Guidelines for authors from member countries

This is only preview document for Journal's author guidelines. For official Journal's author guidelines please refer to: http://jcea.agr.hr/editors/guide.php.

Journal of Central European Agriculture (JCEA) is scientific journal from the field of agriculture published by nine National Editorial Boards from Central European countries. JCEA publishes manuscripts in native languages of member countries and English language. For the list of member countries please refer to online impressum page.

JCEA publishes peer-reviewed content that reflects original research, interpretative content and content of special interest for agricultural profession. JCEA is open access online only journal which publishes content under creative commons license. All published content available at Journal’s web pages can be accessed, used and distributed free of charge. Journal doesn't charge any publishing fee to authors.

Before you begin

Manuscript submission implies that manuscript has not been published before and is not under consideration for publishing elsewhere until decision on manuscript rejection is given. It is also implied that submitted manuscript has been approved by all co-authors as well as approved by responsible authorities. Journal of Central European Agriculture will not be held legally responsible if there should be any claims for compensation.

Before manuscript submission make sure that manuscript is written in accordance to these guidelines; otherwise the manuscript won’t be taken into consideration for publishing. The best thing you can do in order to better understand requirements of these guidelines is to refer to most recent published papers on Journal's Web page where you can find acceptable formats for title, headings, keywords, references, etc.

Only manuscripts submitted using Journal's online manuscript submission system will be taken into consideration for publishing process. For more details on manuscript submission see the section on online manuscript submission of these guidelines.

JCEA publishes papers from the field of agriculture, food production and environmental issues, covering the following disciplines:

- General agriculture
- Animal science, animal welfare and husbandry
- Crop science
- Entomology and beekeeping
- Wildlife management
- Agricultural economics
- Environment in relation to agricultural production, land use
• Rural development
• Social issues regarding rural/farm populations
• Other topics related to agriculture

Each manuscript received via JCEA online manuscript submission system goes through the review process. Manuscripts that clearly deviate from formats and styles of these guidelines will be returned or rejected before review process.

Original scientific papers

JCEA publishes papers containing results of original research. The material should not be previously published or under consideration elsewhere. The length of original scientific papers should be up to 20 manuscript pages.

Review article

The length of review papers is limited to 18 printed pages, i.e. about 65,000 characters. The usual division into “materials and methods, results and discussion” may be replaced by more customized structure.

Supplement to agricultural profession

Brief accounts of particularly interesting results can be published as supplement to agricultural profession. Their length is limited to four printed pages, i.e. about 10,000 characters (including figures and tables). They have the same structure as original articles.

Preliminary communication

The Journal publishes short articles that reflect important research findings and should be published rapidly. These findings should be new and unpublished as part of original scientific papers.

Congress reports

Summaries of congress reports are limited to 1,700 characters. They have no chapters, bibliographic references or acknowledgements. Proceedings are published by prior arrangement with the Editorial Board.

Letters

The Journal will publish brief notes of scientific interest to disseminate information and observations of preliminary nature. The length of such notes will be strictly restricted to two pages (approx. 5,000 characters) and publication will depend on general interest of the readers. The title should be written in English and authors’ native language.
JCEA also publishes professional papers and presentations from scientific congresses related to agricultural profession.

Format and styles

JCEA only accepts manuscripts in Adobe® Acrobat PDF file format. Files submitted in unsupported file formats will be automatically discarded. Manuscript text, including tables, figures and cited literature, should be contained in single file. Manuscript text should be arranged as follows:

1. Manuscript title in English
2. Manuscript title in native language
3. Full authors’ names following their affiliation in new paragraph (line)
4. Abstract in English
5. Keywords in English
6. Abstract in native language
7. Keywords in native language
8. Detailed abstract in English if manuscript text is in native language or detailed abstract in native language if the article is written in English
9. Manuscript text including tables and figures in their respective place
10. References

General manuscript style guidelines:

- Use A4 page size
- Leave 25mm margin from all page edges
- Do not put anything in page header/footer area except optional page numbers
- Use single space between lines for all text including tables and figures captions
- For text use left justification; tables and figures should be centered on page
- Do not break (hyphenate) words on right margin
- Use only Arial 12 point font type for all text except for manuscript title, headings and author affiliations
- Use Symbol font for displaying Greek letters and symbols
- Do not use bold or italic font face for emphasis
- Use italic for words and symbols, such as scientific species names, that should appear italicized in print
- Use subscript and superscript words and symbols, such as chemical formulas, that should appear below/above surrounding text in print

Manuscripts written in member countries national language must have manuscript title, abstract, keywords and detailed abstract written in English language.

