"Works" publishes original scientific articles, preliminary notes, review articles, lectures from scientific conferences, and professional articles from the field of forestry. Articles are published in English or in Croatian language (with abstracts in English).

1. Submission of manuscripts

Manuscripts should be prepared using a word processor Microsoft Word for Windows and submitted as follows:

a) by e-mail, as an attachment to: radovi@sumins.hr, or
b) by ordinary mail to the address: "Works", Forest Research Institute Jastrebarsko, Cvjetno naselje 41, 10450 Jastrebarsko, Croatia, on CD-R or DVD-R media.

The file containing the text of the manuscript should be named after the short title (Short title.doc). Submit tables and figures in separate files; name them after the serial number (e.g. Table 1.xls, Figure 1.xls).

If the manuscript is submitted in Croatian, the English translations of the title, abstract, key words, and table/figure captions should be included in the text file.

Manuscripts not prepared in accordance with the Guide are going to be returned to authors.

2. Preparation of manuscripts

2.1. Manuscript layout

The whole body of the manuscript should not surpass 15 printed pages (one-side printing, A4 paper format, single column pages, justified text alignment, 2.5 cm margins, double line spacing, font Times New Roman 12 pt).

Besides the title, the manuscript should also have a short title, reflecting the most important elements of the manuscript.

The structure of a manuscript must follow the intended category of the article. An original scientific article must have the following chapters: Abstract, Key words, Introduction, Materials and methods, Results, Discussion, References. The inclusion of Conclusions and Acknowledgments is advised. Other article categories are not required to have all the above mentioned chapters.

Pages should be numbered in arabic numerals at the bottom, right-hand side.

2.2. Manuscript title

The title must not be longer than 20 words. It should be centered on a page, typed in Times New Roman font, pt 14, bold.

2.3. Short title

Short title (up to 50 characters, with spaces) is typed in Times New Roman font, pt 12, bold. It should be centered on a page below the Title.

2.4. Information on authors

The manuscript should have the following data placed below the Short title.

- First name(s) and surname(s) of author(s), including academic titles
- Full postal address (street number, city, area code and country) of each author
- Telephone, fax, e-mail addresses
- Corresponding Author: First name and surname

2.5. Abstract

Abstract should be easy to understand. Only very important results can be given numerically, whereas details of statistical calculations should not. Abstract should not contain cited references and abbreviations, and must not be longer than 300 words.

2.6. Key words

Up to seven key words, preferably different than the words already present in the title.

2.7. Units of measurement, abbreviations and nomenclature

Scientific names of genera, species and subspecies should be written in italics. Full scientific name of species and subspecies should be used when first mentioned, and abbreviations can be used afterwards (e.g. Abies alba Mill. > A. alba).
Abbreviations used in the manuscript must be explained when first mentioned in the text (except in the Abstract).

Units of measurement should comply to the International System of Units (SI standard). Other units of measurement are allowed only if internationally accepted.

Biological and chemical terms must be in line with the newest international nomenclature.

The commercial name of chemical substances and reagents should be given when first mentioned in the text, followed by the name of the manufacturer in brackets.

3. Citing references

In the text of the manuscript references should be cited according to the following examples: Denffer and Zeigler (1988) or Schwenke (1972, 1974) or (Thomas et al. 2002; Eriksson and Ekberg 2000; Konnert 1995, 1996). When there are two authors of a cited article, both surnames should be given, connected by «and». When there are three or more authors, the surname of the first author is given, followed by «et al.». In case of multiple references of the same author(s) in a certain year, a small arabic letter a, b, c etc. should be included in the reference (after the year, no spacing).

References should be listed alphabetically, first those written by one author (chronologically), then by multiple authors (where this author is also the first author), also chronologically.

The full title of an article must be given, and the name of the journal in abbreviation according to the code given at http://library.caltech.edu/reference/abbreviations/

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Also, these Croatian journals should be cited as follows:

• Glasnik za šumske pokuse > Glas. šum. pokuse
• Šumarski list > Šum. list

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3.3. Entry in an Encyclopaedia

3.4. Article in Proceedings

3.5. Journal article

3.6. Article in an electronic journal

3.7. Text on a web page

3.8. E-mail
Barry, T. Virtual reality. Private e-mail message. (21/01/1995).

3.9. Bills, regulations, guidelines etc.

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Printed and electronic sources that do not fall under the aforementioned categories should be given in brackets in the text of the manuscript, but should not be listed in the References.

4. Tables and figures
Manuscripts may contain tables and figures. Figures are photographs, graphs, schematic drawings etc., in the text uniformly denoted as figures. Captions for figures should be written below them, while for tables they should be given above the table.
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