

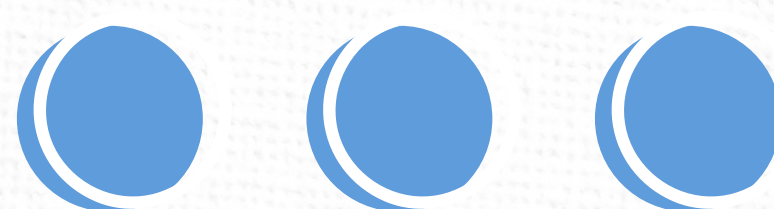
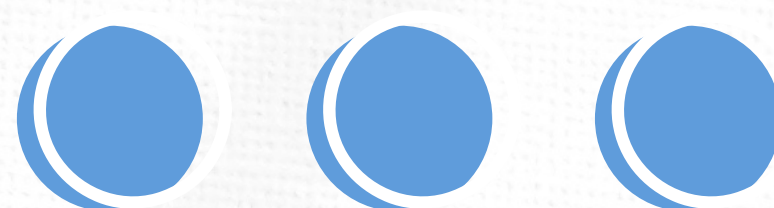


Faculty of Security Studies, University of Belgrade

INTERNATIONAL JOURNAL OF CONTEMPORARY SECURITY STUDIES

Int. J. Contemp. Secur. Stud. (IJCSS)

INSTRUCTIONS FOR AUTHORS



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Instructions for Authors

1. Manuscript Submission Checklist

Before submitting your manuscript, please make sure that:

1. You have reviewed the journal's [scope and objectives](#) to confirm that your manuscript is a good fit.
2. Your manuscript is formatted according to the required [Microsoft Word template](#) for IJCSS.
3. All relevant aspects, including publication and research ethics, copyright considerations, authorship, figure and data presentation, and citation formatting, have been properly addressed in accordance with [international standards and best practices](#) for academic publishing.
4. All co-authors have reviewed and approved the final version of the manuscript and are familiar with the [journal's submission guidelines](#).
5. You have considered adding an optional author **short biography** to accompany your submission, which can also be shared on the journal's website.

2. Manuscript Submission Guidelines

2.1. Reproducibility and Data Transparency

Authors must provide complete methodological details to ensure the reproducibility of results. In line with international academic standards, all necessary experimental controls should be documented, and, where feasible, full datasets should be made accessible to support transparency and further research. Additional materials, including supplementary data and references to unpublished sources, should adhere to the guidelines outlined in the Supplementary Materials section.

2.2. Originality, Prior Publication, and Preprints

Manuscripts submitted to IJCSS must be original and must not have been previously published or be under consideration by another journal. However, IJCSS allows the submission of manuscripts that have been previously made available on recognized [preprint platforms](#). Authors should disclose any preprint versions at the time of submission and ensure that the final published version cites the preprint appropriately. Preprints should be updated or removed upon final publication in IJCSS, where applicable.

2.3. Article Types

IJCSS publishes a range of article types, each following specific structural and content requirements. Below are the primary categories of submissions:

- **Research Article:** These manuscripts present original empirical or theoretical research that contributes new insights to contemporary security studies. Submissions should include methodologically sound research, provide a significant contribution to the field, and reference the latest relevant literature. The standard structure includes:
 - Abstract
 - Keywords
 - Introduction
 - Methodology
 - Findings/Results
 - Discussion (include Recommendations and Limitations)
 - Conclusion
- **Review Article:** Review articles provide a comprehensive synthesis of existing literature, critically assessing key debates, knowledge gaps, and methodological challenges. These should be analytical and constructive, offering recommendations for future research without introducing new, unpublished data. A typical structure includes:
 - Abstract
 - Keywords
 - Introduction
 - Key Themes or Sections
 - Discussion (include Recommendations and Limitations)
 - Conclusion
- **Scoping Review:** IJCSS accepts scoping reviews, which should map existing research, identify key concepts, and highlight gaps in the literature on security-related topics. These must adhere to the [PRISMA \(Preferred Reporting Items for Systematic reviews and Meta-Analyses\) Extension for Scoping Reviews \(PRISMA-ScR\)](#) guidelines and submit the PRISMA checklist as supplementary material during submission. Authors are encouraged to pre-register protocols in open-access registries such as the Open Science Framework (<https://osf.io/>)

or Inplasy (<https://inplasy.com/>). A statement on PRISMA compliance and registration should be included in the Methodology section. The PRISMA flow diagram should be incorporated within the main text.

2.4. Ethical Considerations

IJCSS upholds high ethical publishing standards, in line with international best practices for security studies research. Authors must:

- Ensure proper citation and attribution of all sources.
- Disclose any conflicts of interest.
- Obtain necessary ethical approvals for research involving human participants, sensitive data, or classified materials.
- Adhere to open science principles, including the responsible sharing of data where applicable.