In the case that manuscript is written in English language addition of the manuscript title, abstract and keywords in national language is recommended. Inclusion of the detailed abstract in national language in this case is optional.
Page style

Manuscript pages must be in standard A4 (210 mm × 297 mm) size with portrait orientation. Use landscape page orientation only for tables and figures that wouldn’t fit otherwise.

Regardless to page orientation, the margin on all four sides of page must be at least 25 mm wide. That area is used by JCEA automatic online publishing system, so anything within that area is going to be erased in manuscript publishing process. You can use margin area for temporary data such as page numeration.

Manuscript title

Authors should include all information in the title that will make electronic retrieval of the article sensitive and specific.

Manuscript title in English must appear at the top of manuscript, followed by manuscript title in native language. Manuscript in native language must be written using Latin letters.

Write manuscript titles using bold 18 point font size. Leave at least 5 mm of space between top page margin and highest title letter. Do not place punctuation (.) at the end of the title. Write manuscript title using lower case letters except for the words that start with uppercase letter and the first letter of the title.

Authors

List all authors with full names in one line just below manuscript title separated by a comma (,) and a space. Last author should be separated with the word “and”. You must provide author’s full first and last name; use initials only for author middle name.

Write author’s family name in uppercase letters. If authors belong to different institutions, following author’s family name there should be an index number in superscript designating affiliation.

List all affiliations (each in a separate line) according to the list of order of authors. Affiliations must be written in the language the paper is written in. If the paper is in English, carefully check the official English translation of institution and departments.

Write authors’ affiliations using 10 point Arial font. Add institution names indexed with superscript numbers corresponding to each author. Set paragraph space 6 point before and after each line.

Corresponding author must be marked by adding asterisk (*) after author’s index number. Also highlight author’s contact information by stating author’s valid e-mail address followed by word “* correspondence” at the end of the line containing author’s affiliation.
Abstract

Abstract in English should be informative. It should give the context or background for the research and should state the goals, basic procedures, main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the research or observations. Abstract should not have any special headings (Goals, Results…). It is often presented separately from the article, so it must be self-contained. For this reason references should be avoided, but if absolutely unavoidable, then cite author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

Abstract should be written as a continuous text that consists of one paragraph only. The text of abstract should be written below the word “Abstract” with a 24 point space above it.

Keywords

Put keywords in new line after abstract. For phrase “Keywords” use bold font and after phrase put a colon (:) following one space and list of up to 10 keywords using plain (not bold) font. Sort keywords in alphabetical order and separate them with a comma (,). Avoid the full stop after the last keyword (.).

For keywords use only terms that are relevant to manuscript subject. Don’t use any special symbols or abbreviations as keywords; use full words instead (e.g. for chemical compounds, write full name instead of short notations).

For keywords in native language use phrase “Keywords” in corresponding language

Detailed abstract

Detailed abstract is the privilege of the authors from member countries.

If the paper is in native language of the authors’, detailed abstract in English is obligatory.

The text of abstract should be written below the word ‘Detailed abstract’ with a 24 point space above it.

Detailed abstract should provide sufficient information about methods, results (with reference to the tables and figures), and discussion. The purpose of this detailed abstract in English is to give the reader full understanding of the work in all essential respects.

If the paper is in English, it is recommended to write detailed abstract in authors’ native language.
The main text

The main manuscript chapters may vary, depending on the type of theme and research. The general outline is: Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References. If not needed, acknowledgements may be omitted. This scheme may not be suitable for every publication (economics, sociology). Authors should adjust their chapters according to their topic but follow the general outline as much as possible.

There should be no blank lines between paragraphs. Text has single space and a 6 point gap above and below. Prevent widowed titles by having at least two lines of text of the immediate paragraph under the title.

