

Instructions to Authors

The journal *Polimeri* publishes

scientific and technical papers, review articles, reviews and communication reports, views, comments and notes, professional information, educational material, bibliographical and lexicographical articles, historical surveys, official information, miscellaneous news and information, readers' correspondence, and commercial publicity

in the fields of

polymer and related sciences, fundamental and applied; polymer engineering and engineering in general; related technical disciplines (chemistry, physics, mechanical engineering, civil engineering), traffic and transport, agriculture, medicine, environmental protection and nature preservation, information technology, standardisation, business and marketing, and other activities related to polymer raw materials, materials and products.

General data

Classification of papers. The author can themselves suggest the category for the contribution (original scientific, technical, review, communication, conference paper, topical report, contribution for a particular column, etc.), but the final decision will be made by the **Editors** at the recommendation of the reviewers. The scientific and professional papers are reviewed by at least two reviewers.

The reviewed papers are classified as follows:

- original scientific paper
- preliminary communication
- author's review
- review
- conference paper
- professional paper

Original scientific papers contain unpublished results of authentic research. Scientific data have to be presented so that they may be experimentally repeated, and the results verified within the limits of experimental error.

Preliminary communications contain new results of scientific research that require urgent publication. They do not have to provide repeating and verification of the presented results.

Author's reviews contain authentic, summarized and critical presentation of an area or its part, with active participation of the authors themselves. They re-discuss the already published papers, bringing new authentic analyses of the scientific results or hypotheses for further research. They may contain as yet unpublished scientific results, but they are not the crucial part of the paper.

Reviews are integral surveys of a certain area or problem based on the already published material, collected, analyzed and discussed by the author.

Conference papers are papers that had been previously presented at symposia and conferences. They are published only in case they had not been published in the proceedings. They have to be prepared for printing in the form of full papers.

Professional papers contain useful contributions from a certain profession on a topic that is not related to authentic research. This refers also to reproduction of the world-known research and adaptation of the authentic research to the industrial and scientific requirements.

Author's responsibility. The author is fully responsible for the contents of their paper. The editors assume that the author has obtained permission for the reproduction of materials already published elsewhere, and that the publication of the paper in question does not infringe upon corporate rights.

Language. The papers are, in principle, published in Croatian or English. The authors of scientific and technical papers shall provide attached an abstract, titles and subtitles in Croatian and in English.

Editing and proofreading. Each paper is subject to revision to make it conform to general, professional and editorial standards and the specific standards of the *Polimeri* journal. The editors shall, in principle, require modifications of the work directly from the author upon the recommendation made by the reviewers. In exceptional cases, if the editors should decide that there are major shortcomings in the contents or the presentation of the paper, the paper will be returned to the author, prior to review, for modification or supplement. All papers are subject to linguistic, technical, terminological and metrological revision. The use of the *International Metric System* (SI) units is mandatory (e.g. *Legal Metrology, Technical Encyclopaedia, Vol. 8*, Yugoslav Lexicographic Institute Miroslav Krleža, Zagreb, 1982, page 496) and respective Croatian standards.

Filing. The reviewed papers and the correspondence in connection with them will be filed by the editors for three years from the date of publication. Other contributions will not be filed. Manuscripts and other materials (drawings, photos, etc.) cannot be returned to the authors.

Manuscript preparation

General. The intending authors are advised to look first at the papers already published in *Polimeri* belonging to the category to which they would like to contribute. This will give them the best idea of the style sheet of this journal and publication standards.

Manuscript format. The paper should be sent to the **Editors** in electronic form (MS Word) with all the contributions (e-mail: polimeri@fsb.hr).

Length. The papers are to be written in a concise and clear style. Short contributions to any of the regular columns should not exceed 5 pages, scientific research and technical papers 15 pages, and review papers 20 pages, including all enclosures. Should the author wish to submit a longer paper than the mentioned ones, the author shall provide the financial means for the printing of exceeding length. The author shall be informed about the necessary means prior to printing of the paper.

Style. The paper is to be written in the third person (impersonal style). The title should be as short as possible and informative, in principle containing key words. Papers reporting experimental work usually have the following structure: introduction, general part (theoretical background), experimental part (methods, instruments, samples), measurement results, discussion, and conclusion. The results are best displayed in the form of diagrams and tables. Wherever possible, mathematical and chemical symbols, equations and formulae should be used. Abbreviations and symbols shall be explained when used for the first time in a text.

References. References should be listed in the order of their appearance in the text. In the text itself, they should be marked by Arabic numerals written as **superscripts**. Should there be more than one reference to the same document, it shall always be marked by the number of the first occurrence. When referring to a certain part of a document, the page number can be indicated as well. The names of the authors are written in the following way: surname followed by the initial of the first name. When there are two or three authors, they are listed as they are indicated on the publication (except if a name is graphically highlighted and therefore listed as the first author). If there are more than three authors, only the name of the first author is written followed by the abbreviation *et al.*. If the document has no author (anonymous publication) the first element is the title of the document.

1. Rogić, A., Čatić, I.: *Injekcijsko prešanje polimera*, Društvo plastičara i gumaraca, Zagreb, 1996.
2. Byars, L. et al.: *Strategic management*, Irwin, Chicago, 1996., 237-240.
3. Indof, J.: *Konstruiranje i sastav polimernih kompozita*, *Polimeri*, 22(2001)2, 62-66.
4. Pepelnjak, T., Kuzman, K.: *Technological Windows for Tailored Blank Forming with Conventional Holding of the Blank*, Conference Proceedings, ICIT 2003, TECOS, Bled, 8. - 12. 4. 2003., 161-164.
5. *Stress crack prevention in PET carbonated soft drink bottles*, International Society of Beverage Technologists, July 2000, www.bevtech.org/stress_crackpaper.htm, 21. 1. 2002.

Tables and figures (illustrations) shall be understandable even without reading the text. **Figure captions and table titles in all classified contributions shall be given in Croatian and in English** (e.g. SLIKA 1 - Brzina apsorpcije kisika / FIGURE 1 - Rate of oxygen absorption). The final version of the paper shall contain the following: paper with figures included, paper without figures (text should contain figure references and captions – e.g. FIGURE 1. Rate of oxygen absorption – fig1.jpg) and figures in the original format (.xls or .cdr or .tif or .jpg in resolution minimum 300 dpi) for film printing. If figures do not exist in electronic form, they should be drawn in Indian ink, or high-quality photos should be enclosed.

Abstract, (in Croatian and in English) shall be written with great care to provide within a maximum of 200 words (16 printed lines) the essence of the paper, and not only subtitles or conclusions. The abstract shall contain the basic assumptions of the paper, information about the methods used in the work and the main results. It shall be written in a single paragraph.

Keywords. The authors of scientific and technical papers are asked to suggest the appropriate keywords for their papers in Croatian and in English, listed in the alphabetical order in the language of the paper.

The authors of the classified papers shall receive a free copy of the journal in which the paper has been published.

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