

Guidelines for Authors

The journal publishes scientific and professional papers categorized according to the recommendations of the Ministry of Science and Education of the Republic of Croatia.

- *Original scientific paper* contains original research that is not already previously published, expressed in an objectively verifiable way.
- *Preliminary communication* contains new results of (scientific) research that require prompt publishing. It does not have to enable the verification of the presented results.
- *Review paper* has to be an original, concise and critical review of one area or part of the area, where the author is also actively involved. It has to be emphasized the author's original contribution to the field in relation to the already published works, including an overview of those works.
- *Conference paper* which has been previously presented at a conference has to be published in a form of a full paper, but only in the case if is not already published in the conference proceedings.
- *Professional paper* contains already known, published results of scientific research, which is focused on their practical application or on their dissemination (educational purpose). Professional paper contains useful contributions from the field of profession that are not related to the author's original research, and the presented observations do not need to be a novelty in the profession.

The author suggests the category of the paper, but editor-in-chief, considering the judgment of two reviewers, will make the final decision of the categorization. In case of a need, editor-in-chief will consult at least two more members of the editorial board.

Kairos publishes papers that are subject to the review processes and the papers that do not need to go through the reviewing process (biography, essay, news, *In memoriam*, review, etc.).

The papers that are categorized as scientific or professional need to have at least two positive reviews. Reviews are anonymous. *Kairos* will publish the papers without reviews that are of the relevant content for the evangelical Christianity, written professionally and in the accordance with the scientific writing rules and style.

The editorial board only accepts papers in English or Croatian that have not been previously published:

- Papers have to be submitted by e-mail in DOC and PDF format to the following address: kairos@bizg.hr
- Together with the paper it is also necessary to submit the **Application Form**
- It is recommendable that the authors cite the articles compatible to their own subject of discussion that **have been published in *Kairos* in the last five years**. This represents an expression of collegiality to other authors and at the same time it contributes to the impact and relevance of the journal.

The editorial board will inform the author whether the paper is accepted for the publishing or not. Once when the paper is accepted for the publishing the author cannot publish the same paper somewhere else without the permission of the editorial board of *Kairos*. The editorial

board reserves the right to edit the paper in accordance with the journal's standards and in accordance with the linguistic standards of Croatian and English language.

Technical Instructions

1. The recommended length of scientific and professional papers (including abstract, footnotes, bibliography and graphical illustrations) is not more than 8000 words.
2. The title of the paper, the name and surname of the author, the name and address of the employing institution, e-mail address and the abstract should be on the first page.
3. The abstract should be between 100-200 words and it should present a general overview of the subject (the goal of the work), the methodology of the work, results and conclusion. It is necessary to single out five to six key words. If the paper is written in Croatian language it has to have the abstract written in Croatian at the beginning of the paper and the abstract in English at the end of the paper. The paper written in English has to have the abstract written in English at the beginning of the paper.
4. It is recommended to the authors to refer to the sources in the text (in-text citation) and not in the footnotes. Every reference should be in the brackets, containing the surname of the author, year of publication and, for direct quotations, page number; e.g. (Johnson 1999, 21) or (Johnson 1999, 125–131). It is recommended that footnotes should be used exclusively for commenting or adding to what has been said in the text.
5. The bibliography has to be placed at the end of the paper and it should contain complete information about all the works cited in the references. All the references should be listed alphabetically, according to the surname of the author, and in chronological order for the works of the same author. If there are several works written by the same author that were published in the same year they should be differentiated by letters (a, b, c, etc.) and placed after the year of publication. If the work has several authors, all the authors should be listed.

Technical Design of the Paper

- **Format:** A4
- **Margins:** all the margins 2,5 cm
- **Font:** Times New Roman
- **Title:** font size 16, bold, centered
- **Below the title:** the name and surname of the author (left side, font size 12, bold), the name of the institution, the author's email address.
- **Abstract and key words:** italics, font size 12, single space, indented from left
- **Text:** font size 12, spacing 1.5, left alignment
- **Footnotes:** font size 10, single space
- **Tables:** font size 10, single space
- **All the pages need to be numerated**
- **Quotations are identified with quotation marks** (CRO: „...”; ENG: “...”). In case of longer quotation (five lines or more), quotations are written as a separate paragraph (indented on both sides, justified, font size 11, single space)

Quoting of the Bible Books (Examples)

