

GUIDELINES FOR THE PREPARATION AND SUBMISSION OF MANUSCRIPTS TO THE JOURNAL *HERITAGE*

The Cultural Heritage Preservation Institute of Belgrade started in 1997 its journal *Heritage* with the view to making accessible to the general public the results of research, study, evaluation, and conservation of the cultural heritage of Belgrade. The sections titled Monumental Heritage; Conservation Approach; Research; Lost Heritage; From the Archives; Heritage and University Teaching; Critical Eye; and Reviews present the results of historical, archaeological, art-historical, architectural and other kinds of research, as well as evaluations of the cultural-historical and architectural heritage located in the territory of the City of Belgrade. The Editorial Board of *Heritage* includes renowned scientists, Belgrade and Novi Sad University professors, as well as eminent conservationists. Based on the Categorization of Domestic History, Archaeology, and Ethnology Journals, the journal is classified as **M51 – journal of national importance**. The *Heritage* is indexed in the Serbian Citation Index (SCIndex), as well as in the Directory of Open Access Journals (DOAJ). The editing and printing of *Heritage* is funded by the Secretariat for Culture of the City of Belgrade and the Ministry of Culture and Information of the Republic of Serbia.

The *Heritage* Editorial Board has decided to implement all the provisions of the Journal Editing Act, passed in July 2009 as a result of the collaboration between the Ministry of Science and Technological Development of the Republic of Serbia, the National Library of Serbia, and the Centre for Evaluation in Education and Science. Based on the said Act, the Editorial Board has decided to consistently implement the literature citation rules, and opted for the Harvard Style Manual, i.e. the *author-date system*.

The Editorial Board of *Heritage* exclusively accepts the **original papers** that were not previously published or submitted to other journals. If a submission is a result of a research project or was in its previous version presented as a conference paper (under the same or similar title), detailed project information, project code, conference, etc. should be provided below the body text. Authors should provide an author's statement to the effect that the work in question has not been previously published (the form is downloadable from the Publications – The *Heritage* Journal section of the official website of the Cultural Heritage Preservation Institute of Belgrade). Reviews of monographs and exhibitions may only be submitted for publication in an issue that will be published a maximum of two years after the date of publication of the monograph or the opening of the exhibition.

Authors must adhere to the guidelines for the preparation and submission of manuscripts. The manuscripts that do not meet all the requirements will be returned to the author for corrections. If after making corrections the manuscript still does not adhere to the guidelines and standards, it will not be passed on to the *Heritage* Editorial Board.

All manuscripts are reviewed. Authors have access to the reviews. The final decision on the publication of a manuscript that has received a positive review is made by the Editorial Board of *Heritage*. The author is notified of the decision. Manuscripts are not returned to authors.

Manuscripts for the next issue of *Heritage* can be submitted by **1 April**. Manuscripts must use the Cyrillic Alphabet, the official alphabet that the journal is printed in. An exception to this is made for foreign authors, who may submit their work in English. All manuscripts and additional materials should be submitted in an electronic format. Each manuscript should contain the following: TITLE, FIRST NAME, INITIAL, AND LAST NAME OF THE

AUTHOR, NAME AND REGISTERED OFFICE OF THE INSTITUTION THAT THE AUTHOR IS EMPLOYED AT (AFFILIATION)¹, ABSTRACT, KEYWORDS, BODY TEXT, SUMMARY, ILLUSTRATIONS WITH AN ILLUSTRATION LIST, LIST OF REFERENCES, CONTACTS (address, telephone number, email address). Authors must ensure the illustrations are of sufficient quality. The *Heritage* Editorial Board reserves the right to shorten or modify the text subject to agreement with the author, as per the journal editorial policies. If the author rejects the suggested changes, the submission will not be published. Papers should be submitted to the email addresses of the secretariat of the Editorial Board:

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Manuscript preparation

The length of the main body of text for papers is limited to 50,000 characters (with spaces), and not less than 40,000 characters (with spaces), and a maximum of 20,000 characters (with spaces) for articles intended for the Reviews and *In memoriam* sections. Texts outside these limits will not be accepted.

