

Instructions for Authors

The journal of the Ministry of the Interior of the Republic of Serbia *Bezbednost* (Security) publishes academic papers from the fields of law, security studies, police sciences, and crime investigation studies in Serbian and in English that have not been previously published.

The journal has three issues per year. The PDF version of the journal is available at the following address: <http://www.mup.gov.rs> under the heading **Publications**.

Manuscripts are submitted through the online editing system via the *Assistant* platform – Serbian Citation Index (SCIndex), using the option ‘Submit the Manuscript’, for which new users are required to register an account using the link <https://aseestant.ceon.rs/index.php/bezbednost/login>.

The text of the Manuscript should be prepared on a computer (Times New Roman, Cyrillic alphabet, font size 14 pts bold for the title, 12 pts for the body of the text, 65 characters per line, 26 to 30 lines per page, standard margins). Academic and professional papers may be up to 16 pages (30,000 characters with spaces) long.

At the very beginning of writing the text, make sure to switch on the automatic hyphenation (Page Layout, Hyphenation, Automatic), so that there are no unnecessary spaces between words in a sentence.

A paper should include the following: an Abstract, Keywords, text of the paper, Conclusion, References and a Summary in the English language. In the case of original scientific papers, the Abstract should include the aim of research, methods, main results and a conclusion (between 100 and 250 words that allow the reader to quickly and accurately evaluate the relevance of the article through a brief informative presentation). The Abstract in Serbian should be between the heading (the name of Author/s and the title of the paper) and Keywords. The Keywords (maximum five) follow the Abstract.

The Abstract and Keywords are followed by the text of the paper the structure of which for original academic papers consists of an Introduction, Material and Methods, Findings, Discussion and Conclusion.

In review papers, the structure of the text includes the Introduction, subheadings, Conclusion and References. The subheadings in the paper are written using font size 12 pt bold, centered and without numeration.

The Summary in the English language is placed at the end of the text, following the References section, and includes the title of the paper (font size 12 pt Italic). The Summary in English is given in an extended form (300-400 words) with a more detailed presentation of the research findings.

The title and number of the project or the name of the programme from which the paper originated, as well as the name of the institution that financed the project or programme are given in a special note at the bottom of the first page of the paper.

Tables and graphical representations should be given in a uniform manner, with the names of the tables written above, and the names of graphical representations below. The representations may be in the form of a special attachment at the end of the paper, with reference to their contents in the text (Attachment 1, Attachment 2, etc.). Preferably, the titles of all representations should be given bilingually, both in Serbian and English (font size 11 pts italic) in the JPEG or EPS format with the resolution of at least of 300 dpi. For graphic attachments in Excel and other application software different raster tones of black should be used.

Footnotes should be used only for essential observations, necessary comments, references to useful literature (e.g.: More on this subject...) and indications of the used auxiliary sources (for instance, scientific materials, legal regulations, manuals, documents, reports, etc.), but they cannot be a substitute for cited literature.

Quotations (citing) in the text should not be given in the footnotes but at the end of a quotation or when referring to someone's work (Mijalkovic, 2006). Authors are obliged, when referring to the sources in the paper or quoting other authors, to provide their names in the original, with the year of publication and page number in parentheses, with page numbers separated from the year of publication by a colon (:) and a single tab (:) (Мијалковић, 2009: 147), and if more than two authors are quoted then only the first author is mentioned and the abbreviation *et al.* is used (Урошевић et al., 2009: 92). A comma (,) is used to separate the author from the year of publication, and a semicolon (;) is used to separate authors of different works (Симоновић, 2012; Ђорђевић, 2013), listing the references in alphabetical order within the parentheses. If the same author is quoted with several works in one year, then the successive papers publications are denoted by adding alphabetical letters to the year, as in the following example: (Милојковић, 2013а), (Милојковић, 2013b), etc. Foreign names in the text are to be given in the Serbian transcription, with the original name written in parentheses. The references in the parentheses should be written in the original.

If the author is an institution or a collective copyright holder, the minimum data necessary for identification is indicated (Republic Statistics Office, 2009).

When citing sources from the Internet, the Internet address is indicated, for example: (<http://www...>, available on January 10, 2010). Due to constant changes in the www environment, the date when the text was downloaded is indicated. For references in electronic form, it is necessary to emphasize that it is an electronic source – electronic version and / or the Internet address.

It is essential that the citation in the text and the list of bibliographic items (References) at the end of the text are in complete agreement. Each citation from the text must be matched with an item on the list of bibliographic items and vice versa. Additionally, only the works cited in the text should be on the list of bibliographic items.

In the Reference list, the publications are given in the original (references are not translated to the language of the paper) with numeration, the authors' last names listed in alphabetical order.

Type of Publication	Reference
Journal	Симоновић, Б. (2009). Стандардизација и акредитација као један од начина професионализације полиције и криминалистичке службе. <i>Безбедност</i> , 51(1-2): 236-253.
Monograph	Мијалковић, С. (2009). <i>Национална безбедност</i> . Криминалистичко-полицијска академија, Београд.
Proceeds	Бановић, Б., Маринковић, Д., (2005). <i>Специјалне истражне радње и нове тенденције у савременој науци кривичног права</i> , У Зборник радова „Нове тенденције у савременој науци кривичног права и наше кривично законодавство“, XLII Саветовање Удружења за кривично право и криминологију СЦГ, Златибор-Београд, стр. 509-543.
Legal regulations	<i>Закон о полицији</i> , Службени гласник Републике Србије, бр. 101/2005, 63/2009 - Одлука УС 92/2011 и 64/2015.
E-sources	Witkowski, J., (2002). <i>Can Juries Really Believe What They See? New Foundational Requirements for the Authentication of Digital Images</i> , Journal of Law & Policy, 10: 267, http://law.wustl.edu/Journal/10/p267_Witkowski_book_pages.pdf . Available on January 10, 2010.

The titles of the quoted national journals, monographs, textbooks, and proceeds are given in the original, fully, not translated.

The papers are subject to anonymous review by two reviewers from the country or from abroad. The reviewers cannot be from the institution in which the author of the paper is employed.

The Editorial Board reserves the editorial right to decide – based on the review, topicality of the paper, insight into the paper and their records – whether the paper will be published, when and in which form. Possible remarks and suggestions of the reviewer and/or editor are forwarded to the authors for corrections.

The published papers are remunerated unpublished papers are not returned to the authors. The authors should provide the Editorial Board with the following data: full name (name and surname), address, e-mail address, telephone number, and copies of the identity card and a bank card by sending them to the following address: *Bezbednost* Editorial Board, Bulevar Zorana Đinđića 104, 11070 Novi Beograd, Phone No: +381 11 3148734, Fax No.: +381 11 3148749, e-mail: upobr@mup.gov.rs.

We invite all authors who have published their papers with us so far as well as new authors to contribute their professional and scientific works and thereby enrich the contents of our journal that has a long-standing tradition and enjoys the status of an established journal in the academic and expert community, with the common goal to improve police practice, raise the level of security culture, and keep up with scientific and professional achievements in the field of security. Please note that co-authorship of national and foreign authors is possible.

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