

INSTRUCTIONS FOR THE AUTHORS OF PAPERS

FOR THE BULLETIN OF THE SLOVENIAN ARMED FORCES AND THE MILITARY EDUCATION JOURNAL

Content-related instructions

General	<p>The Bulletin of the Slovenian Armed Forces is an interdisciplinary scientific expert magazine, which publishes papers on current topics, researches, scientific and expert discussions, technical or social sciences analysis from the security, defence and military field.</p> <p>The Military Education Journal is a military professional and an informative publication intended for education and informing on achievements and experiences in the field of military education, training and improvement.</p>
	<p>What do we publish? We publish papers in Slovene with abstracts translated into English and, based on the decision of the editorial board, we also publish papers in English with abstracts translated in Slovene.</p> <p>We publish papers, which have not been previously published or sent to another magazine for publication. The author is held responsible for all eventual copyright violations. If the paper has already been printed elsewhere, sent for publication or presented at an expert conference, the author must notify the editor, obtain the publisher's consent (if necessary) and indicate the reasons for republishing.</p>

Technical instructions

Limitations regarding the length of the papers	<p>The papers should consist of 16 typewritten double-spaced pages or 30,000 characters, at a minimum they should have 8 pages or 15,000 characters and at a maximum 24 pages or 45,000 characters.</p>
Reviews	<p>The papers are reviewed. The review is anonymous. With regard to the reviewers assessment, the editorial board or the editor either accepts the paper, demands modifications if necessary or rejects it. After the reception of the reviewers' remarks the author inserts them into the paper.</p> <p>Due to an anonymous review process the first page must be designed in the way that the author's identity cannot be recognized.</p> <p>Next to the title the author indicated the category the paper belongs to according to him and according the classification in the COBISS¹. The classification is available on the magazine's internet page and at the responsible editor. The editorial board determines the final classification.</p>
Proofreading	<p>The organizational unit responsible for publishing provides the proofreading of the papers. The proofread papers have to be approved.</p>
Translating	<p>The translation of the papers or abstracts is provided by the organizational unit competent for translation or the School of Foreign Languages, DDETC.</p>
Indicating the authors of the paper	<p>The authors' name should be written in the upper left corner, aligned left.</p> <p><i>Example:</i> Name 1 Surname 1, Name 2 Surname 2, Slovenian authors should indicate the institution they are coming from in the</p>

¹ Co-operative Online Bibliographic System and Services

footnote. Foreign authors should also indicate the name of the state they are coming from.



Title of the paper	The title of the paper is written below the listed authors. The letters in the address are bold with font size 16. The text of the address is centrally aligned.
Abstract	The paper should have an abstract of a maximum 1,200 characters (20 lines). The abstract should present the topic of the paper in short, particularly the results and the findings. General findings and reflections do not belong in the abstract, but rather in the introduction.
Abstract in English	The authors must also submit the translation of the abstract into English. The translation of the abstract is likewise limited to a maximum of 1,200 characters (20 lines).
Key words	Key words (3-5 also in the English language) should be bold with a justified text alignment.
Text	The authors should submit their papers on a A4 paper format, with a 1,5 line spacing written in Arial and with font size 12. At the upper and the bottom edge, there should be approx. 3 cm of space, the left margin should be 2 cm wide and the right margin 4 cm. Each page consists of approx. 30 lines with 62 characters. The text should have a justified alignment, without indents at the beginning of the paragraphs.
A brief presentation of the authors	The authors must prepare a brief presentation of their expert or scientific work. The presentation should not exceed 600 characters (10 lines). If there are several authors, each should be presented individually as short and as comprehensive as possible. These text should be placed at the end of the paper, after the cited literature.
Text structuring	Individual chapters should be separated with independent subtitles and adequately numbered. <i>Example:</i> 1 Introduction 2 Title of the chapter (1 st level) 2.1 Subtitle (2 nd level) 2.1.1 Subtitle (3 rd level) 2.1.1.1 Subtitle (4 th level)
Referencing	<p>In the bibliography only the authors of the references you refer to in the paper have to be listed alphabetically. The entire reference has to be in compliance with the Harvard citing style.</p> <p><i>Example:</i> Surname, name (can also be the initial of the name), year. <i>Title of the work</i>. Place. Publishing House.</p> <p><i>Example:</i> Urlich, W., 1983. <i>Critical Heuristics of Social Planning</i>. Chicago: University of Chicago Press.</p> <p>At certain papers published in a collection of papers, at the end of each reference a page on which the paper can be found is indicated.</p> <p><i>Example:</i> Urlich, W., 1983. <i>Critical Heuristics of Social Planning</i>. Chicago: University of Chicago Press. p. 45-100.</p> <p>Referencing internet sources All references start the same way as the references for the printed sources, only that the usual part is followed by the information about the internet page on</p>

