

## GUIDELINES FOR AUTHORS

### *Basic Information*

*Contexts of Culture: Studies in Humanities and Arts* is a peer-reviewed scholarly journal published by the Association for Cultural Development “Bauo”, based in Petrovac na Moru, Montenegro. The journal is issued in both print and electronic formats.

The journal has a clearly defined editorial structure, consisting of the Editor (Editor-in-Chief and Guest Editor), the Editorial Board, and the International Scientific Editorial Board, as well as transparent peer-review and publication ethics procedures in accordance with internationally recognised standards of academic publishing.

Editorial decisions regarding the acceptance and publication of manuscripts are based exclusively on their scholarly quality, originality, and relevance to the journal’s thematic scope, without influence from the publisher, funding bodies, institutions, or any external interests. The Editor operates independently, in accordance with the principles of academic freedom and editorial integrity.

The journal provides permanent open access to all published articles and ensures their long-term digital preservation through the journal’s website ([www.kontekstikulture.me](http://www.kontekstikulture.me)), without any embargo period, as well as through relevant national and international repositories. Electronic versions of articles and journal issues are archived in formats suitable for long-term preservation and library cataloguing (PDF/A), ensuring permanent accessibility.

The print edition is published once a year, during the first quarter of the calendar year. The publisher, Editorial Board, and Editor guarantee regular publication according to a clearly defined annual schedule, without delays or interruptions.

The journal publishes papers in English and in the local language (Montenegrin, Serbian, Croatian, or Bosnian), using the Latin script. Certain sections of each article are published bilingually.

Each issue contains a minimum of nine scholarly articles, organised into three thematic sections comprising three articles each, followed by a reviews section.

The journal was established in 2023 with financial support from the Ministry of Education, Science and Innovation of Montenegro through its Call for the Co-financing of Scientific Research Activities.

The National Library of Montenegro “Đurđe Crnojević” in Cetinje assigned ISSN 3027-4222 to the print edition and ISSN 3027-4818 to the electronic edition of the journal.

On 19 March 2025, the journal *Contexts of Culture: Studies in Humanities and Arts* was officially entered into the Register of Media maintained by the Ministry of Culture and Media of Montenegro as a print publication, while the journal’s website ([www.kontekstikulture.me](http://www.kontekstikulture.me)) was registered as an online publication *Contexts of Culture*.

## ***Thematic Scope***

*Contexts of Culture: Studies in Humanities and Arts* is a scholarly journal dedicated to publishing the results of original academic research. It publishes exclusively unpublished manuscripts, including original research articles, review articles, and reviews of recently published scholarly books and other relevant academic publications.

Although its primary thematic focus is on research within the Balkan and Mediterranean contexts, the journal is conceived as an open, comparative, and internationally oriented platform that also welcomes contributions addressing topics extending beyond these geographical and cultural areas.

Building upon local and regional case studies, as well as comparative research approaches, the journal encourages submissions that examine broader European and global cultural, historical, and social processes, including studies that transcend geographical, chronological, and disciplinary boundaries.

The journal publishes contributions from a broad range of disciplines within the humanities, including, but not limited to, archaeology, art history, ethnology / cultural anthropology, history, philosophy, literary studies, linguistics, cultural studies, heritage studies, museum studies, musicology, and related fields of the humanities, with particular emphasis on research concerning culture and the arts.

The journal aims to contribute to the advancement, promotion, and international visibility of contemporary research in the humanities and the arts, while fostering academic dialogue through diverse international research perspectives.

## ***Publication Ethics and Academic Integrity***

The journal adheres to the principles of publication ethics and academic integrity in accordance with the recommendations of the Committee on Publication Ethics (COPE) and other internationally recognised standards of scholarly publishing.

Plagiarism, self-plagiarism, data fabrication, data falsification, and all other forms of academic misconduct are strictly prohibited.

All submitted manuscripts may be screened for originality as part of the editorial process, in accordance with applicable ethical standards and established practices in scholarly publishing.

Authors bear full responsibility for the originality of their manuscripts, the accurate citation of all sources used, and the transparent disclosure of all tools, methods, technologies, and other resources employed in the preparation of the manuscript, including the use of digital tools and artificial intelligence (AI).