For main headings use 14 point font and for subheadings use 12 point bold font. Both full and sub heading styles have a 6 point gap above and below. Don’t numerate headings and don’t put any breaks (page break, column break, etc.) in front of headings.

Illustrations (Tables, Figures, Photographs, Schemes, etc.)

All tables, figures and other illustrations should be placed in the text, where most suitable. Be sure that each illustration is cited in the text. Illustration and tables, including their titles, must be easily readable and self-explanatory.

Each group of illustrations (Table 1., Table 2., Figure 1., Figure 2.) should be consecutively numbered in the order of their first citation and appearance in the text and for everyone should a brief title (caption) should be supplied. If the text is in authors’ native language, the title of the illustration should also be written in English.

All text in tables should be written with capitalized first letter of the first word (i.e. only the initial word should be capitalized), i.e. all words for variable names, column headings etc. in tables should start with the first capital letter. If the text of the paper is in authors’ native language, the column and row headings should be written in English.

Place footnotes to tables below the table body and mark them with superscript lowercase letters.

Avoid excessive formatting (bold, italic, underline, usage of colors) and shading in tables and their headings. Put thin border only above and below table’s header row (first row) and thin border below table’s footer row (last row).

Center align all illustrations on page and don’t wrap the text around illustrations. Leave at least 24 points of space around the top and bottom of the illustration.
Illustration captions must include the subject of represented data. Use the same style for illustration captions as for manuscript text. If illustration caption is intended for the table, put it above the table; else put caption below illustration.

Numbers, units of measurement, variables, and values

Unless number is first word of sentence, use digits for numbers (e.g. 1 or 50). After each number indicate measurement unit (e.g. body mass ranged 5 kg to 8 kg) with symbol or abbreviation (e.g. %, €, kg, m$^3$) except for indefinite numbers (e.g. million of Euro). Do not write measurement units as fractions but use the exponential notation instead (e.g. instead kg/day, use kg*day$^{-1}$ or instead of m/s$^2$ use m*s$^{-2}$). A single space should be placed between number and units.

In JCEA all units of measurement should conform to the International System of Units (SI). You can also use units that are commonly accepted and used in agricultural profession (such as hectare, year, Celsius degree, liter, etc.) but aren’t included in SI unit system.

Decimal places are separated with a full stop (.) and NOT with a comma. Use commas (,) as digit grouping symbols for numbers ≥ 1,000 except in dates and time. Always use leading zero for decimals (e.g. use 0.05 instead of .05) and don’t put unnecessary zeros at left and right of decimal point (e.g. use 0.4 instead of 0.400 or use 25 instead 0025).

For time, use 24-hour time system, form 00:01 hours to 24:00 (midnight). Use “day month year” date format. In text always spell out names of months (e.g. 04 August 2011). Don’t use period after the year number.

All biological entities (crops, plants, insects, birds, mammals, etc.) should be identified by their scientific names, in parenthesis, when the native/English term is first used, with the exception of common domestic animals. Write scientific names using italic font in lower case letters with the first letter of genus capitalized. To indicate that the identity of species within a genus is unknown, use “sp.” (singular) or “spp.” (plural).

References and citations in text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full length. Unpublished results and personal correspondence are not recommended as references, but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either ‘Unpublished results’ or ‘Personal communication’. Citation of a reference as ‘in press’ implies that the item has been accepted for publication.
Reference style in text

All citations in the text should refer to:

Single author: the author’s name (without initials) and the year of publication; Two authors: both authors’ names and the year of publication;

Where there are several authors (three and more), only the first author should be used, followed by ‘et al.’ meaning “and others”:

   Horvat, et al. (2005) found that the …
   or indirectly:
   The research (Horvat, et al., 2005) focus was …

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, without space, after the year for each item:

   Earlier research by Horvat (2003a) found that… but later research proposed again by Horvat (2003b) that …

If several works published in the same year are referred to on a single event, or an author has demonstrated the same finding in several publications, they can all be referred to by using lowercase letters:

   Horvat (2003a, b) has stated in more than one occasion that …

Groups of references should be listed first alphabetically, then chronologically.

   …as demonstrated (Horvat, 2008a, 2008b, 2009; Horvat and Szabo, 2010). Horvat et al. (2010) have recently shown …. 