which the document was found as well as the date on which it was found. The information on the time the document was taken off the internet is important because the WWW environment constantly changes.

Ulrich, W., 1983. *Critical Heuristics of Social Planning*. Chicago: University of Chicago Press. p. 45-100. <http://www.mors.si/index.php?id=213>, 17 October 2008.

When referencing interesting WWW pages in the text (not citing an individual document) it is enough to state only the internet address (<http://www.vpvs.uni-lj.si>). A separate reference at the end of the text is therefore not necessary.

More on the Harvard referencing style in the A Guide to the Harvard System of Referencing, 2007; <http://libweb.anglia.ac.uk/referencing/harvard.thm#1.3>, 16 May 2007.

Citing	<p>When citing sources in the text, indicate only the surname of the author and the year of publication. <i>Example:</i> (Smith, 1997) ...</p> <p>If you cite the text literary, that part should be adequately marked "text" ... after which you state the exact page of the text in which the cited text is written. <i>Example:</i> ...(Smith, 1997:15) ...</p>
Figures, diagrams, tables	<p>Figures, diagrams and tables in the paper should be prepared in separate files that allow proofreading corrections. The place in the text where the picture should be inserted must be clearly indicated. The total length of the paper must not surpass the given limitation.</p> <p>If the author cannot submit the graphical supplements in the electronic form due to technical reasons, it is exceptionally acceptable to enclose the figures to the text. In this case the author must write a sequence number and a title on the back of each picture and leave enough space in the text for it. The text must likewise contain the title and the sequence number of the figure. Diagrams are considered figures.</p> <p>All figures and tables are numbered. The numbering is not uniform and not linked with the numbering of the chapters. The title of the figure is listed beneath it and the title of the table is listed above it.</p> <p>As a rule at least one reference to a figure or a table must be in the paper. Reference to a figure or a table is: ... (figure 5) (table 2)</p> <p style="text-align: center;"> Example of a figure: Example of a table: </p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Figure 5: Title of the figure</p> </div> <div style="text-align: center;"> <p>Table 2: Title of the table</p>  </div> </div>
Footnotes	<p>Numbering footnotes is individual form the structure of the text and starts with the number 1 in each paper. We want to stress that the footnotes are intended for explaining thoughts written in the text and not for referencing literature.</p>
Abbreviations	<p>When used for the first time, the abbreviations in the text must be explained in parenthesis, for which reason non additional list of abbreviations is needed. If the abbreviations or terms are written in English we have to write the appropriate Slovenian term with the English original and possibly the English abbreviation in the parenthesis.</p>
Format type of the paper	<p>The editorial board accepts only the texts written with a MS Word text editor and only exceptionally texts in the text only format.</p>
Title of the author	<p>Each paper should include the author's address, e-mail or a telephone number, so the editorial board could reach him or her.</p>

Sending the paper A print or an electronic version of the paper should be sent to the address of the editorial board or the members of the editorial board.

Confirmation of the reception of the paper The editorial board sends the author a written confirmation regarding the reception of the paper. The authors that also list their e-mails receive the confirmation via e-mail.

Corrections The author makes corrections to the paper in three days.

Editorial board address	Ministrstvo za obrambo Generalštab Slovenske vojske Bilten slovenske vojske Uredniški odbor Vojkova cesta 55 1000 Ljubljana Slovenia	Electronic address: Editor in Chief: evgen.primozic@mors.si Deputy Editor in Chief: liliana.brozic@mors.si
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The editorial board will not accept papers, which will not be in compliance with the above instructions.