GUIDELINES FOR AUTHORS

The Journal of the Polytechnic of Rijeka is a peer reviewed journal open for collaboration to scientists and experts in the field of natural, biotechnical, technical and social sciences. Texts will be published in Croatian or in English.

Editing Policy
The Editorial Board accepts applications with extended abstracts (on the enclosed submission form; 250-500 words, written in the third person). All applications go through the assessment process carried out by the members of the Editorial Board (according to the subject area addressed), as well as by other experts who are not members of the Editorial Board in the case of a specific content. The Editorial Board reviews the submitted manuscripts and decides on further procedure as follows:

a) which manuscripts, in case it is necessary, will be returned to the author with suggestions, recommendations and comments with the scope of improving primarily methodological presentation of research materials;

b) which manuscripts will go through review process;

c) which manuscripts will be rejected since:

• the subject matter does not meet the required scientific or professional level;
• the author has already published an article with a similar topic;
• the subject matter does not meet the Journal criteria, particularly if the content is beyond the concept orientation of the Journal and does not meet the methodological standards that the Journal must comply with.

If an article is not accepted, the Editorial Board notifies the author without returning the manuscript. If the author has accepted comments and suggestions given in the assessment process and has improved the text according to the requests made, the manuscript is then sent to review process. The author submits the manuscript together with the completed form and a signed Copyright Statement. With his signature the author confirms his authorship as well as the originality of the article. In order to avoid withdrawing the paper during the review process, by signing the Copyright Statement the author asserts compliance with the review process. The decision on the rejection or acceptance of the article follows.

Reviews of books, doctoral dissertations, international conferences and other scientific meetings/gatherings do not go through the review process. The Editorial Board chooses and edits reviews they consider relevant for publication in the Journal and in line with the editing policy concept. Reviews of books and other contributions should be written as a critical review and their length should not exceed 8 typed double-spaced pages. Translations of important papers, i.e. the content of which can arouse interest of scientific and professional public will also be published in the Journal and their lengths should not exceed 20 typed double-spaced pages.

Review Process

All articles submitted for publication are reviewed by two anonymous and independent reviewers. The names of the authors will also be unknown to the reviewers. Reviewers evaluate the article following some already given criteria by filling in a reviewer evaluation form. If the reviewers find that the article does not meet international standards and the Journal criteria, the Editorial Board does not accept the article. If the reviewer gives a positive review the article can be categorized into one of the following categories:

• Original scientific paper – an original scientific work which presents new results of
some fundamental or applied research. The article is written in a way that using the information given the following can be done:
- reproduce methodological procedures and mathematical calculations obtaining equally accurate results or within the permitted deviation as indicated by the author himself; or
- repeat the author's observations and judge his analyses; or
- check the accuracy of the analyses' results and deductions on which the author bases his findings.

• Preliminary communication – a scientific article which has to contain one or more pieces of scientific information, but without sufficient details which would enable readers to check the presented scientific findings.
• Conference paper – can be published only as a full text previously presented at a scientific conference, but not published as a complete article in conference proceedings.
• Review article – an article which contains thorough and complete critical review of a specific problem, but without any significant original results; deals with a specific problem already discussed in a previously published work but adopting new approach.
• Professional paper – contains some useful contributions in the field of profession and for the profession in question.

After the reviews have been completed the Editorial Board analyzes them. If it is necessary the paper is returned to the author who has to introduce the changes required by the reviewers. The paper is returned to the author only after both reviews have been received by the Editorial Board. In cases where the quality and originality of the text in not in question the Editorial Board is empowered to intervene.

After the author resubmits the paper, the Editorial Board verifies whether the article has been revised following the reviewers' comments and suggestions.

Only categorized papers given two positive reviews are published. After the review process has been completed and the articles changed and revised by the authors and the Editorial Board, the Editor-in-Chief proposes the sequence of the accepted articles in the table of contents.

The criteria for the order in which the articles will appear in the Journal are:
(1) Categorization according to level of scientific excellence;
(2) If the reviewers have categorized the article in different categories, the Editor-in-Chief proposes to the Editorial Board the categorization in favour of the author, i.e. to a higher category;
(3) The topicality of the theme, author and the Journal's field of interest in the case when articles have been assigned the same level of scientific excellence (category).

Content of the Article

The paper must be relevant for international scientific and professional public with clearly defined objectives and results of the research, conclusion, references in the text and bibliography at the end of the paper. The ideas presented in the paper must be original, considerably contributing to the development of the topic researched with clearly described methodology.

When writing articles authors must pay special attention to the appropriate structuring of the text and its length which should be in line with the accepted standards of scientific methodology.
The paper is submitted together with a separate page (enclosed form) which comprises a signed Copyright Statement and a consent for the review process of the article in question.

A separate page should contain: the title of the article, name and surname of the author or, if there are more co-authors academic affiliation (title, the field of scientific interest i.e. the field that the author has special interest in, the name and address of the institution, phone number, fax number and email address for each author. All the above mentioned information must be written:

- in Croatian
- in English.