Where research involves human participants (e.g. interviews, ethnographic research, photography, or similar methods), authors are responsible for ensuring compliance with ethical standards, including obtaining informed consent from participants and protecting their privacy and identity where appropriate. For research requiring institutional ethical approval, authors must obtain the necessary approval and provide documentation upon request by the Editor.

Where applicable, authors should indicate the availability of the research materials, sources, and datasets on which their study is based (e.g. archival collections, field records, interviews, digital corpora, or other research materials). If such materials are not publicly available due to ethical, legal, or other legitimate reasons, this must be clearly stated in the manuscript.

Any suspected unethical conduct relating to submitted or published manuscripts, authorship, the peer-review process, or editorial decisions should be reported to the Editor via the journal's official email address. Editor is committed to investigating all allegations promptly, impartially, and in accordance with internationally recognised ethical guidelines.

Unethical citation practices, including excessive self-citation or editorially induced citation of the journal without scholarly justification, are not permitted. Neither Editor nor reviewers may make publication conditional upon citing this journal, its Editor-in-Chief, Guest Editor, or reviewers, unless such citations are scientifically justified and directly relevant to the manuscript and its improvement. All references must be relevant, justified, and based on the genuine scholarly contribution of the cited works.

The Editor reserves the right to withdraw a manuscript from the publication process or retract a published article if a violation of ethical standards is identified.

If, after publication, serious breaches of publication ethics are established, including plagiarism, self-plagiarism, data fabrication or falsification, unauthorised use of copyrighted material, or other serious violations of academic integrity, Editor will initiate a formal retraction procedure. Retracted articles shall remain publicly accessible in both the print and digital archives of the journal, clearly marked as retracted and accompanied by a statement explaining the reasons for retraction.

In cases of minor errors that do not affect the principal scholarly findings of the article (e.g. technical, terminological, factual, or similar errors), Editor may publish a correction (erratum) in a subsequent issue with the author's consent.

Special thematic issues and guest-edited issues, where applicable, are subject to the same standards of peer review, publication ethics, conflict of interest, and editorial procedures as regular issues of the journal.

The journal does not publish sponsored content or third-party advertising.

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Submitted manuscripts must represent the authors' own original intellectual, scholarly, and creative work. The use of artificial intelligence (AI) for generating textual content, scholarly interpretations, conclusions, illustrations, or any other creative, analytical, or scientific components of a manuscript is not permitted. If AI tools have been used exclusively for technical or auxiliary purposes (e.g. language editing, proofreading, translation, or technical data processing), authors must disclose such use transparently in a separate note within the manuscript. Regardless of the tools employed, authors bear full responsibility for the entire content of their work.

By submitting a manuscript, authors confirm that the work is entirely their own original creation, that they are entitled to submit it for publication and to claim authorship, and that no violations of publication ethics or academic integrity have occurred.

The Editor reserves the right to request additional documentation where necessary, including, but not limited to, permissions for the use of copyrighted materials, authorship and contribution statements, declarations of conflicts of interest, and evidence of ethical approval.

For co-authored manuscripts, all authors must approve the final version of the manuscript and agree to its submission for publication. Editor may request a statement specifying the individual contributions of each author. The corresponding author is responsible for all communication with Editor throughout the editorial and peer-review process. Any changes to authorship (including the addition, removal, or reordering of authors) after manuscript submission are permitted only with the written consent of all listed authors and the approval of the Editor.

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These copyright provisions and terms of use, including the application of the Creative Commons licence, apply to the journal as a whole and to every individual article. The relevant licence logo is displayed at the beginning of each journal issue, on every published article, and in all electronic versions.

### ***Submission Deadlines and Procedures***

Manuscripts may be submitted throughout the year on a rolling basis (continuous submission).

Manuscripts, together with any accompanying supplementary materials where applicable, must be submitted exclusively by email to [kontekstikulture@gmail.com](mailto:kontekstikulture@gmail.com), which serves as the journal's official contact address for the Editorial Board and Editor.