Example	Meaning
Luke 3:25	The Gospel of Luke, chapter three, verse twenty-five
Gen 2:18, 20	Genesis, chapter two, verses eighteen and twenty
1 Chr 24:1-19	First Chronicles, chapter twenty-four, verses one through nineteen
1 Kgs 4:2-6, 9	First Kings, chapter four, verses two through six, including verse nine
Rom 4-6	Romans, chapters four through six
Iv 5:12-6:3	The Gospel of John, chapter five, verse twelve, through chapter six, verse three
1 Sol 2:17; 3:6-10	First Thessalonians, chapter two, verse seventeen and chapter three, verses six through ten

Bible Book Abbreviations

OT	Gen Exod Lev Num Deut Josh Judg Ruth 1-2 Sam 1-2 Kgs 1-2 Chr Ezra Neh Esth Job Ps/Pss Prov Eccl Song Isa Jer Lam Ezek Dan Hos Joel Amos Obad Jonah Mic Nah Hab Zeph Hag Zech Mal
NT	Matt Mark Luke John Acts Rom 1-2 Cor Gal Eph Phil Col 1-2 Thess 1-2 Tim Tit Phlm Heb Jas 1-2 Pet 1-2-3 John Jude Rev

Instructions for References and Bibliography

1. Books

1.1 Single author

Bibliography	Arthur, Kay. 1998. <i>Kako proučavati Bibliju</i> . Osijek: Izvori.
In-text citation	(Arthur 1998, 54)

1.2 Two authors

Bibliography	Ellingworth, Paul, and Eugene Albert Nida. 1994. <i>A Handbook on the Letter to the Hebrews</i> . New York: United Bible Societies.
In-text citation	(Ellingworth and Nida 1994, 68)

1.3 Three authors

Bibliography	Friberg, Timothy, Barbara Friberg, and Neva F. Miller. 2000. <i>Analytical Lexicon of the Greek New Testament</i> . BGNTL. Grand Rapids: Baker Books.
In-text citation	(Friberg, Friberg and Miller 2000, 144)

1.4 More than three authors

Bibliography	Amidžić-Peročević, Katica et al. 1994. <i>Oporezivanje dohodaka i dobitaka</i> . RRiF: Zagreb.
In-text citation	(Amidžić-Peročević et al. 1994, 23)

1.5 Book without the name of the author

Bibliography	<i>Title</i> . Year. Place: Publisher.
In-text citation	(<i>Title</i> year, page num.)

1.6 Corporative author (institution, society, etc.)

Bibliography	Mednarodna teološka komisija. 1993. <i>Eshatološka vprašanja</i> . Ljubljana: Družina.
In-text citation	(Mednarodna teološka komisija 1993, 12)

1.7 Editor as author

Bibliography	Spence-Jones, H. D. M, ed. 1909. <i>2 Kings</i> . London: Funk & Wagnalls Company.
In-text citation	(Spence-Jones 1909, 76)

1.8 More works of the same author

Bibliography	Klaić, Nada. 1975. <i>Povijest Hrvata u ranom srednjem vijeku</i> . Zagreb: Školska knjiga. _____. 1976. <i>Povijest Hrvata u razvijenom srednjem vijeku</i> . Zagreb: Školska knjiga.
In-text citation	(Klaić 1975, 115) (Klaić 1976, 46)

1.9 More works of the same author published in the same year

Bibliography	Klaić, Nada. 1987a. <i>Koprivnica u srednjem vijeku</i> . Koprivnica: Centar za kulturu, OOUR Muzej grada Koprivnice. _____. 1987b. <i>Medvedgrad i njegovi gospodari</i> . Zagreb: Globus.
In-text citation	(Klaić 1987a, 99–100) (Klaić 1987b, 26–35)

1.10 Volume without an independent title or if there are several volumes bound into one book

Bibliography	Hodge, Charles. 1946. <i>Systematic Theology</i> . Vol. 2. Grand Rapids: Eerdmans.
In-text citation	(Hodge 1946, 2:257)
Bibliography	Williams, J. Rodman. 1996. <i>Renewal Theology: Systematic Theology from a Charismatic Perspective</i> . Three Volumes in One. Grand Rapids: Zondervan.
In-text citation	(Williams 1996, 2:158).