Papers, together with illustrative material, should be submitted in electronic form as follows:

- Manuscript – in a separate Word document (which should be named using only the Latin Alphabet)
- Abstract and key words – in a separate Word document
- Summary – in a separate Word document
- Illustration captions – in a separate Word document
- Illustrations – in a separate folder (which should be named using only the Latin Alphabet)
- Author's name and contacts – in a separate Word document.

Manuscripts should be in the Microsoft Word (.doc or .docx) format; font: *Times New Roman*; spacing: 1.5; font size 12. The body text should not contain illustrations.

The **abstract, keywords, and summary**, which are translated into English, should be submitted in the same way as the body text in Serbian, in separate Word documents.

The abstract, as a short and informative overview of the manuscript content, allows a quick assessment of its relevance. The abstract includes the research aim, methods, results, and the conclusion. The abstract should not contain any notes. It should have 100–150 words.

Keywords mark out the research area(s) that the manuscript covers. The basic terminology, which best describes the content of the manuscript, should be used. It is recommended that the number of key words should be between five and ten.

The summary provides the manuscript content in short. The recommended length is 1,800–2,700 characters (1–1.5 pages).

1] Or the name and registered office of the institution where the research was conducted; if the author is unemployed, the name should be followed by the profession, title, and place of residence.

Illustrations (photographs, drawings, graphs, tables, etc.) should be submitted in a resolution no less than 300 *dpi*, which meets printing requirements. Illustrations must be submitted in the following formats: *JPEG, TIFF, PSD*.

Illustration captions should be submitted in a separate Word document in Serbian, in the order in which the author would like them to appear in the manuscript. Illustration captions are translated into English. They should be followed by the author or source. For example:

Hangar-workshop, Eastern façade, 2008
(photograph by S. Negovanović), or
61 Njegoševa Street (IAB, 20-3-932), or

after the notes as follows:

Sources of illustrations:

1, 2, 5, 7: The Historical Museum of Serbia, The Jovan Ilkić Fund.

The *Heritage* Editorial Board reserves the right to reduce the number of suggested attachments if they are disproportionate to the manuscript length or if they do not meet the technical printing requirements.

Foreign names and titles in the manuscript should be transcribed, and the original form should be provided in brackets when mentioned first.

If abbreviations are used, when mentioned first their full form should be provided in brackets. Foreign abbreviations should be transliterated to the Cyrillic Alphabet, and the original form should be provided in brackets. In addition, the full names of institutions and countries should be translated, and the original form provided in brackets.

Endnotes should be provided after the body text, and should contain less important details and explanations.

Citing (references in the body text)

Manuscripts should contain references to all the sources and literature used in preparing them. The Harvard System specifies that references are cited in brackets, as abbreviations inserted in the text referring to the full entry on the cited work, placed at the end of the manuscript. All in-text citations should be listed in the references and vice versa. Citing literature should be in the language and alphabet in which the referenced work was published. Following the *Harvard Style Manual* citation guidelines, the Editorial Board of *Heritage* have decided that citations are provided in endnotes in order to make the body text more reader-friendly. The citation format is in line with the Harvard System in all other respects:

- Author's last name year of publication

1. In the body text endnote: no punctuation between the last name and the year:
Mišić 2011.
2. If a work is cited, the page number, or note/photograph/table number, should be provided. If multiple adjacent pages of the same work are cited, numbers indicating the first and last cited page should be provided, separated by an en-dash. If multiple non-adjacent pages of the same work are cited, the numbers referring to pages from the cited work should be separated by commas:
Mišić 2011: 92–96.
Mišić 2011: 92, 99.
3. If the work paraphrases a quote from another author (e.g. As Mane-

vić⁷ stipulates, ...), the endnote should not contain the author's last name, but the year of publication and pages, e.g. 7] 1979: 35.