References to the work of an author that appears as a chapter or part of a larger work edited by someone else should be cited within text using the name of the contributory author and not the editor of the whole work. In the reference list at the end of your document, you should include details on both the chapter author and the editor of the entire work.

   In the work on bee products, Schmidt and Buchmann (2003) state …

If the paper’s author is a recognised organisation rather than a person or a team, then it is cited under the body that made the material. This applies to publications by associations, companies, government departments etc. such as Department of the Agriculture or Agency of Agriculture, etc.
It is acceptable to use standard abbreviations for these bodies in the text, providing that the full name is given at the first citing with the abbreviation in parenthesis:

… research in 2009 carried out by the Institute of Agriculture (IA) has shown that …

… recently the IA (2011) has issued annual report …

Secondary sources (second-hand references)

You may come across a summary of another author’s work in the source you are reading, which you would like to make a reference to in your own document. This is called secondary referencing.

Research carried out in the Lakes area by Horvat (1966 cited in Szabo, 1986, p.142) found that …

or indirectly:

… (Horvat, 1966 cited in Szabo, 1986, p.142) …

In this example, Horvat denotes the work to which you wish to refer to, but have not read it directly. Szabo is the secondary source, where you found the summary of Horvat’s work.

EU documents

The name of the institution that is the source of the document (e.g. Commission) Form (e.g. Directive or Decision) Year/Legislation number/ Initials of Institution followed by the date it was passed if known, followed by the title.


REGULATION (EEC) No 1408/71 OF THE COUNCIL of 14 June 1971 on the application of social security schemes to employed persons and their families moving within the Community.


Web sites

When citing material found on a Web site, you should identify the authorship of the Web site. This may be a corporate author, an organization or a company; a guide to
this can be found by looking at the URL or Web address. When finding the date of publication, reference to this might be found at the bottom of a Web page relating to copyright, or at a date headline.

**Publications available from Web sites**

Author or corporate author, (Year) Title of document. [type of medium] Place: Producer/Publisher. Available at: include web site address/URL(Uniform Resource Locator).[Accessed date].


**Reference list**

**Articles from journals**

For journal articles the required elements for a reference are:

Author, Initials., (Year) Title of article. Full Title of Journal, Volume number (Issue/Part number), Page numbers. DOI (if DOI available, obligatory)


**Book reference:**

Author, Initials., (Year) Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a city, not a country): Publisher.


or


Chapter author(s) surname(s) and initials (Year of chapter) Title of chapter followed by In: Book editor(s) initials and surnames with ed. or eds. after the last name. (Year of book) Title of book. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

For multiple works of the same author the required elements for a reference are:
Author, Initials., (Year) Title of book. Place: Publisher.


Corporate author (Year of publication) Full title of annual report, Place of Publication: Publisher.


For an e-version of an annual report. The required elements for a reference are:
Author or corporate author, Year. Title of document or page, [type of medium] Available at: include web site address/URL (Uniform Resource Locator) [Accessed date]


Conference paper

Authorship, (Year) Full title of conference paper. In: followed by editor or name of organisation, Full title of conference. Location, Date, Place of publication: Publisher.


The organization of Reference List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters ‘a’, ‘b’, ‘c’, etc., placed after the year of publication.

References should be written in 12 point Arial, single space with 17.5 mm line hanging and a 6 point gap above and below.


Online manuscript submission

Only manuscripts submitted electronically via JCEA online manuscript system will be taken into consideration for publishing in JCEA. JCEA online manuscript system is designed for manuscript submission and tracking manuscript status throughout manuscript publishing process. Journal’s manuscript submission system can be found at http://jcea.agr.hr/users/

In order to use JCEA online manuscript system you need to sign in using existing account or by creating a new one. The system also requires that the cookies are enabled in browser settings. For more information about signing into system please refer to: http://jcea.agr.hr/help/signinhelp.php

JCEA online manuscript submission system is a wizard step-by-step system that allows you to submit manuscripts in five steps. Until you finish all five steps, the manuscript won’t be considered as submitted. You don’t have to finish all five steps at once; you can resume with the manuscript submission process at any time by clicking on submission title in home page.