1.11 Chapter or other part of an edited book

Bibliography	France, Richard T. 1994. Matthew. In: Donald A. Carson, Richard T. France, John A. Motyer, and Gordon J. Wenham, eds. <i>New Bible Commentary: 21st Century Edition</i> , 904–945. Leicester: IVP.
In-text citation	(France 1994, 934)

1.12 Article in a handbook or encyclopedia

Bibliography	Trummer, Peter. 1997. Egzegeza. In: Anton Grabner-Haider, ed. <i>Praktični biblijski leksikon</i> , 24–26. Zagreb: Kršćanska sadašnjost.
In-text citation	(Trummer 1997, 25)

1.13 Part of an edited book without the name of the author

Bibliography	Krštenje vjernika. 2007. In: Stanko Jambreč, ed. <i>Leksikon evandeoskoga kršćanstva</i> , 37–44. Zagreb: Bogoslovni institut i Prometej.
In-text citation	(Krštenje vjernika 2007, 41)

1.14 Translated book

Bibliography	Garcia Marquez, Gabriel. 1988. <i>Love in the Time of Cholera</i> . Translated by Edith Grossman. London: Cape.
In-text citation	(Garcia Marquez 1988, 46)

1.15 Collected work of the same author: citing single volume

Bibliography	Strle, Anton. 1988. <i>Izbrani spisi</i> . Ed. Anton Štrukelj. Vol. 1, <i>Vem, komu sem veroval: Vera in razodetje</i> . Družina: Ljubljana.
In-text citation	(Strle 1988, 23)

1.16 Unknown date of publication

If the date of the publication is unknown, Latin abbreviation “s. a.” is used (*sine anno* – without year). If the date of the publication is unknown yet the author thinks that he/she knows it, the year should be put inside the brackets together with the question mark.

Surname, name. S. a. *Title*. Place: Publisher.

Surname, name [2013?]. *Title*. Place: Publisher.

1.17 Place of publication

If the publisher is located in two or more places, and there are stated several places of publication, in bibliography should be written only first location and added Latin abbreviation “etc”. For example: Cambridge University Press is located in Cambridge, New York, Melbourne, Madrid, Cape Town, Singapore, São Paulo, Delhi, Mexico City. Hence, in bibliography should be written:

Cambridge etc.: Cambridge University Press

If there are two or more publishers located in different locations, the publishers should be written in the following order: 1st location: 1st publisher; 2nd location: 2nd publisher:

1.18 Unknown place of publication

If the place of publishing is unknown, there should be written mark “s. l.” (Lat. *sine loco* = without the place).

1.19 Unknown publisher

If the publisher is unknown, there should be written mark “s. n.” (Lat. *sine nomine* = without the name).

1.20 Publisher

If there are more publishers from the same place, the following rules are applied:

- Two publishers are connected with conjunction or *slash*:

Matica hrvatska and Bogoslovni institut

Matica hrvatska / Bogoslovni institut

2. Electronic book

Bibliography	Austen, Jane. 2007. <i>Pride and Prejudice</i> . New York: Penguin Classics. Kindle.
In-text citation	(Austen 2007, ch. 3)
Bibliography	Schlosser, Eric. 2001. <i>Fast Food Nation: The Dark Side of the American Meal</i> . Boston: Houghton Mifflin. ProQuest Ebrary.
In-text citation	(Schlosser 2001, 88)
Bibliography	Paul, Richard W., and Linda Elder. 2002. <i>Critical Thinking: Tools for Taking Charge of your Professional and Personal Life</i> . Financial Times Prentice Hall. Rocket e-book.
In-text citation	(Paul and Elder 2002)
Bibliography	Czigány, Lóránt. 1986. <i>A History of Hungarian Literature: From the Earliest Times to the mid-1970's</i> . http://mek.oszk.hu/02000/02042/html/ (Accessed: September 16, 2015).
In-text citation	(Czigány 1986)

3. Articles

3.1 Journal articles

Bibliography	Herron, Daniel. 2015. The Power of the Christian: Discerning an Improvisatory Ethic of Power from the Gospel of Mark. <i>Kairos: Evanđeoski teološki časopis</i> 9 (1): 83–104.
In-text citation	(Herron 2015, 102)

3.2. Online articles

Bibliography	Bronić, Josip. 2002. Učenje na daljinu: Osvrt na iskustva u prijenosu predavanja putem interneta uživo. <i>Edupoint</i> 2 (5). http://edupoint.carnet.hr/casopis/broj-05/clanak-03/index.html#2 (Accessed June 30, 2007).
In-text citation	(Bronić 2002)

If the article does not have page numbers, a brief instruction about location of the text (name of section, chapter, title or subtitle, etc.) can be given: see “...”.