4. If the cited work has two or three authors, their last names should be linked using the conjunction *and* ('*i*' in Serbian). If a bibliographic reference is in a foreign language, irrespective of which language it is, the English conjunction *and* should always be used. In a bibliographic reference in Serbian, the conjunction *and* (*i*) should be written in the Cyrillic or Latin Alphabet, depending on which alphabet the reference was published in.
In the body text endnote:
Stojanović and Martinović 1978.
Smith and Godwin 1979.
5. If a cited work has more than three authors, the last name of the first author should be provided, followed by *et al.* ('*i dr.*' in Serbian) or *et alii* (Latin) ('*i drugi*' in Serbian), meaning *and other(s)* in the body text endnote:
Roter Blagojević et al. 2011.
Cohen et al. 2000.
6. If a work of an anonymous author is cited, in a journal or newspaper, the body text endnote should include the name of the newspaper and the year / date of publication, as well as the page number:
e.g. *Politika*, 18th April 1912: 3.
The list of references should include the full entry:
e.g. Our Aviation (1912), *Politika*, 18th April: 3.
7. If a work of the same author is cited, the next citing should use the following:
An abbreviation for *the work cited* – *op. cit.*: page number.
E.g. Bullock 2002: 53.
Op. cit.: 55.
8. If the page numbers in the same work by the same author are also the same, the next citation should use the following: *Ibid.*
E.g. Bullock 2002: 53
Ibid.
9. If the same journal article or periodical is cited, the next citation should use the following: *Ibid.*: page number.
E.g. instead of *Politika*, 8th March 1933: 5, the following should be used:
Ibid.: 7.
If the same periodical is cited, but a different article, the following should be used: *Ibid.*: date: page number.
E.g. instead of *Politika*, the following should be used: *Ibid.*: 10th March 1933: 6.
10. If a different work by the same author is cited, the next citation should use the following: *Id* year: page number.
Kadijević 2005: 112.
Id.: 2005: 112.
11. If a different work by the same author is cited in the same endnote, it is sufficient to provide the years and page numbers separated by a semi-colon.
Kadijević 2005: 112; 2010a: 201 etc.
12. If different works by the same author are cited, but with different years of publication, letters should be added to the year – Author's last name year of publication, a, b, c, ...
Kadijević 2010a.
Kadijević 2010b.
13. If two different sources are cited at the same time, the information

should be combined (and if inserted in the text, they should be put in the same pair of brackets). If the works of two or more authors are referenced parenthetically, the information on each work should be separated by a semi-colon – Author's last name year of publication; Author's last name year of publication, Kadrijević 2005; Manević 1979.

14. If additional information is necessary, it should be separated by a dash:
Brdar 2011: 22, Fig. 16 – Self-portrait.
15. If the manuscript cites from a secondary source due to unavailability of the primary source, the phrase *according to* should be used with the author information:
According to Nestorović 1937: 11.
16. If the year of publication of a work is unknown, the abbreviation *n.d.* (abbreviated from 'undated' or 'no date' for sources in a foreign language) should be used.
17. If a work is quoted from, italics should be used instead of double quotation marks. If the quoted text contains double quotation marks, that section of the text should be put in single quotation marks.
18. If what is cited is not a single author, and the work in question is published by an organization (companies, associations, state agencies and institutions, non-governmental organizations, etc.), the name of the organization should be provided as well as the year of publication of the work:
Ministry of Culture 2009.
19. Official abbreviations of the names of organizations can be used, provided in brackets immediately following the full name of the organization.
20. If multiple sources are used, the information should be separated by a semi-colon (;), and ordered chronologically.

Literature (List of references)

The cited literature is provided at the end of the body text, following the endnotes, in the form of a list of references. This section should provide a key for the abbreviated literature sources provided in the endnotes. The specification of reference entries must be applied consistently according to the general bibliographical standards, *alphabetically ordered* as a single list. If multiple works by the same author are cited, they should be presented chronologically, oldest to newest. References should be listed in the language and alphabet in which they were published.