Only original, previously unpublished manuscripts prepared in accordance with these Instructions for Authors will be considered for publication.

By submitting a manuscript, authors confirm that it has not been submitted simultaneously for consideration by any other journal, publisher, or publication.

### ***Peer Review Process***

All submitted manuscripts undergo an initial editorial screening before being forwarded for peer review. During this stage, Editor assesses the manuscript's compliance with the journal's thematic scope, formal and technical requirements, and adherence to fundamental ethical and academic standards.

All manuscripts are evaluated through a double-anonymous peer-review process. The identities of the authors are concealed from the reviewers, and the identities of the reviewers remain unknown to the authors.

Reviewers are selected by the Editor on the basis of their scholarly expertise, academic integrity, and institutional independence from the authors.

The Editor makes every effort to ensure that no conflict of interest exists between authors and reviewers. A conflict of interest exists whenever professional, financial, personal, or other relationships could influence, or reasonably be perceived as influencing, objectivity in the publication process. Such conflicts include, but are not limited to, shared institutional affiliation, direct professional collaboration, supervisory or mentoring relationships, family ties, or any other circumstances that may compromise the impartiality of the review.

At the time of submission, authors are required to disclose any actual or potential conflicts of interest that could affect the interpretation of the research findings or the evaluation of their manuscript.

Reviewers are required to inform the Editor of any actual or potential conflicts of interest and to decline the review assignment whenever circumstances exist that may compromise their impartiality.

The Editor must recuse itself from editorial decision-making whenever a conflict of interest exists, including cases involving personal, professional, or institutional relationships with the author(s).

The editorial workflow, including manuscript submission, peer review, editorial decision, revision, and final acceptance or rejection, is clearly defined and normally completed within a maximum period of three months.

Based on the reviewers' reports, the Editor may decide to accept the manuscript, accept it subject to minor revisions, accept it subject to major revisions, or reject it.

The Editor reserves the right to reject a manuscript without external peer review if it determines that the submission falls outside the journal's scope or fails to meet its fundamental academic, ethical, or editorial standards.

Authors whose manuscripts have been rejected may submit a reasoned written appeal to the Editor via the journal's official email address within ten days of receiving the written decision. Appeals are considered within thirty days by the Editor in consultation with members of the Editorial Board and the International Editorial Board who were not involved in the original decision. The decision reached following the appeal procedure shall be final.

The journal does not use bibliometric indicators (e.g. the Impact Factor) as criteria for evaluating individual manuscripts, authors, or their publication records. The scholarly quality of each manuscript is assessed exclusively through the editorial and peer-review process.

### ***Structure and Format of Manuscripts***

Original research articles and review articles must, without exception, contain the following elements:

- full name of the author;
- full institutional affiliation, including city and country (without academic titles or degrees);
- the author's contact email address in the first footnote;
- acknowledgements, funding information (grant details), and other relevant information, where applicable (in a footnote);
- title;
- abstract;
- keywords;
- main text;
- references;
- an extended summary (longer than the abstract, approximately one page);
- illustrations and other supplementary materials, where applicable.

When a manuscript is published in the local language (Montenegrin, Serbian, Croatian, or Bosnian), the title, extended summary, and keywords must also be provided in English at the end of the manuscript. When a manuscript is published in English, the title, extended summary, and keywords must likewise be provided in the local language at the end of the manuscript. Captions for illustrations and other supplementary materials are published only in the primary language of the manuscript.

Book reviews and review essays must contain the following elements:

- full name of the author;
- full institutional affiliation and country (without academic titles or degrees);
- the author's contact email address in the first footnote;
- title;
- main text.

Book reviews and their constituent elements are published in a single language only and are not translated.

For the purposes of assigning a Universal Decimal Classification (UDC) number and cataloguing by the National Library of Montenegro “Đurđe Crnojević” in Cetinje, authors are required to submit a brief narrative biography of no more than three sentences, including their year of birth, academic qualifications and titles, place of residence, and other relevant information. The biography may be submitted in either the local language (Montenegrin, Serbian, Croatian, or Bosnian) or English.