Bibliography	Pope, Hugh. 1909. Faith. <i>The Catholic Encyclopedia</i> . Vol. 5. New York: Robert Appleton Company. http://www.newadvent.org/cathen/05752c.htm (Accessed January 10, 2008).
In-text citation	(Pope 1909, see “Motives of credibility: b”)

3.3 Newspaper article (with the name of the author, without the name of the author, online)

Bibliography	Tomić, Ante. 2007. Klasa optimist. <i>Jutarnji list</i> , December 8.
In-text citation	(Tomić 2007, 23)
Bibliography	<i>Nacional</i> . 2007. Otpusno pismo. December 17.
In-text citation	(<i>Nacional</i> 2007, 12)
Bibliography	Ivanjek, Željko. 2017. Prva ozbiljna čitanka Slamnigovog opusa. <i>Jutarnji list</i> , June

	29, 2017. http://www.jutarnji.hr/kultura/knjizevnost/prva-ozbiljna-citanka-slamnigova-opusa-njegove-su-pjesme-jos-uvijek-jednako-autenticne-i-antologijske-jer-cuvaju-stare-govore/6314878/ (Accessed June 30, 2017).
In-text citation	(Ivanjek 2017)

4. Other

4.1 Doctoral or master thesis

Bibliography	Barišić, Anto. 2010. Kristološki teandrizam u misli i djelu Tomislava Janka Šagi-Bunića. PhD diss. Katolički bogoslovni fakultet Sveučilišta u Zagrebu.
In-text citation	(Barišić 2010, 56)
Bibliography	Duvnjak, Neven. 2001. Katolička crkva u Hrvatskoj i problem pravednog socijalnog poretka. Master thesis. Filozofski fakultet Sveučilišta u Zagrebu.
In-text citation	(Duvnjak 2001, 44)

4.2 Presentation at a scientific conference

Bibliography	Nikolić, Zrinka. 2004. <i>Obitelji zadarskih nadbiskupa od 12. do 14. stoljeća</i> . Presentation at the scientific conference Sedamnaest stoljeća zadarske Crkve, Zadar, November 16-18, 2004.
In-text citation	(Nikolić 2004)

4.3 Website

Bibliography	Lukinović, Andrija. Bratovština svetog Jeronima za pomoć hrvatskim izbjeglicama. http://www.studiacroatica.org/jero/luki1.htm (Accessed June 13, 2013)
In-text citation	(Lukinović)
Bibliography	Centar biblijskih istraživanja. 2017. O projektu „Hrvatski psaltir”. http://cbi.bizg.hr/hr/hrvatski-psaltir/o-projektu-hrvatski-psaltir/ (Accessed June 30, 2017)
In-text citation	(Centar biblijskih istraživanja 2017)
Bibliography	McCombes, Shona. 2019. Creating an MLA Heading. <i>Scribbr</i> . https://www.scribbr.com/mla/heading/ (Accessed September 12, 2019).
In-text citation	(McCombes 2019)

4.4 CD-ROM ili DVD-ROM

Bibliography	Brlić-Mažuranić, Ivana. 2002. <i>Priče iz davnine: 1. dio</i> . Edited by Helena Bulaja. CD-ROM. Zagreb: Naklada Bulaja.
In-text citation	(Brlić-Mažuranić 2002)

Book review

Kairos publishes book reviews of the books published by Croatian or foreign publishers, published no more than two years prior, counting from the year when the book review will be published in *Kairos*. The length of a review should be **from two to eight pages**.

Although there are more ways of writing a book review every book review should contain general information, introduction, review of the work and conclusion.

1. *General information*: the title contains basic bibliographic information: the name and surname of the author, title and subtitle of the book, the name of the editor (if there is one), the place of publication, publisher, year of publication, and the total number of pages. Some reviews could provide the information about the price of the book and ISBN number.
2. *Introduction*: in the introductory part of the book review there should be presented some general information about the author, about the context and environment in which the book was written, about the type of the book according to its content and the author's intentions, and it should be specified the theme and the thesis of the book.
3. *Synthetic review and evaluation of the book*: this is the central and the most important part of the book review and it contains analysis, summary of the content of the book and evaluation of the book.
4. *Conclusion*: the reviewer summarizes his/her review of the book as a whole, points out its positive and negative sides, assesses its scientific and theological contribution and he/she recommends it or does not recommend it to the potential readers.

It is recommended that the introductory part should be about a quarter of the text, synthetic review together with the summary of the author's key ideas about two quarters of the text and the concluding evaluation of the book about a quarter of the text.