

AUTHOR GUIDELINES FOR SUBMITTING IN THE JOURNAL *PLATFORMA*

Journal description:

The journal *Platforma* is intended for doctoral students and serves as a platform for publishing research articles, theoretical articles and review articles from the humanities and social sciences. Submissions in the journal cover a wide range of topics, serving as a meeting point for diverse perspectives and different ways of understanding social and cultural phenomena. A special emphasis is placed on analytical reflections about the relationships between experiences, practices and the processes that govern their interpretation in the wider social and cultural context.

By publishing interdisciplinary articles, the journal opens the floor for integrating different research paths and methodological choices into a coherent whole that transcends the mere number of individual submissions and enables in-depth reflection on contemporary social and cultural processes.

Aims and scope of the journal:

Platforma is an academic journal for doctoral students, publishing original research and theoretical articles in the fields of the humanities and the social sciences. Its focus is on addressing diverse social, cultural and historical issues and promotes critical reflection on contemporary social phenomena. The main section of the journal, titled *Razprave*, features longer, usually original scholarly articles and review articles. The second section of the journal, *Poročila in knjižne kritike*, is dedicated to publishing book reviews and reports from conferences, symposia and other academic events. Submissions are published either in Slovenian or English. One issue is published annually in print and online (OJS povezava).

Please send your submissions, prepared in accordance with the guidelines below, in electronic form to the editorial team of *Platforma* at platforma.revija@gmail.com.

All articles undergo a peer-review process. Authors are responsible for the linguistic and stylistic appropriateness of their submissions. Manuscripts accepted for publication by the editorial board must not be simultaneously submitted to another journal. By submitting the manuscript, authors agree that accepted articles will be published both in print and online.

Components of a journal submission:

Both Slovenian and English articles must contain the following components:

- Title of the article, set in bold type, which should be concise and include key terms from the article.
- The author's first and last name. The last name should be followed by a footnote containing four elements separated by semicolons:
 - o the author's academic degree (e.g., Ph.D. in History, M.A. in Anthropology),
 - o the name of the author's institution: Institution, Department, City (e.g., ZRC SAZU, Institute for Slovenian Emigration and Migration, Ljubljana),
 - o the author's email address,
- Proposed section in which the author wishes to publish the submission

- Abstract: up to 700 characters including spaces.
- Key words: up to 5 words.
- Abstract in English (*Abstract*): up to 700 characters including spaces.
- Keywords in English (Keywords): up to 5 words.
- Main text, divided into chapters and subchapters as needed (acceptable up to level 1.1.1).
- Acknowledgments and other information: Information about the project or funding (if the article was produced as part of a project) and any acknowledgments from the author(s) (optional)
- Data availability statement.
- Bibliography (formatted according to the instructions below).
- English summary of the article (*Summary*) with a translated title: up to 3,000 characters including spaces.

Articles should be of an appropriate length depending on the type of text. Original research and review articles should be between 30,000 and 45,000 characters including spaces, conference reports between 5,000 and 10,000 characters with spaces, and book reviews between 6,000 and 12,000 characters with spaces.

Manuscripts must be submitted in one of the following formats: [.doc](#), [.docx](#) or [.odt](#).

Please name the file according to the following format:

[Year_Month_Day_Submission_Title](#)

E.g.: [2026_02_13_Submission_Title](#)

Text formatting

Body text should be formatted using the Normal style: Times New Roman font, size 12. Line spacing should be single, without page breaks. Paragraphs should not have first-line indents; please use 6-point paragraph spacing to separate paragraphs instead of blank lines.

The text should be clearly structured by using headings; authors are advised to avoid additional levels of subheadings (up to level 1.1.1 is acceptable). The title of the article should be formatted using the Heading 1 style: Times New Roman font, size 14, bold. Chapters and subchapters should be formatted using the Heading 2 style: Times New Roman font, size 12, bold, without numbering.

Graphical appendices

Should the submission contain graphical appendices, such as diagrams, formulas, charts, photographs, scans, or maps, they must be submitted as separate files and numbered accordingly, e.g., [Shema 1](#), [Shema 2](#), [Shema 3](#). Tables should be created directly in Microsoft Word and included in the text. When doing so, please format them as simply as possible, without using special styles, as these do not count as graphical appendices. All tables and other visual material must be referenced in the text, e.g., [Table 1](#) or [Figure 1](#), with the exact location indicated as follows: ... ([Figure 1](#)) ... ([Table 1](#)).

Each table and graphic appendix must have a caption that always begins with the title “[Figure](#)” or “[Table](#)” and a sequential number, e.g.:

Figure 1: The old part of Ljubljana along the Ljubljanica River, circa 1900 (source: National Museum of Slovenia, NM-Lj photographic collection, inv. no. F12345)

Table 1: Number of graduates from higher education programs in Slovenia by year, 2015–2023 (source: Ministry of Education, Science, and Sport of the Republic of Slovenia, annual report)

Captions for images and tables must not contain additional notes. Name image files using the author's last name and a sequential number, e.g., *Novak1.jpg*, *Novak2.jpg*. The image size should be equal to or larger than the size at which it will be printed.

Photographs must be in one of the following formats: TIF, EPS, SVG, JPG, or PNG, in full quality, with fonts converted to curves. Image resolution should be at least 300 dpi.