The first page of the article should contain: the title of the article, abstract and key words in the language of the article (on the first page of the article submitted the authors are not mentioned). At the end of the article the same information is given:

- in Croatian (if the article is in English) and
- in English, if the original language of the article is other than English.

The main body of the text should begin with an introduction and contain sections, footnotes, tables, graphs, diagrams, references in the text, conclusion and bibliography.

**Text Editing**

The text of the article should be written in *Microsoft Word Windows* program (95 or later versions). The length of the paper should not exceed 16 A4 format pages (about 28 800 characters with spaces), and the font used should be Arial, font size 11 single-spaced, justified, written from the beginning to the end of the line (without indenting the first line of a paragraph), all margins at 2.5 cm. The length of the paper can exceed the above mentioned limit only if the Editor-in-Chief consents. If it is necessary to highlight a specific word or a sentence italics should be used, never bold. Paragraphs should be double-spaced.

Footnotes should be used only for additional explanations of the text. They are not used to refer to literature used. They are put at the bottom of the page and numbered consecutively in Arabic numerals starting with number 1.

Section headings (from Introduction to Conclusion) should be short and clear and numbered using single Arabic numerals. Section headings can have subsection headings which must be marked with double or maximum triple-digit numbers (e.g. 1; 1.1.; 2.; 2.1.; 2.1.1. etc.), but not more than that.

Tables, graphs and diagrams should have a number and a caption (written above the table, graph or diagram) as well as the source of information (written in short form at the bottom; if it has been taken from another source – surname of the author (year); e.g. Source: Driankov et al. (1996)). They should be numbered consecutively in Arabic numerals (graphs should be numbered separately from diagrams).

Important note: If a table, graph or diagram contains some specific signs and is written in a special program, it should be submitted as a separate file with precise indications and marked insertion point in the text.

The article should comply with all the editing requirements listed in these guidelines.
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Text Organization and Style

Authors should apply scientific methodology in presenting the contents of their papers complying with the standards of scientific publications ("Harvard Style")

This implies the following:

(1) **Title and organization of the content of the paper:**
The title is the most important abstract of the work which must contain the content and the objective of the paper. It should be clear, concise and informative (font size 14).
The content is divided into sections as follows:

- **Abstract** – below the title
- **Key words**
- **Introduction**
- **Methodology / method / model / conception of the analysis** – in the second section
- **Empirical data (documented background) and analysis** – in the third section
- **Results and discussion** – are presented in the fourth section
- **Conclusion** – at the end

(2) **The content of particular sections of the material presented:**

a. **Abstract** – it describes in short the content of the article, it contains a general overview of the topic in 150-250 words single spaced, font size 10, italic, and should include:

- Established objective of the research
- Method / model / conception of the analysis
- Main results of the research (or the analysis)
- Basic conclusion of the research

The abstract should not be written in paragraphs.

b. **Key words** – should reflect the essence of the article's content, usually there are three to five words (font size 10, italic).

c. **Introduction** – is focused on defining the problem and subject matter of the research with reference to the latest literature, i.e. research results (this part can also be indicated in a separate section i.e. in the second section as Literature review; towards the end of the introduction working hypotheses should be formulated which will be discussed later on at the beginning of the conclusion; this part should end indicating the organization of the text.

d. **Methodology / method / model / conception** - is usually presented in the second section; the method / model / conception of the analysis should clearly be stated because of possible re-testing of the research results by interested researchers (this is one of the fundamental principles of scientific methodology).

e. **Empirical data and analysis** – contain documentation background and the results of the analysis.

f. **Results and discussion** – explain results, particularly their economic significance and messages.

g. **Conclusion** – it should be kept in mind that this part does not represent a summary! Conclusions are the author's original opinion on or evaluation of results obtained and they contain information on the starting hypothesis (which can be contradicted or confirmed), main results of the research/analysis, referring to limitations and problems of the research as well as guidelines for future research.

(4) **References** – list only titles (sources) referred to in the text! Font size 9 is to be used, first line hanging.

After the text of the article written in Croatian and bibliography, abstract in English should follow (up to 250 words). Together with the abstract in English, the title and key words of the article should also be included (in the final version of the article accepted for publication basic information on the authors in English is also included).
TABLES should be included in the text. All the information given in tables are put in rows and columns separated by single thin lines. Each column heading for numerical data should include the unit of measurement applied to all data under the heading. Large numbers can be expressed in smaller units with appropriate column headings (in thousands, millions, etc.). Tables are numbered consecutively in Arabic numerals (e.g. Table 1, Table 2, etc.), and next to the number the source of data should also be stated.

GRAPHS AND DIAGRAMS should be included in the text. They need to have a number, the title and the source of information. They should be numbered in sequence with Arabic numerals (graphs separately from pictures). The sources of information are stated below the graphs i.e. pictures.

Note: The results indicated in tables and graphs are not described and repeated in the text, but should be related in the text by means of reference marks.