For additional details, refer to the [Instructions for Authors](#) section on the journal's website.

2.4. Manuscript Submission

Authors submitting to the **International Journal of Contemporary Security Studies (IJCSS)** must complete the submission process through the [journal's online submission system](#). If you have some technical problems, you can use email address - ijcss@fb.bg.ac.rs. The corresponding author, responsible for managing the manuscript throughout the submission and peer review stages, must ensure that:

- All **eligible co-authors** are correctly listed (in accordance with authorship criteria).
- All authors have **reviewed and approved** the final version of the manuscript prior to submission.

To begin the submission process, authors must [register and log in](#) to the online submission portal. Once registered, the corresponding author can access the **IJCSS submission form**. Co-authors can view the manuscript details in the system if they register using the **same email address** provided at submission.

2.4.1. Accepted File Formats

To facilitate the review and publication process, authors should format their manuscripts using the IJCSS [Microsoft Word template](#). Properly formatted submissions help streamline the editorial process and ensure timely publication.

- **Microsoft Word:** Manuscripts must be submitted as a **single file**, incorporating all figures, tables, and appendices within the main text, following their first mention. Authors are encouraged to use the IJCSS [Microsoft Word template](#) for consistency.

- **Supplementary Files:** Additional materials (such as datasets, appendices, or multimedia files) can be submitted in various formats, though it is recommended to use widely accepted, non-proprietary file types to ensure accessibility.

Important Notes

- The use of **IJCSS submission templates** is intended solely for manuscript preparation and peer review. These templates must not be uploaded to preprint servers or shared on external websites for other purposes.
- The **total file size** of all uploaded documents should not exceed **100 MB**. Authors facing technical limitations should contact the [IJCSS Editorial Office](#) for assistance.

For further details on manuscript preparation and submission, please refer to the **IJCSS Instructions for Authors** section on the journal's website.

2.5. Manuscript Length Guidelines

The **International Journal of Contemporary Security Studies (IJCSS)** establishes the following word limits for submitted manuscripts, depending on the type of contribution:

1. **Original Research Articles:**
 - Recommended length: **4,000 – 8,000 words**
 - Maximum length: **10,000 words** (longer manuscripts will be considered if they provide substantial scholarly contribution and require additional space for methodological details, data presentation, or theoretical discussions).
2. **Review Articles:**
 - Recommended length: **5,000 – 8,000 words**
 - Exceptionally, longer reviews may be considered if they present a **comprehensive synthesis** of existing research and contribute significant insights to the field.
3. **Short Communications:**
 - Recommended length: **1,500 – 3,000 words**
 - These manuscripts should present **preliminary findings, methodological advancements, or theoretical perspectives** that require rapid dissemination.

Manuscripts exceeding the recommended limits may require extended review and editorial processing, potentially leading to longer publication timelines. Authors submitting extended manuscripts should provide a justification in their cover letter.

2.6. Manuscript Structure

Front Matter

- **Title:** The manuscript title should be **clear, concise, and relevant**. It should reflect the nature of the study (e.g., empirical research, systematic review, or meta-analysis). Avoid abbreviations, running titles, or short forms.
- **Authors and Affiliations:** Provide full first and last names of all authors, along with institutional affiliations (city, country). The corresponding author must be designated, and their email address will be published with the manuscript unless otherwise requested during proofreading. Equal contributions should be marked with a superscript symbol (†) and acknowledged in the **Author Contributions** section.
- **Abstract:** Limited to **200 words**, summarizing the research **background, methods, key findings, and conclusions** in a structured but unheaded format. The abstract must reflect the manuscript's content without exaggeration.
- **Keywords:** Include **3–10 relevant keywords** that accurately represent the manuscript's focus.

Main Manuscript Sections

- **Introduction:** Provides the research context, significance, and objectives. Clearly state the study's hypothesis or research question. Review relevant literature and highlight key debates.
- **Materials and Methods:** Describe the methodology with sufficient detail to ensure reproducibility. Standard methods may be cited, while new methods should be fully detailed. Include software names and versions if applicable.
- **Results:** Present findings concisely, with appropriate interpretation. Use tables and figures where necessary.
- **Discussion:** Interpret the results in relation to existing research, highlight implications, acknowledge limitations, and suggest future research directions. This section may be combined with **Results** if appropriate.
- **Conclusions:** Optional but recommended for lengthy discussions. Summarize the study's key contributions.