If there is any text on the image material, such as graph legends, please pay attention to spelling, including commas in decimal numbers, hyphens for ranges of numbers or dates, and capital letters. For graphic and image supplements for which the authors do not hold the copyright, permission to publish must be obtained and appropriate proof submitted to the editorial office.

If there is any text on the image material, such as graph legends, please pay attention to spelling, including commas in decimal numbers, hyphens for ranges of numbers or dates, and capital letters. For graphic and image appendices for which the authors do not hold the copyright, permission to publish must be obtained and appropriate proof submitted to the editorial team.

Authors are responsible for the quality, accuracy, and consistency of all graphical supplements; the editorial team and ZRC Publishing do not edit or correct graphical appendices.

Notes, Sources, and Citations

All notes and citations must be formatted consistently. Authors should use footnotes rather than in-text notes in parentheses or endnotes. Abbreviations should be used in footnotes, and any abbreviations or symbols must be explained in the Bibliography section.

For archival sources use established abbreviations for the specific archive, followed by the abbreviation of the fonds or collection, the call number or file/box number, the archival unit number or document title, and the page number if applicable. For literature, list the author's last name, an appropriately abbreviated title of the work (without the year of publication), and page numbers.

When formatting footnotes, follow these rules: place footnote symbols after quotation marks and punctuation, e.g., correct: *.»¹ ;²*; incorrect: *¹.»²*. Consistently use double quotation marks » « throughout the text, and use an en-dash when citing page numbers and years, e.g., *34–37* or *1991–1997*.

Formatting the Bibliography

Citations of literature and sources must fully comply with the Chicago Style – Notes and Bibliography Style (https://www.chicagomanualofstyle.org/tools_citationguide.html).

The list of references and sources should be included in a separate section titled *Sources and References* following the main text. The list of references and sources should include all and

only those items to which the author refers in the text. Entries should be arranged in alphabetical order by the authors' last names (or by the titles of other sources when the authors are unknown), and entries by the same author should be arranged by year, e.g., 2005a, 2005b.

Entries in the bibliography should include the DOI ([https://doi.org/...](https://doi.org/)) or one of the other persistent identifiers (ARK, URN, Handle, URI), where available. The web address is always the last piece of information in a bibliographic entry (see examples below).

Some examples:

– **Monographs**

Bufon, Milan. *Meje in obmejne skupnosti na Slovenskem*. Založba Annales, ZRS Koper, 2017.

Giddens, Anthony. *The Constitution of Society: Outline of the Theory of Structuration*. First paperback edition. University of California Press, 1986.

– **Journal Articles**

Ferrera, Maurizio. "The 'Southern Model' of Welfare in Social Europe". *Journal of European Social Policy* 6, no. 1 (1996): 17–37. <https://doi.org/10.1177/095892879600600102>.

Khuong, Nguyen Vinh, Malik Shahzad Shabbir, Muhammad Safdar Sial, and Thai Hong Thuy Khanh. "Does Informal Economy Impede Economic Growth? Evidence from an Emerging Economy". *Journal of Sustainable Finance & Investment* 11, no. 2 (2021): 103–22. <https://doi.org/10.1080/20430795.2020.1711501>.

– **Collections**

Koren, Manca, Pia Rednak, Lucija Mandić, and Dragan Petrevski, eds. *Platforma 5*. ZRC SAZU, Založba ZRC, 2025. <https://doi.org/10.3986/9789610510703>.

Hoerder, Dirk, Elise van Nederveen Meerkerk, in Silke Neunsinger. *Towards a Global History of Domestic and Caregiving Workers*. *Studies in Global Social History*, vol. 18. Brill, 2015.

– **Chapters in monographs or collections**

Williams, Fiona. "Towards a Transnational Analysis of the Political Economy of Care". In *Feminist Ethics and Social Policy*, edited by Rianne Mahon and Fiona Robinson. University of British Columbia Press, 2011. <https://doi.org/10.59962/9780774821070-003>.

Chen, Martha. "Rethinking the Informal Economy: Linkages with the Formal Economy and the Formal Regulatory Environment". In *Linking the Formal and Informal Economy Concepts and Policies*. Oxford University Press Inc., 2006.

– **Websites**

Jerič, Petra. "Pri mladih priljubljeni izdelki zagotovo na voljo tudi v lažnih spletnih trgovinah". MMC RTV Slovenija, 10 February 2026. <https://www.rtvlo.si/slovenija/pri-mladih-priljubljeni-izdelki-zagotovo-na-voljo-tudi-v-laznih-spletnih-trgovinah/772919>.

Law, Nathan. "Jimmy Lai's sentencing tells me this: democracy is dead in Hong Kong, and I escaped just in time". The Guardian, 10 February 2026.
<https://www.theguardian.com/commentisfree/2026/feb/10/jimmy-lai-hong-kong-china-democracy-activist-britain>.

Submission Guidelines

Authors should submit their manuscripts to the editorial team's email address platforma.revija@gmail.com.

Review Process

Upon receiving a manuscript, the editor-in-chief and/or the editorial board assesses whether the manuscript is suitable for publication before forwarding it to reviewers. Manuscripts that meet the journal's criteria and publication requirements are reviewed. Two positive reviews are required for publication. The review process is anonymous (i.e., a "double-blind peer review").

The review process takes up to three months. Following the reviews, the authors revise the text in accordance with the comments. The editor of each issue has the right to suggest content additions and technical improvements.

Major content and technical corrections are possible up to the typesetting stage. After typesetting, only minor corrections are permitted.