REFERENCES IN THE TEXT. Cited parts of the text are included in the text of the article, not in the footnotes. They are put in brackets with the name of the author and the year of publication e.g. (Horvat, 2003), and in the case of a citation, the page is also indicated (Horvat, 2003:150). *Ibid.* and similar words should not be used. Each note is indicated in the same way it has been indicated the first time. If there are two authors e.g.: (Horvat, Courty, 2004). If there are more than two authors, the first one should be indicated followed by "et al", e.g. (Horvat et al., 2003). For Internet sources in the references included in the text only the basic domain is indicated (*http://www.veleri.hr*). Each reference should be listed in bibliography.

Bibliography comprises all sources used as well as complete information on works mentioned in references. Bibliography does not include the number of headings and is put at the end of the paper (after Conclusion). Bibliography is not numbered and it is listed in alphabetical order by first author’s last name and in chronological order when there are more works by the same author.

References for books, journals and other sources are cited according to the following examples:

- **Books**: surname, initials (year) *Title*, place of publication: name of the publisher


If there are two or three authors, their surnames and initials (year) are put in order as they appear in the book *Title*, place of publication: name of the publisher


If there are more authors (four or more), the surname of the first author is put followed by et al.


- **Journals**: surname, initials (year) “Title of the article”, *title of the journal in which it was published*, volume (number), pages
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If there are more authors (four or more), the surname of the first author is put followed by et al.


Multiple works by the same author published in the same year, besides the year the “a, b, c” letters are used after the year:


• Sources from the Internet: surname of the author/editor, name initials, (year), “Title of the article”, Title of the journal, date of publication, year, volume, number, pages or online equivalent, Internet address (date of accession)

If Internet sources do not give the name of the author: Internet address (date of accession).


• Books of collected writings: author of the chapter (year of publication) “Title of the chapter”. In: name of the publisher or author of collected writings, Title of collected writings, place of publication: publisher.


• Papers in Conference Proceedings: author (year of publication) “Title of the article”. In: Title of the Conference Proceedings. Place of publication: publisher, pages of the section referred to:


• Theses and dissertations: name of the author is stated (year) title, and the name of the awarding institution


• Official publications: title of the publication/organization/institution, (year) Title, place of publication: publisher


Other Journal Contributions
Other contributions are submitted in the same way as articles. They are not reviewed, but are evaluated and grouped by the Editorial Board in the following types of contributions:

*Books reviews.* Critical reviews are written in clear and concise manner evaluating the structure, style and scientific achievements of a particular book. It starts with the name of the author (of the book in question), followed by his academic title, institution affiliation, the title and subtitle (if there is one) of the work, year of publication, publisher, number of pages, type of edition, language, ISBN and email address for contact. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given and a copy of the cover page is enclosed.

*Doctoral Dissertations Reviews.* In the title of the review, the author of the dissertation is stated, followed by some basic information on the author (academic title, institution affiliation), title and subtitle (if there is one) of the dissertation, as well as the names of the members of the Ph.D. committee. Further on date, year, institution and place of the dissertation defence is indicated. The critical review describes the structure, style, evaluating methodology and research results. Theoretical and practical contributions to a particular scientific field are analysed. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given.

*Reviews on conferences and other scientific gatherings.* They are written as critical reviews. In the title of the review the following is included: title of the conference, organizers, date and venue of the conference/meeting, official language of the conference, the name of the person for contact, followed by email, webpage and information on conference materials. The review provides a clear and concise survey of the main objectives of the conference, names of keynote speakers and discussions of the participants on scientific achievements, research results and suggestions for further researches on key issues. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given.

**Other Important Information**

The Editing Board reserves the right to return texts to authors which do not meet the guidelines criteria, or to fully adapt contributions to comply with the Journal editing rules and the standard Croatian language, i.e. the language of the article. Authors have to comply with all the editing and other guidelines provided by the Editorial Board.

In one issue of the Journal one author can publish not more than two articles.

Final decision on publication of an article, as well as the order of articles in the Journal is made by the Editorial Board.

The author receives a copy of the Journal where his contribution is published (one copy per contribution).

Contributions should be written in standard language free of spelling and grammar mistakes.

**Copyright**

Once the article has been accepted for publication, the author cannot publish it somewhere else without the permission of the Journal's Editorial Board, and even then the author will have to state where the article was published for the first time.

Authors guarantee that their paper represents an original contribution and that its publication will not infringe any existing copyright. By accepting contributions for publication, the publisher becomes the copyright holder, unless otherwise is stipulated by the agreement.

**Manuscript Submission**
Extended abstracts written on a provided form are to be sent via email. After the topic has been accepted, papers are submitted in the paper form in three copies as well as in the electronic form (on a CD or via electronic mail) together with a completed form (a separate page) which contains the following information: title of the article, name and surname of the author and co-author, and academic title, qualification, field of interest, i.e. field that the author deals with, name and address of the institution affiliation, telephone number, fax number, email address, and a signed Copyright Statement. All the information given should be written in the language of the article, in Croatian and in English (if the original language of the article is other than English).

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