



### **GENERAL SUBMISSION GUIDELINES**

- To be eligible for the review process, manuscripts must be written according to the submission guidelines. All manuscripts that are not written and edited according to the submission guidelines will be rejected.
- Maximum word length: **8000 words** though exceptional papers which go beyond this limit might also be considered.
- All manuscripts must be accompanied by an abstract of **up to 150 words** precisely stating the analytical problem under consideration, the method of argument addressed to the problem and the conclusions reached by the author(s).
- Also please add **three to five keywords**.
- Up to **100 words** of biographical paragraph describing each author's current professional title, affiliation, research interests, and professional e-mail address should accompany the manuscript.
- Maximum title length is limited to **100 signs with spaces**.
- Since manuscripts are sent out anonymously for evaluation, the author's name and affiliation should appear only on a separate covering page.
- Formatting standard used: Chicago Manual of Style 17th edition, Author-Date system for Social Sciences, UK English. All details are available at <http://library.williams.edu/citing/styles/chicago2.php>.
- Please ensure that **every reference cited** in the text is also present in the reference list (and vice versa). All citations in the text must list exact page citations, if possible. Unpublished results and personal communication are not recommended in the reference list but may be mentioned in the text.
- All submission copies should contain current author/s contact information.

## PEER-REVIEW PROCEDURE

JCP uses a double-blind review process, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity. The review process usually takes between 6-8 weeks. Once selected, the author/s will be contacted by a member of the editorial team to work together on final editing. Some 1-2 weeks before the publication, each author will also receive PDF proofs for final check and confirmation.

The authors shall convey the exploitation rights for the published paper to the JCP. The articles published in JCP are openly accessed in accordance with the Budapest Open Access Initiative (BOAI) and are available at the Repository of the University of Ljubljana ([RUL](#)), EU Open Research Repository ([Zenodo](#)) and the Digital Library of Slovenia ([dLib](#)). Articles are published under Creative Commons License Attribution Share-Alike 4.0 International (CC BY SA 4.0 license).

## RESEARCH DATA MANAGEMENT

JCP supports open access to research data, which form the basis of modern scientific research. Research data are data obtained through various methods to understand, test or confirm hypotheses and draw conclusions, and are generated or processed during research. Data can be in various formats: notes, interviews, photographs, transcripts, numerical research data, software code, etc. If data are not recorded or stored in digital form, it is advisable to consider whether this material can be digitized to facilitate its storage in a data repository. A data repository enables storage and access to different types of data (e.g. research data, public sector data, etc.) and associated documentation. The availability of data increases the transparency and verifiability of research results and improves their usability in future studies, thereby increasing the investment in already collected data. Data sharing can also promote the professional development of researchers by increasing the visibility of their work and facilitating collaboration with new partners.

JCP's co-funder ([Slovenian Research and Innovation Agency](#)) requires the editorial board to provide open access to the research data used in the article prior to publication. The data must be prepared according to the [FAIR principles](#) (Findable, Accessible, Interoperable, Reusable). If data cannot be fully shared for legal, ethical or other valid reasons, the authors must provide justification – for example, in cases involving the protection of personal data (see the [EU General Data Protection Regulation](#)), material containing trade secrets or other commercially sensitive information regulated by legislation, or data involving security risks. The Decree requires authors to provide open access to research data and other results from co-funded research according to the principle “as open as possible, as closed as necessary”.

### *List of trusted repositories*

Authors must deposit research data in trusted data repositories, archives or centers that provide appropriate access arrangements. The trusted repositories recommended by the JCP's co-funder are listed [here](#). Authors can also search for a suitable repository using tools such as <https://fairsharing.org> or <https://www.re3data.org>.

## EDITING INSTRUCTIONS

### **Books**

Bäck, Henry, Gjelstrup Gunnar, Marit Helgesen and Jan Klausen Erlig. 2004. *Urban Political Decentralisation: Six Scandinavian Cities*. Wiesbaden: VS Verlag.

Blokland, Talja. 2003. *Urban Bonds*. Cambridge: Polity Press.

### **Chapters in books**

#### *One editor*

Haček, Miro and Marjan Brezovšek. 2006. City Quarter Communities: A new quality in Slovenian Local Democracy. In *Democratic Governance in the Central and Eastern European Countries: Challenges and Responses for the XXI Century*, ed. Allan Rosenbaum, 106–123. Bratislava: NISPAcee.

