



Republika e Kosovës
Republika Kosova-Republic of Kosovo
Qeveria -Vlada-Government

Ministria e Punëve të Brendshme-Ministarstvo Unutrašnjih Poslova-Ministry of Internal Affairs

Akademia e Kosovës për Siguri Publike/Kosovska Akademija za Javnu Bezbednost
Kosovo Academy for Public Safety

STANDARDS AND STRUCTURE OF PAPER

**(For publications of the Kosovo Academy for Public Safety
Conferences and other professional and research activities)**

A paper that seeks to be published in the publications of the Kosovo Academy for Public Safety, whatever its nature (presentation at conference, report, research etc.) should consist of some essential parts. They are as follows:

- 1. Title of the paper**
- 2. Abstract (in Albanian and English, from 200 to 400 words)**
- 3. Key words (3-5 words)**
- 4. Entry**
- 5. The central part**
- 6. Conclusion**
- 7. Literature and other sources**

1. Title of the paper

The title should reflect the overall theme of the conference or its specific parts. It can not be outside the general topic of the conference.

2. Entry

In the introduction, the structure and content of the work and its purposes should be presented. In particular, the question (issue or issues) to be addressed, their relevance, and the methodology to be used will be indicated. Usually the length of this part of the work is from 1 to 3 pages.

3. Paper central part

The division of the work should be the same as that presented at the entrance. The central part only includes the parts that are foreseen at the entrance and can not have other structure apart from the initial one.

The connection of each section to the central part should be visible, i.e. there is no need for the treatment of a section within the central part to deviate from the other parts and from the theme as a whole. So let's say if the topic of the conference is "International terrorism: the causes, consequences and measures for preventing and defeating it" and the title of a work "Terrorism in Kosovo: the causes, consequences and measures for its prevention" in central section sections talk more about terrorism internationally than terrorism in the Kosovo context.

Depending on the title selected by the contributor, this section may have a different structure and a few sections. Usually a paper has approximately until five sections, not including its introduction and its conclusions.

In the central part are provided the answer to the question or questions posed, they include exactly the main axis of the treating the issues chosen on the paper.

4. Conclusions

In the final part, it is written about the chosen topic and what has been achieved to prove and which conclusions are singled out. The conclusions give answers to the problems presented at the entrance and discussed in the central part. Permissible size up to 1-3 pages A4.

5. Literature and other resources

At the end of the subject, the literature used and the other resources are included, that have been used for the production of the work. Their placement is done according to the alphabetical order and the nature of the literature and the other source used.

This may look like in the following order:

Literature and other sources

- A. Books
- B. Articles (in journals and summaries);
- C. Other sources (interviews, court decisions, police reports and international reports, general internet resources, various legal documents, etc.)

Rules for submission of work and literature

The work should respect the format requirements. If the work is not presented in the required format, it will not be accepted until all of the format requirements are met, as follows:

- I. **Summary in Albanian and English [abstract].** Each variant should contain 250-300 words using the 12-letter move of the letter. This element should enable domestic and foreign readers to understand how the issue taken in the study has been addressed. Summary in English is a must.
- II. **Length of the work.** The paper should contain 4000-5000 words. In this number of words is included the content, the references at the bottom of the page, but does not include the bibliography.

- III. **The printing quality.** The text should be pressed with 1.15 space between rows. Space 1.15 will also be used for the preparation of long tables, extracts, notes, long explanations, and the bibliography list. The only type of script used should be "Times New Roman". The size of the letter should be 12.
- IV. **Margins (distance of text from sides of paper).** The margins for the entire text will mainly be the margins that the program uses "Microsoft Word" automatically, respectively as follows:
- Upper Margin 1 or 2, 54 Cm.
 - Lower Margin 1 or 2, 54 Cm.
 - Left Margin 1.25 or 3, 17 Cm.
 - Right Margin 1.25 or 3, 17 Cm.
- V. **Page numbering.** All page numbers should be placed below and at the bottom of the page.
- VI. **Tables.** Tables should be included in the text. Tables should be placed in the center of the page, within certain margins. Each table needs to set an Arabic number reference number. The number of the table should follow the number of the chapter to which it belongs. The word "table", the table number and the legend should be placed at the top of the table. If the table continues on the next page the legend does not repeat. If a table contains quotes, the references should be highlighted.
- VII. **Diagrams.** If the diagrams appear as files, they should be placed on the relevant page, illustrations or graphs do not always follow the text or table. The word "figure", the number of the diagram with the Arabic number and the explanations should be placed below the diagrams. Generally a diagram should not pass a page. If the diagram continues on the next page, the rule for the tables should be followed. As well as the tables, the diagrams should be collected together and placed next numbers. Photos that are smaller than one page should be placed on the relevant page.
- VIII. **References.** The paper should contain sufficient and accurate references. They should be included in the work, according to the Chicago Style reference system (footnote). References should be written according to the examples given below. The following examples illustrate the use of footnotes and bibliographies (at the end of the script). At the beginning, the reference example is given as a footnote, located at the bottom of the page, followed by a shortened citation example when quoting the same source and finally giving the example of the bibliography that is placed at the end of the paper. These references are in the manner of quotation of "Chicago Style". You should keep the italic insert as shown in the examples!

A. Books:

■ When there is just one author:

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
2. Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

■ When there are two or more authors

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
 2. Ward and Burns, *War*, 59–61.
- Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For four or more authors, all the perpetual authors can be placed in the bibliography; the reference at the bottom of the page only sets the first author, followed by the term: et al. ("and others"):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*
2. Barnes et al., *Plastics . . .*

B. Editor, translator, or preparation - instead of the author

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
 2. Lattimore, *Iliad*, 24.
- Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

C. Chapter and other parts of the book

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," në *Anthropology and Global Counterinsurgency*, red. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
 2. Kelly, "Seeing Red," 81–82.
- Economy of War." Në *Anthropology and Global Counterinsurgency*, redaktuar nga John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

D. Article of the Scientific magazine

In these cases, reference is made to the referenced page (if any). In the bibliography, set pages from the first to the end of the article in the journal.

1. Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104 (2009): 440.

2. Weinstein, "Plato's Republic," 452–53.

Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439–58.

E. General internet resources

Council of Europe web site. Received from <http://www.cm.coe.int>. When referring to the same source used in the previous reference you can write only: Yes (Ibid in English / Latin) p. 10 (page 10). When only the idea is referred ... the reference is placed at the end of the sentence. When quoted in the original, the quote quoted is quoted. The quote can not exceed five rows of normal space and size 10 pt.

IX. Paper / writing ethics

- Plagiarism involves the use of ideas and words from another person's publications without providing the relevant reference. It is required to mark the relevant references if others' ideas are used.
- Use of ideas or work of others should be individually recorded in the text or each work used should be noted in the reference list or in the bibliography.
- All citations from the works of others should be placed in quotation marks and marked with the source.
- If the passages received by others are longer than 5 queues are not included in the quotation marks, but the reference is written to them.
- Possible candidate explanations should be introduced into square brackets.
- If the original source can not be found, but it is mentioned in another document, then both the original source and the secondary source must be provided.

Success!

Vushtrri, July 2018