GUIDELINES FOR AUTHORS

The magazine Radovi Zavoda za znanstveni rad Varaždin (Eng. Papers of the Institute for Scientific Research in Varaždin) publishes scientific and professional manuscripts, which put forward new and professionally relevant knowledge, new methodological approaches, new facts, and new hypotheses from various scientific domains and fields, especially those dealing with questions and problems in the region of North West Croatia.

Categories of papers

Manuscripts published in the Radovi (Eng. Papers) magazine undergo a review process according to the Classes of the Croatian Academy of Sciences and Arts (Cro. HAZU) and are categorised into the following categories:

- Original Scientific Paper
- Preliminary Communication
- Review
- Conference Paper
- Professional Paper

Authors may suggest the category for their manuscripts, however, the Editorial Board makes the final decision according to the evaluation of reviewers.

General features of manuscripts

Only the papers which have not been published or at the same time submitted for publication to another magazine can be submitted for publication. Manuscripts (including appendices and bibliography) cannot exceed 16 A4 pages (approximately 30,000 characters). Pictures and diagrams can be in black and white technique or in colour. The Editorial Board decides on the publication of manuscripts which are longer than prescribed.

Technical features

Authors who want to have their manuscripts published in the Radovi magazine are required to submit full texts, which have been corrected and proofread, in .dox format. The entire paper has to be printed out and one copy sent to the following address: Zavod za znanstveni rad Hrvatske akademije znanosti i umjetnosti u Varaždinu, Vladimira Nazora 14, 42 000 Varaždin, Hrvatska, or to email: varazdin@hazu.hr.

A text has to contain the following:

- Author’s name and surname, place of residence or the name of the institution where the author works, and his email address,
- Manuscript in Palatino Linotype, 11 points, no spacing, full justification,
Remarks

By having their paper published in the magazine, the authors agree that the paper is published in full or shortened version on the internet portal of the Croatian academy of Sciences and Arts or on other scientific portals which collaborate with the Croatian Academy of Sciences and Arts. If an author does not want his paper to be published on the Internet, we kindly ask to inform the Editor’s Office of the magazine.

Authors receive one free copy of the magazine and their papers in the PDF format.

The Editorial Board keeps the right to make minor changes to texts and diagrams, proofreading included, however, in such a manner that it does not influence the content and the meaning of the article. The Editor’s Office cannot be held responsible for citations and points of view stated in individual papers. The paper can be rejected without the external review process if it is of poor quality, thematically out of focus or if another publication with the same topic has already been accepted. Manuscripts that are not in accordance with the technical guidelines are to be returned to the author in order to make necessary changes. Authors have to correct their papers according to instructions given by reviewers.

References

Radovi Zavoda za znanstveni rad Varaždin magazine refers to (or is published) in the following publications:

Hrvatska akademija znanosti i umjetnosti, Digitalna zbirka/ Croatian Academy of Sciences and Arts, Digital Collection; http://dizbi.hazu.hr
Hrvatska bibliografija, Niz C / Croatian Bibliography, C Sequence
European Reference Index for the Humanities and Social sciences (ERIH Plus)
Central and Eastern European Online Library (CEEOL)
Directory of Open Access Journals (DOAJ)

The magazine is also available to the public on the network portal of the Croatian scientific and professional magazines - HRČAK.

http://hrcak.srce.hr/radovi-zavoda-za-znanstveni-rad-varazdin