In order to submit a manuscript you must enter the following information into the online submission system form:

1. Manuscript title in English and optionally in native language for the authors from member countries

Plovdiv
Bulgaria
Zagreb,Osijek
Croatia
Česke Budejovice
Czech Republic
Keszthely
Hungary
Bydgoszcz
Poland
Napoca
Romania
Nitra
Slovakia
Ljubljana
Slovenia
Kragujevac
Serbia
2. Manuscript abstract in English and optionally in native language for authors from member countries
3. Keywords in English and optionally in native language for authors from member countries
4. Manuscript type
5. Total number of manuscript pages
6. Total number of tables
7. Total number of figures
8. Names of manuscript authors
9. Obligatory e-mail address for corresponding author
10. Manuscript file in PDF file format

Once the manuscript is submitted, the system will automatically send an acknowledgment message on user’s e-mail address. The manuscript will be examined by one of Journal’s editors in shortest time. After technical approval, Journal’s editor will find appropriate reviewers for the manuscript. Depending on the manuscript’s topic this process can take up to six months.

Official manuscript status can be found on Journal’s online system tracking page. Manuscript status is visible only by user who had submitted the manuscript. Manuscripts that have “submission in progress” status aren’t visible by Journal’s editors and won’t be processed until manuscript submission isn’t completed with upload of the manuscript’s full text pdf file.

Peer review

After all steps of manuscript submission have been completed, Journal’s editorial staff will examine if the manuscript technically complies with the guidelines. In case the manuscript doesn’t follow the guidelines outlined in this document, the Journal’s editors will likely return the manuscript to its authors before sending the manuscript for review.

In case the manuscript subject or content is not appropriate for publication in JCEA, the manuscript won’t be sent for review and its author will receive the explanatory letter from the editor.

Manuscripts that follow technical requirements of these guidelines are being assigned for review by Journal’s editorial staff. Each manuscript is assigned to at least three reviewers from at least three different member countries. Manuscripts whose authors are from member countries must provide one review from author’s origin country.

Reviewers have immediate access to the manuscript and are given three weeks before sending the reminder notice. If the reviewer doesn’t respond to the reminder notice, Journal’s editors will automatically reassign the manuscript to another reviewer. It may take more than 2 months before the editor receives a complete set of reviews results.

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The result of the review can be the acceptance of the manuscript in its current form, its acceptance after revision, acceptance after major revision and manuscript rejection. After receiving a full set of reviews, Journal's editors will make proceeding manuscript decision according to the results of the review. Results are sent to the corresponding authors only if the Journal’s editor got the complete decision set of reviews.

Revision time limitation for manuscript is three mounts from the date of placing correction request. In the case when authors do not provide, using Journal’s online system, revised manuscript version during legitimate revision time the manuscript submission will be considered rejected. The date of placing manuscript revision request, together with revision status is visible at Journal's online system manuscript tracking page.

Manuscripts acceptance and rejection policy

Several manuscript revisions may be necessary before Journal's editors decide on manuscript acceptance or rejection. Journal's editor can decide on manuscript acceptance only based on at least two positive reviews. In rare instances Journal’s editors may decide to accept or reject manuscripts that don’t follow reviewer’s recommendations. In the case of manuscript acceptance or rejection the author will receive an explanation letter from Journal’s editors.

For manuscripts that have been rejected the author may ask Journal’s editorial board for reconsideration. If the author resubmits the rejected manuscript without reconsideration letter to Journal’s editorial board, the submission will be considered invalid.

Accepted manuscripts will enter in publication queue and will be published in upcoming issues. The order of manuscript acceptance is not necessarily the order of their publication in the next issues of the Journal.

Prior to publishing each manuscript will go throughout several iterations of technical checking and it’s author’s responsibility to prepare the manuscript according to this guidelines. Manuscripts that don’t fulfill technical requirements cannot be processed by publishing system. In the case that manuscript technically does not comply with this guidelines, Journal’s Editors, regardless to manuscript’s review status can request from corresponding author necessary technical corrections on the manuscript. Manuscripts for which Journal’s Editors have requested technical corrections will be pending outside of the publishing queue until the author doesn’t re-upload technically correct manuscript version.