Back Matter

- **Supplementary Materials:** List any additional data (figures, tables, datasets, videos) available alongside the manuscript.
- **Author Contributions:** Specify each author's role using the **CRedit taxonomy** (e.g., Conceptualization, Methodology, Writing – Review & Editing).
- **Funding:** Disclose all sources of funding, using standardized funder names and grant numbers. If no funding was received, state: *"This research received no external funding."*

- **Ethical Approval:** For studies involving **human or animal subjects**, provide an Institutional Review Board (IRB) approval statement or justification for exemption.
- **Informed Consent:** Required for studies involving human participants. State whether consent was obtained or waived, with justification if applicable.
- **Data Availability:** Indicate whether research data is publicly accessible and provide relevant links if available.
- **Acknowledgments:** Recognize contributions that do not meet authorship criteria (e.g., technical support, administrative assistance).
- **Conflicts of Interest:** Declare any potential conflicts. If none, state: *"The authors declare no conflict of interest."*
- **References:** Follow a numbered citation format [APA Style \(6th edition\)](#). Use a consistent reference style for **journal articles, books, conference proceedings, and online sources**. Reference management tools like **EndNote** or **Zotero** are recommended.

3. Guidelines for Figures, Schemes, and Tables

The **International Journal of Contemporary Security Studies (IJCSS)** welcomes multimedia elements in research articles and supplementary files. For more information, authors can reach out to the Editorial Office.

3.1. Resolution, Color, and Format

- Figures and schemes should be submitted as a compressed ZIP file, ensuring high resolution (preferably 600 dpi or more) in PNG, JPEG, or TIFF formats.
- Authors are encouraged to use color figures and schemes in the RGB mode (8-bit per channel), as there are no additional fees for color images.
- To prevent formatting issues, images should be properly combined, and all components should be non-editable.
- Tables should be created using Microsoft Word's "Table" function, with each column clearly labeled. For better readability in larger tables, font sizes should not be smaller than 8 pt.

3.2. Placement and Numbering

- Figures, schemes, and tables must be positioned near their first reference in the text.
- All graphical and tabular elements should be numbered sequentially based on their order of appearance (e.g., Figure 1, Scheme 1, Table 1, Figure 2, Scheme 2, etc.).

3.3. Content and Formatting

- All figures should include English text and accurate mathematical symbols (e.g., hyphen (-) instead of an em dash (—), and decimal points rather than commas).
- The content of figures must be clear, with all text and symbols visible. Elements like red wavy lines or unnecessary formatting markers should be removed.
- Numbers with five or more digits should be formatted with commas for clarity (e.g., 10,000 instead of 10000) in figures, schemes, and tables.
- Each figure, scheme, and table should have an informative title and caption. Any special characters used (such as *, **, #) must be explained in the caption.

3.4. Copyright Compliance

- If figures or tables are taken or modified from another source, appropriate copyright permissions must be secured.
- Any required copyright attributions should be included in the caption, in line with intellectual property regulations (e.g., copyright, patent, and licensing policies).

To assist authors in producing high-quality graphics for publication, IJCSS provides editorial support services for optimizing figures and visual elements in research papers.

4. References – APA Style (6th Edition) for IJCSS

All references should follow the **American Psychological Association (APA) 6th edition** style. **In-text citations** should use the **author-date** format (e.g., Smith, 2018 or Smith & Jones, 2019), and the **full reference list** should be formatted according to APA 6th edition guidelines.

1. In-Text Citations (Author-Date Format)

- **Single author:** (Smith, 2018)
 - **Two authors:** (Smith & Jones, 2019)
 - **Three to five authors:** First citation: (Smith, Jones, & Taylor, 2020); subsequent citations: (Smith *et al.*, 2020)
 - **Six or more authors:** (Johnson *et al.*, 2021)
 - **Direct quote:** (Smith, 2018, p. 45)
-

2. Reference List Formatting

- **Alphabetize by the first author's last name.**
- **Use a hanging indent** (0.5 inches).
- **List all authors up to 7;** for more than 7 authors, list the first 6, followed by an ellipsis (...) and the final author.

3. Reference Examples

➤ **Journal Article**

Smith, J. A., & Brown, K. T. (2020). Cybersecurity threats in modern warfare. *Journal of Security Studies*, 45(3), 210–225. <https://doi.org/xxxx>

➤ **Book**

Johnson, M. P. (2018). *Intelligence and national security strategies*. Oxford University Press.

➤ **Book Chapter**

Doe, J. (2021). Counterterrorism strategies in the digital age. In R. Clark (Ed.), *Global security challenges* (pp. 50–75). Springer.

➤ **Conference Paper**

Miller, T. (2019). Emerging threats in hybrid warfare. In *Proceedings of the International Conference on Security Studies* (pp. 55–70). Berlin, Germany.

➤ **Website**

United Nations. (2022). *Global security trends report*. Retrieved from <https://www.un.org/security-report>

➤ **Government/Institutional Report**

World Economic Forum. (2021). *The global risks report 2021*. Retrieved from <https://www.weforum.org/reports>

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