#### *More editors*

Haček, Miro and Marjan Brezovšek. 2006. City Quarter Communities: A new quality in Slovenian Local Democracy. In *Democratic Governance in the Central and Eastern European Countries: Challenges and Responses for the XXI Century*, eds. Rosenbaum, Allan and Juraj Nemec, 106–123. Bratislava: NISPAcee.

### **Articles in newspapers**

Kovač, Marko. 2005. "Lideri BiH danas na tajnom sastanku o promjeni Dayton." *Jutranji list*, November 11, 23–25.

### **Articles in journals**

Blanc, Maurice and Justin Beaumont. 2005. "Local democracy within European urban development programmes." *Tijdschrift voor Economische en Sociale Geografie* 96 (4): 409–420. (*exact page quoting is obligatory*)

### **Articles with known author, available online**

Bakoyannis, Dora. 2013. "Statement of (Greek) Foreign Minister Ms. D. Bakoyannis after the Ministerial Meeting of the Mediterranean Forum." *Business Week*, October 28, 23. Available at [http://www.yplex.gov.gr/www.mfa.gr/Articles/en-US/30\\_10\\_06\\_MB900.htm](http://www.yplex.gov.gr/www.mfa.gr/Articles/en-US/30_10_06_MB900.htm).

### **Documents without known author, available online**

*Barcelona Declaration*. 1995. Adopted at the Euro-Mediterranean Conference, 27-28 November 1995 in Barcelona. Available at [http://ec.europa.eu/external\\_relations/euromed/docs/bd\\_en.pdf](http://ec.europa.eu/external_relations/euromed/docs/bd_en.pdf).

### **Databases**

Bertelsmann BTI. 2006. *Hungary Country Report*. Available at [http://www.bertelsmann-stiftung.de/cps/rde/xbcr/SID-4D1D66C0-E9CCA408/bst\\_engl/Hungary.pdf](http://www.bertelsmann-stiftung.de/cps/rde/xbcr/SID-4D1D66C0-E9CCA408/bst_engl/Hungary.pdf).

## USE OF GENERATIVE AI IN PREPARING ARTICLES

**AI as author:** JCP does not accept manuscripts where chatbots or other AI tools are listed as co-authors. The reason for this is that large language models do not meet the criteria for authorship, as they cannot take responsibility for the accuracy, integrity and originality of the content produced.

**AI as a source of information:** JCP does not accept manuscripts that cite chatbots as sources. Content generated by large language models is not reproducible or traceable and may inadvertently contain third-party material without proper attribution.

**AI as a writing and data presentation aid:** JCP accepts manuscripts where chatbots are used as tools to support authors in their research or writing process. Acceptable uses include proofreading, copyediting, structure and style feedback, translation, data analysis, data visualisation and programming. If authors use AI as a writing or data presentation aid, they should indicate this usage in their manuscripts (see also the disclosure instructions below):

- If AI was used for the refinement of the writing style, copy-editing, review or translation, add a statement at the end of the manuscript indicating the type of AI tool or other tool used, the prompt used and the date of the use of the tool.
- The use of large language models for data analysis and programming represents a significant methodological intervention. In these cases, include in the methodology section of the manuscript an explanation of how you have proceeded, including the type of the tool used, the prompts used (excluding the content that is being analysed or coded), the date and a link to the dataset.
- When using chatbots for data analysis, please note that most freely available generative large language models do not meet established standards for handling personal or sensitive data. Only use models that have been approved by your research institution or other trusted authority.

Before using large-scale language models or other generative technologies, consider their environmental and human costs. Authors should also be informed that the JCP editors are supported by a tool that may identify text similarity and AI-generated content.

### Disclosure Instructions

Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in the core manuscript file, before the reference list. The statement should be placed in a new (sub)section titled “Declaration on the use of generative AI and AI-assisted technologies in writing”.

*AI Disclosure Statement: When preparing this article, the author(s) used [NAME OF TOOL, VERSION] on [DATE] with the following prompt: “[FULL PROMPT]”, for the purpose of [SPECIFIC PURPOSE]. The author(s) subsequently reviewed and edited the output as necessary and accept(s) full responsibility for the content and integrity of the publication.*