnotes and notes, but not in the references (in accordance with CMS).

However, if they are mentioned as bibliographic unit, it should be done in the following manner:

**References**

Surname, name of the author. "Text title". Newspaper title, date, column.

<sup>31</sup> Only pages used during writing are specified.

<sup>32</sup> Article pages are specified.

<sup>33</sup> "Documentary Note or Humanities Style", *The Chicago Manual of Style*. <http://www.chicagomanualofstyle.org/index.html>

***Book review in a journal:***

**Note or footnote**

Name and surname, "Text title", review of Book title, Name and surname of the author, Magazine title, date, year, page.

**References**

Surname, name. "Text title". Review of Book title, Name and surname of the author. Magazine title, date, year.

***Text in on-line magazine:***

**Note or footnote**

Name and surname,<sup>34</sup> "Text title", Magazine title number, volume (year): page, downloaded date, http://address.

**References**

Surname, name of the author. "Text title", Magazine title number, volume (year): page. Downloaded date, http://address.

***Master thesis or PhD thesis***

**Note or footnote**

Name and surname of the author, "Thesis name" (Master or PhD thesis, Name of the faculty, year), page.

**References**

Surname, name of the author, "Thesis name". Master or PhD thesis, Name of the faculty, year.

***Paper presented at a scientific, professional meeting or conference***

**Note or footnote**

Name and surname, "Paper name" (paper presented at the Name of a meeting or conference, City, State, date, year).

**References**

Surname, name of the author. "Paper name". Paper presented at the Name of a meeting or conference, City, State, date, year.

**III MULTIMEDIA DOCUMENTS**

***Musical composition or score:***

**Note or footnote**

Name and surname of the author, "Composition title", in Publication title, editor. Name and surname, page (Place of publication: Publisher, year).

**References**

Surname, name of the author. "Composition title". In Publication title, editor. Name and surname, page. Place of publication: Publisher, year.

---

<sup>34</sup> For easier reference models, in some cases, only one author is listed. However, if there are several authors, the procedure is the same as described in the examples in the book description with two or four authors.

**Sound recording:****Note or footnote**

Name and surname of the author, Recording title, production house – media.

**References**

Surname, name of the author. Recording title. Name of the production house, publisher – media.

According to CMS, sound recordings are specified under the name of the composer, writer or other person in charge of the contents.

Name of the performer may be added after the title. Production house and recording number are usually sufficient to identify the recording.<sup>35</sup>

**Video recording:****Note or footnote**

Film title, media, director Name and surname (Place of publication: Publisher, year).

**References**

Film title. Director Name and surname. Place of publication: Publisher, year. Media.

According to CMS, data for video recordings are usually similar to book recordings, with addition of data on media type. Scenes individually available on DVD, may be treated as chapters and referred to according to title or number. Documents which may occasionally appear, such as critical commentary, e.g. quoted according to the author and title.<sup>36</sup>

**Listing unpublished works Interview:****Note or footnote**

Name and surname of the author, Author's interview, Place, date, year.

**References**

Surname, name of the author. Author's interview. Place, date, year. In accordance with CMS recommendations, interviews should be quoted in footnote, and occasionally quoted in references.<sup>37</sup>

**Documents of executive state authorities:****Note or footnote**

Name of the ministry, Text title, Name and surname of the author (Place of publication: Publisher, year), downloaded date, [http:// address](http://address).

---

<sup>35</sup> "Documentary Note or Humanities Style", *The Chicago Manual of Style*. <http://www.chicagomanualofstyle.org/index.html>

<sup>36</sup> Ibid.

<sup>37</sup> Ibid.

### **References**

Name of the ministry. Text title. Name and surname of the author.  
Place of publication: Publisher, year. Downloaded date. <http://address>.

### **Web site:**

Hereinafter the precise referencing model is presented, since we know from experience that the sources from the Internet often do not have the necessary referencing data.<sup>38</sup> Generally there are no authors of texts, or even titles, and it is unclear to whom the site belongs. If these elements exist, they are referred to as articles from the magazine, with the addition of address. If there are no referencing elements, only address and downloading date are specified. If there are some data, they are listed as follows:

### **Note or footnote**

Name of organization, "Text title", Name of the website owner, downloaded date, <http://address>.

### **References**

Name of organization. "Text title", Name of the website owner, downloaded date, <http://address>.

Or:

### **Note or footnote**

Name and surname of the author, Paper title, edition Name and surname of the editor or publisher, in Name of the database, downloaded date, <http://address>.

### **References**

Name of database. Downloaded date. <http://address>.

### **Blog recording or comments:**

### **Note or footnote**

Name and surname, date of comments posting (time), comments on Name and surname, "Text title", Blog title date, year, downloaded date, <http://address>.

### **References**

Blog title. <http://address>.

### **E-mail message:**

### **Note or footnote**

Name and surname, e-mail message to the author, date.

### **References**

These messages are always never mentioned in bibliography or references.

### **Additional notes:**

- After the first mentioning, the same reference in subsequent footnotes may be reduced to the author's surname, part of the title and page number.

---

<sup>38</sup> Exception are electronic magazines which have all the necessary data. The manner of referencing is mentioned in the text.

- If a footnote is identical to the previous, the abbreviation Ibid. is used. If the difference is just in the page number, Ibid. and page number. Abbreviation "above mentioned" work is not used.
- Footnotes including several sources which prove one fact should be divided by a comma.
- Multiple references of a single footnote should refer to a previous footnote (e.g. Look the footnote number...above).
- In case of an anonymous work, footnote and bibliographic unit begin with the work title.
- For direct source referencing without page numbers, chapter title, paragraph number or other organizational part should be used.

PAPERS PREPARED FOR PRINTING ARE TO BE SENT IN ELECTRONIC FORM TO THE FOLLOWING E-MAIL ADDRESS: **phlogiston@muzejnt.rs**

EDITOR IN CHIEF OF THE PHLOGISTON JOURNAL IS MARINA DJURDJEVIC, TEL. **+381 11 3037962**, E-MAIL ADDRESS: **marina.djurdjevic@muzejnt.rs**

FOR FURTHER EXPLANATIONS, PLEASE DO NOT HESITATE TO CONTACT THE SECRETARY OF THE EDITORIAL BOARD, MIRJANA BABIC, TEL. +381 11 303 79 62 OR E-MAIL ADDRESS: **mirjana.babic@muzejnt.rs**