Literature should be presented in line with the following model:

- **Last name, Initial. (year), Title (in italic), Place of publication: Publisher.**

1. Monographs

Authored monographs

- Single author,
In the body text endnote: Brdar 2011.
In the literature:
Brdar, B. (2011), *Ivo Kurtović*, Belgrade: Cultural Heritage Preservation Institute of Belgrade.
- If a monograph has a subtitle, the latter should be listed only if necessary, as follows: *Name of monograph* (in italic) space colon (:) subtitle (not in italic):
Mišić, B. (2011), *The Federal Executive Council Palace in Novi Be-*

ograd: A History of Construction. From the Presidency of the Government of the FPRY to Palace Serbia, Belgrade: Cultural Heritage Preservation Institute of Belgrade.

- If a monograph is part of a series, the name of the series and the number should be provided in brackets, separated by a comma, after the publisher:
Popović, P. (1965), *Roman Jewellery*, Belgrade: The Archaeological Society of Yugoslavia, (Dissertationes 6).
Križanac, M. (2007), *Ars Fumandi*, Exhibition Catalogue, Belgrade, The Museum of Applied Arts, (Museum Collections X).
- Two or more authors
The conjunction *and* ('i' in Serbian – in Cyrillic or Latin Alphabet, depending on which alphabet the bibliographical entry was published in) should be placed between the names of the first and second, or second and third author in the bibliographical entry in Serbian. If the bibliographical entry is in a foreign language, irrespective of which language it is, the English conjunction *and* should be used:
In the body text endnote:
Stojanović and Martinović 1978.
In the literature:
Stojanović, B. and Martinović, U. (1978) *Belgrade 1945–1975. Urbanism and Architecture*, Belgrade: Tehnička knjiga.
- If a publication has multiple publishers, their names should be provided separated by a colon. In the literature:
Palibrk-Sukić, N. (2005), *Russian Refugees in Pančevo, 1919–1941*. Foreword by Alexei Arseniev. Pančevo: The City Library: The History Archives.
- Four or more authors
For books printed in Serbian, with four or more authors, the body text should only list the name of the first author, followed by *et al* ('i dr.' in Serbian). For books printed in a foreign language, the abbreviation *et al* should be used. The abbreviation *etc.* should be used when there are more than three co-publishers or places of publication.
In the body text endnote: Blagojević 2007.
In the literature:
Blagojević, Lj. (2007). *New Belgrade municipality: The Disputed Modernism*, Belgrade: The Textbooks Institute et al.

Authored monographs with the editor name appended

- In the body text endnote: Andrić 2011.
In the literature:
Andrić, I. (2011), *Selected Stories*, ed. Radovan Vučković, Belgrade: Draganić.

Edited Monographs

- (Instead of author – editor, translator; should be listed using (ed.), (trans.).
In the body text endnote: Dobrić 2009.
In the literature:
Dobrić, K. (ed.) (2009). *The Cultural Assets of Novi Sad*, Catalogue of Immovable Cultural Goods from the Register of the Cultural Heritage Preservation Institute of Novi Sad, Novi Sad: Cultural Heritage Preservation Institute of the City of Novi Sad;
In the body text endnote: Radojčić 1960.
In the literature:
Radojčić, N. (trans.) (1960), *The 1349 and 1354 Code of Emperor Ste-*

fan Dušan, Belgrade: The Serbian Academy of Arts and Sciences.

Monographs by the same author

- Printed in different alphabets
They should be listed in the language and alphabet in which they were published.
In the body text endnote: Кадџевић 2005; Kadjević 1999.
In the literature:
Kadjević, A. (2005), *The Aesthetics of the Architecture of Academism (19th–20th century)*, Belgrade: The Architectural Book.
Kadjević, A. (1999), *Mihajlo Mitrović: Projects, Life of an Architect, Ideas*, Belgrade: The Museum of Science and Technology.
- Published in the same year
They should be listed by adding letters to the years.
In the body text endnote: Radojković 1969a; Radojković 1969b.
In the literature:
Radojković, B. (1969a), *Serbian Jewellery from 12th to the End of 17th Century*, Belgrade: The Museum of Applied Arts.
Radojković, B. (1969b), *Serbian Jewellery: 12th-20th Century*, Exhibition Catalogue, Belgrade: The Museum of Applied Arts.