To ensure transparency of the editorial process and to document the publication timeline, each published article includes the dates of manuscript submission and acceptance. These dates are displayed at the top of the first page of the article and form part of its bibliographic metadata. The type of contribution (e.g. original research article or review article) is also indicated in the same location.

### ***Length and Technical Requirements***

Manuscripts must be submitted in Microsoft Word format, using Times New Roman, 12-point font size, 1.5 line spacing, and margins of 2.5 cm on all sides. Page numbering is recommended.

The recommended maximum length of a manuscript is two author's sheets, corresponding to approximately 30,000 characters (including spaces).

The recommended maximum length of a book review or review essay is 6,000 characters (including spaces).

The title of the manuscript should not exceed ten words and should be presented in uppercase letters, using a 14-point font size.

Footnotes should be formatted in 10-point font.

The abstract should contain between 200 and 300 words and be followed by no more than eight keywords.

The extended summary placed at the end of the manuscript should be longer than the abstract and should not exceed one page in length.

Illustrations must be submitted as separate files in JPG, JPEG, or PNG format. A separate Microsoft Word file should include the corresponding captions (Fig. 1, Fig. 2, Fig. 3, etc.), together with information on their source and copyright ownership.

### ***Citations and References***

References within the text should be cited in parentheses, preferably using the Latin script, following the author–date format, for example: (Mažibradić 2015: 186).

Short quotations should be enclosed in quotation marks and incorporated into the main text. Longer quotations should be presented as a separate indented paragraph, without quotation marks, with both the left and right margins indented.

Omissions within quotations should be indicated by an ellipsis enclosed in square brackets: [...].

Explanatory notes should be presented as footnotes at the bottom of the page on which they are cited.

## **References**

A list of references is mandatory and must be placed at the end of the manuscript.

All bibliographic entries must be complete, standardised, and presented consistently, with full and accurate publication details.

For the purposes of international indexing and bibliographic databases, authors are encouraged to provide all references in the Latin script, regardless of the original script of the source. Where appropriate, the original script may be provided in parentheses following the transliterated reference.

Works by the same author should be listed in chronological order, beginning with the earliest publication.

Where multiple works by the same author published in the same year are cited, lowercase letters should be added after the year (e.g. 2022a, 2022b, 2022c).

Examples of bibliographic references

### *Monographs*

Palavestra, Aleksandar. 2011. *Kulturni konteksti arheologije*. Beograd: Filozofski fakultet. (Палавестра, Александар. 2011. *Културни контексти археологије*. Београд: Филозофски факултет).

### *Journal articles*

Theodossiev, Nikola. 2000. "The Dead with Golden Faces. II. Other Evidence and Connections". *Oxford Journal of Archaeology* 19 (2): 175–209.

### *Chapters in edited volumes*

Vlahović, Dobrila i Žarko Milošević. 2018. „Kulturno dobro ‘Ostaci Kastela i Lazareta’ – potencijal ili ograničenje“. U: Medin, Dušan i Goran Pajović (ur.). *Zidine nad nemirnim morem: zbornik radova o Kastelu i Lazaretu* (drugo izdanje). Budva: JU Muzeji i galerije Budve, 87–94.

### *Master's theses and doctoral dissertations*

Bogojević-Glušćević, Nevenka. 1984. *Svojinsko-pravni odnosi u Kotoru u XIV vijeku* (doktorska disertacija). Beograd: Univerzitet u Beogradu, Pravni fakultet.

(Богојевић-Глушчевић, Невенка. 1984. *Својинско-правни односи у Котору у XIV вијеку* [докторска дисертација]. Београд: Универзитет у Београду, Правни факултет).

*Internet sources*

Usmiani, Ante. 1983. „Bellafusa“. *Hrvatski biografski leksikon*.  
<https://hbl.lzmk.hr/clanak.aspx?id=1652> (accessed 1. 8. 2023).

For any questions, comments, proposals, or other matters concerning cooperation with the journal *Contexts of Culture: Studies in Humanities and Arts*, please contact the Editor directly at [kontekstikulture@gmail.com](mailto:kontekstikulture@gmail.com).