

# INSTRUCTIONS TO AUTHORS

## FOR THE CONTEMPORARY MILITARY CHALLENGES AND THE MILITARY EDUCATION JOURNAL

### Content-related instructions

**General**      **The Contemporary Military Challenges** is an interdisciplinary scientific expert magazine, which publishes articles on current topics, researches, scientific and expert discussions, technical or social sciences analysis from the field of security, defence and the military, as well as overviews of professional and science monographs (book review).  
**The Military Education Journal** is a military professional and informative publication intended for education and informing on the achievements and experiences in the field of military education, training and improvement.

#### What do we publish?

We publish articles in Slovene with abstracts translated into English. If so decided by the Editorial Board, we also publish articles in English with abstracts translated into Slovene.

We publish articles, which have not been previously published or sent for publication to other magazines. The author is held responsible for all possible copyright violations. If the article has already been published or sent for publication elsewhere, 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.

### Technical instructions

**Limitations regarding the length of the articles**      The articles should consist of 16 typewritten double-spaced pages or 30,000 characters. They should contain a minimum of 8 pages or 15,000 characters and a maximum of 24 pages or 45,000 characters. Reviews of science or professional monograph (book presentation) should not exceed 3,000 characters.

**Referee procedure**      All articles undergo a referee procedure. The referee procedure is anonymous. With regard to the referee's assessment, the editorial board or the editor accepts the article, demands modifications, if necessary, or rejects it. Upon receiving the referee's remarks, the author should include them into the article.  
Due to an anonymous referee procedure, the first page must be designed in the way so as not to indicate the author.  
Next to the title, the author should indicate the category they believe the article belongs to according to their personal opinion and according to the COBISS<sup>1</sup> classification. The classification is available on the publication's web page and at the responsible editor. The Editorial Board determines the final classification.

**Proofreading**      The organizational unit responsible for the publication provides for the proofreading. Proofread articles have to be confirmed by the author.

**Translating**      The translation of the articles or abstracts is provided by the organizational unit competent for translation or the School of Foreign Languages, DDETC.

**Indicating the**      The authors' name should be written in the upper left corner, aligned left.

<sup>1</sup> Co-operative Online Bibliographic System and Services

<b>authors of the article</b>	<p><i>Example:</i> Name 1 Surname 1, Name 2 Surname 2, In the footnote, Slovenian authors should indicate the institution they come from. Foreign authors should also indicate the name of the state they come from.</p>
<b>Title of the article</b>	The title of the article is written below the listed authors. The font in the title is bold, size 16 points. The text of the title is centrally aligned.
<b>Abstract</b>	The article should include an abstract of a maximum 1,200 characters (20 lines). The abstract should include a short presentation of the topic, particularly the results and the findings. General findings and reflections do not belong in the abstract, but rather in the introduction.
<b>Abstract in English</b>	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).
<b>Key words</b>	Key words (3-5 also in the English language) should be bold with a justified text alignment.
<b>Text</b>	The authors should submit their articles on an A4 paper format, with 1.5 line spacing, font Arial size 12 points. At the upper and bottom edges, there should be approx. 3 cm of space; the left margin should be 2 cm and the right margin 4 cm wide. Each page should consist of approx. 30 lines with 62 characters. The text should have a justified alignment, without indents at the beginning of the paragraphs.
<b>A brief presentation of the authors</b>	The authors should prepare a brief presentation of their expert or scientific work. The presentation should not exceed 600 characters (10 lines, 80 words). If there are several authors, each should be presented individually, as shortly and as comprehensively as possible. These texts should be placed at the end of the article, after the cited literature.
<b>Text structuring</b>	<p>Individual chapters should be separated with independent subtitles and appropriately numbered.</p> <p><i>Example:</i> 1 Introduction 2 Title of the chapter (1<sup>st</sup> level) 2.1 Subtitle (2<sup>nd</sup> level) 2.1.1 Subtitle (3<sup>rd</sup> level) 2.1.1.1 Subtitle (4<sup>th</sup> level)</p>
<b>Referencing</b>	<p>In the bibliography, only the authors of references one refers to in the article should be listed, in the alphabetical order. The entire reference has to be in compliance with the Harvard System of Referencing.</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> Ulrich, W., 1983. <i>Critical Heuristics of Social Planning</i>. Chicago: University of Chicago Press.</p> <p>With certain articles published in journals, the author should indicate, at the end of each reference, a page on which the article can be found.</p> <p><i>Example:</i> Ulrich, W., 1983. <i>Critical Heuristics of Social Planning</i>. Chicago: University of Chicago Press. pp. 45-100.</p>

### Referencing Internet sources

All references start the same as the references for the printed sources, only that the usual part is followed by the information about the Internet page on which the document was found as well as the date on which it was found. The information about the time that the document was found on the Internet is important, because the WWW environment changes constantly.

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

When referencing interesting web 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.

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<b>Citing</b>	<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>When making a direct reference to a text, the cited part should be adequately marked with quotation marks and followed by the exact page of the text which the citing is taken from.</p> <p><i>Example:</i> ...(Smith, 1997, p. 15) ...</p>
<b>Figures, diagrams, tables</b>	<p>Figures, diagrams and tables in the article should be prepared in separate files which allow for proofreading corrections. The place in the text where the picture should be inserted must be clearly indicated. The total length of the article must not surpass the given limitation.</p> <p>Should the author not be able to submit the graphical supplements in the electronic form due to technical reasons, it is exceptionally acceptable to enclose the figures to the text. In such case, the author must write a sequence number and a title on the back of each picture and leave enough space in the text to include it. The text must likewise contain the title and the sequence number of the figure. Diagrams are considered as 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 stated beneath it, while the title of the table is stated above.</p> <p>As a rule, the article should include at least one reference to a figure or a table. Reference to a figure or a table is: ... (Figure 5) ..... (Table 2) .....</p> <p>Example of a figure: </p> <p>Example of a table: Table 2: Title of the table </p> <p>Figure 5: Title of the figure</p>
<b>Footnotes</b>	<p>The numbering of footnotes is not related to the structure of the text and starts with number 1 in each article. We wish to emphasise that the aim of the footnotes is to explain the thoughts written in the text and not to reference literature.</p>
<b>Abbreviations</b>	<p>When used for the first time, the abbreviations in the text must be explained in parenthesis; therefore no additional list of abbreviations is needed. If the abbreviations or terms are written in English, the appropriate Slovenian term should be written along with the English original and possibly the English abbreviation in the parenthesis.</p>

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<b>Format type of the article</b>	The Editorial Board accepts only the texts written with the MS Word text editor and only exceptionally those in the 'text only' format.	
<b>Author's address</b>	Each article should include the author's address, e-mail or a telephone number, so that the Editorial Board can reach him or her.	
<b>Sending the article</b>	A print or an electronic version of the article should be sent to the address of the Editorial Board or the members of the Editorial Board.	
<b>Confirmation of the reception of the article</b>	The Editorial Board sends the author a written confirmation regarding the reception of the article. The authors who also list their e-mails receive the confirmation via e-mail.	
<b>Corrections</b>	The author should make corrections to the article within three days.	
<b>Editorial Board address</b>	Ministry of Defence Slovenian Armed Forces General Staff Contemporary Military Challenges Editorial Board Vojkova cesta 55 1000 Ljubljana Slovenia	Electronic address: Editor in Chief: liliana.brozic@mors.si

**The Editorial Board will not accept articles that are not in compliance with the above instructions.**