Monographs and articles published electronically

Monographs and articles published in an electronic format (internet, CD, DVD) should be listed in the same way as printed editions, adding the full web address and the date of download for the works retrieved from the internet. They should be listed in the language and alphabet in which they were published, in line with the model below:

In the body text endnote:

Last name year of publication: page numbers.

In the literature: (example – the internet)

Last name, Initial. (year of publication), *Title* (in italic) [internet / online / e-book, ...], Available through ..., full web address with http://... and [date of access].

Veltman, K. H. *Augmented Books, Knowledge and Culture*. [online], Available through <http://isoc.org/inet2000/cdproceedings/6d/6d>.

[2 February 2002].

(example – CD/DVD)

Last name, Initial. (year of publication), *Title* (in italic) [CD/DVD],

Place of publication: Publisher.

Dabižić, A. (2006), *The Monument Heritage of the Old Centre of Zemun*, [CD], Belgrade: Cultural Heritage Preservation Institute of Belgrade.

Publications without a specified author

They should be listed in line with the following model:

In the body text endnote: Title year of publication.

Black's Medical Dictionary 1992;

In the literature:

Title (in italic) (year of publication), Place of publication: Publisher.

Black's Medical Dictionary (1992), London: A & C Black.

The works whose author cannot be identified are distinguished by their title. In the literature:

The Bugarstikas (1979), Belgrade: Rad.

Translated books

Zevi, B. (2007), *A Concept for a Counter-History of Architecture*, translated by Vertovšek P., Belgrade: Centar VAM: Kruševac: National Library.

2. Works published in edited volumes

These works should be listed in line with the following model:

Last name, Initial. (year of publication), *Title of the work* (in italic), in: Title of the edited volume and the number of the series, ed. Last name and Initial, Place of publication: Publisher: page numbers. Klajn, R. (2011), *Secession: "UN gout juif"?*, in: *Menora* : edited volume, ed. Erdeljan J. and Makuljević N., Belgrade: University of Belgrade Faculty of Philosophy: 133–174.

3. Periodicals

These should be listed in line with the following model:

Last name, Initial. (year of publication), Title of the work, *Title of the journal* (in italic) Volume number (year(s)) Place of publication (the place of publication should be listed in brackets after the title and volume number of the journal): page numbers.

Dabižić, M. (2011), The Buildings of Serbian Schools and the Emblem of Joakim Vujić, *Heritage XII* (Belgrade): 57–63.

Full dates should be provided in the specification of newspaper articles:

Ilić, B. (1961), Great Investments for all Areas of Cultural Life, *Politika*, 23rd February 1961: 12.

4. Works in press / forthcoming

If a work in press or a forthcoming work is listed, the following should be added in brackets: (in press) ('*u stampi*' in Serbian) or (forthcoming) ('*u pripremi*' in Serbian). For texts in foreign languages, (*in press*) or (*forthcoming*) should be added;

In the body text endnote: Popović 2012.

In the literature:

Popović, M. (forthcoming), The Gate of Emperor Charles VI in Belgrade, *Heritage XIII* (Belgrade).

5. Doctoral theses, master's theses, and dissertations

If the list of references includes doctoral theses, master's theses, or dissertations, then the name of the faculty and/or university where the thesis/dissertation was defended should be listed instead of the publisher, followed by the registered seat of the institution in question;

In the body text endnote: Polovina 2000.

In the literature:

Polovina, G. (2000), *The Transition of Architectural Form in the Example of Public Buildings in Belgrade*, master's thesis, Faculty of Architecture, University of Belgrade.

6. Sources

As per the decision of the Editorial Board of *Heritage*, the sources should be listed only in the endnotes. Sources include archival material, manuscripts and unpublished material.

Archival material should be listed in line with the following model:

Name of archive, Name and number of fonds, number of box and/or folder, reference code or number and name of document, date or year.

IAB, fonds UPU CZ, F 1, a.j. 100

IAB, fonds OGB, TD f 6-12-26.

Manuscripts should be listed according to the foliation, except when the manuscript is paginated.

IAB, Memoir material (MT) K-2/II, 4.