INSTRUCTIONS FOR AUTHORS

The Cartography and Geoinformation journal publishes scientific and professional papers from cartography and other fields (geography, geodesy, geology, forestry, agronomy, history, architecture, pedagogy...) if they are related to cartography and geoinformation.

By publishing papers which contain new knowledge in cartography and geoinformation, regardless of whether they are about the application of latest discoveries and modern technologies or historical research, the journal wishes to contribute to the development of cartography, its promotion and widespread use of geoinformation.

The journal only publishes unpublished scientific and professional papers not offered to another publisher in the same form at the same time.

In addition to scientific and professional papers, the journal publishes reviews, news and announcements which serve to popularize cartography and geoinformation.

Types of papers
An original scientific paper contains unpublished results of original scientific research and the scientific information is displayed so that the accuracy of analyses and derivations, which the results are based on, can be verified.

A preliminary communication is a scientific paper containing one or more new scientific data, the nature of which requires urgent publishing. It does not necessarily require enough details for replication and result verification.

A review paper is a scientific paper containing an original, concise and critical representation of one field or its part in which the author actively participates. The author's role of original contribution in that field has to be indicated considering already published papers and an overview of them.

A professional paper contains useful contributions from a field not related to the author's original research and the presented observations do not have to be a novelty.

Editorial policy
After reading submitted scientific or professional papers, the Editorial Board does one of the following activities: (1) immediately forwards the paper for reviewing; (2) returns the paper to author or authors with suggestions for improvement; (3) returns the paper to author or authors with an explanation of the decision to not publish the paper in Cartography and Geoinformation.

The author of each paper proposes its type and the final decision about the type of the paper and its publishing is made by the Editorial Board based on conclusions of reviewers and the importance of paper content for the journal.

Authors can ask the Editorial Board about the convenience of publishing their paper at kig@kartografija.hr and facilitate the making of decision whether to send the paper for publishing or not.

Review process
Scientific and professional papers are reviewed by at least two reviewers, at least one of which has to be from abroad. Reviewers are active experts, in principle with a PhD, who work in the research field related to the paper proposed for publishing. The list of reviewers is published in the journal once a year.

The review process is as anonymous as the Editorial Board can ensure. The Editorial Board commits not to reveal the identity of authors to the reviewers, or vice versa.

Reviewers do not receive fees for reviewing papers.

General instructions for authors
An author is a person who contributed significantly with his or her intellectual work to the content of research and paper. Authors are responsible for content in their papers and cite contributions by other people in a section at the end of the paper. If the research published in the paper was financed by an institution or an individual, it should be noted at the end of the paper in the acknowledgments section.

Papers sent to the Editorial Board should represent ideas and research results in a logical, accurate and concise way. Authors should intend to be consistent in using professional terminology, and should pay special attention to maps and illustrations, which are an integral part of papers, taking care of their quality and legibility.

Authors have to sign an authorship statement which guarantees they are exclusive holders of copyright and that the publisher has right to publish the paper in printed and electronic form. Authors also make a statement about potential conflict of interest.

Authors have to obtain permission for reproducing those parts of content which have already been published (illustrations, tables, maps, figures or longer texts) by copyright holders.

Authors do not receive fees for published papers and material.

Research integrity
The Editorial Board cultivates scientific integrity as the key element of scientific research. The Editorial Board proceeds according to suggestions of the Committee for Publishing Ethics (COPE) in doubt of misconduct. COPE suggestions can be found at http://publicationethics.org/resources/flowcharts.
Editorial Board members’ paper publishing policy
Considering editors and members of the Editorial Board are active scientists and researchers, it is possible they propose publishing their own papers in the journal. This is a potential conflict of interest, especially if authors of the paper in question are the editor in chief and assistant editor. In such cases, the Editorial Board follows suggestions of COPE. A review process of such papers is led independently by another member of the Editorial Board, and as necessary, external experts in order to avoid potential bias of editors.

Preparing papers
Authors of scientific and professional papers should send their paper in Croatian and English. If they are not able to send their paper in Croatian and English, they should contact the Editorial Board in advance at kig@kartografija.hr. Authors of representations and other contributions should send the material in Croatian and English, but the Editorial Board is also going to accept contributions prepared in only one of those two languages.

Paper length
Scientific and professional papers should have no more than 6000 words. The number of illustrations is not limited, but authors should make sure their number and content are appropriate. Abstracts should have no more than 200 words. A paper’s title has to be concise and informative. The Editorial Board is going to publish longer papers if their contents justify such forms.

Technical aspect of manuscripts
Manuscripts are sent to the Editorial Board in digital form in one of the formats supported by text editors. Illustrations are sent separately in digital form in raster or vector graphics format, and it is best to send illustrations in the format of the program they were produced in. Raster illustrations are to be sent in a format which preserves quality (e.g., TIFF, PNG). Resolution of such illustrations has to be about 300 dpi and the size has to be the one the illustration is going to be printed in with appropriate content quality and without observable flaws. Maps should be produced according to rules of cartographic profession.

Citing literature
Literature cited in text should be listed alphabetically in the references section, by last name of author. Journal papers are cited in the following way: last name and initial of first name of author or group of authors, year in parentheses, title, journal title, volume, journal issue in year, first and last page number of the paper. Books are cited in the following way: last name and initial of first name of author or group of authors, book title, publisher, place of publishing. A list of Internet and other sources should be listed separately after the list of references, with notation of the date when the source was consulted.