

## FORMATTING REQUIREMENTS

Submitted manuscript should be prepared and submitted in the editable files (i.e. M-S Word). Papers should be presented in single column, Times New Roman; font size 12, Alignment; justified, with 1.5 spacing and 2.54 cm margins. **Author(s) are requested to insert continuous line numbers in the manuscript.** To do this in Word document, go to Page Layout > Line Numbers > Continuous.

Average submission page length can be up to 20 pages including Figures, Tables and References.

### Figure captions

Ensure that each illustration is accompanied by a caption. The caption should consist of a short title (not on the figure itself) and a description of the figure. The figure caption shall be placed below the figure. Keep the text in the figures themselves to a minimum, but explain all symbols and abbreviations used.

High quality figures and attachments should be sent separately from the manuscript, each as a separate file. The figures should be prepared either in JPG or TIFF format ( in colour, resolution 300 ppi and grayscale 600 ppi). The photos are required to have high offsetting quality.

### Tables

Please submit tables as editable text, not as images. Tables should be placed next to the corresponding text in the article. Number the tables consecutively according to their appearance in the text. The brief table caption shall be placed above the table. Use tables sparingly and ensure that the data presented in them do not duplicate results described elsewhere in the article.

Figures and Tables should be incorporated into the submitted text, so reviewers can see them in context. Permission to use other people's material should be obtained and the source indicated in square brackets.

### Math equations

Math equations shall be submitted as editable text, not as images. Use the MS Word equation editor to create the equation. Number equations with numbers in parentheses, e.g. (1). Do not use punctuation after numbered equations.

### Units

The use of SI units and their standard symbols and abbreviations is encouraged. Put unit symbols in figures, tables, and descriptions of equation symbols into square brackets, i.e. [m/s]. A space should always be inserted between a number and the unit, except for the degree symbol.

Do not mix full spellings and abbreviations of units. Be consistent in using unit symbols throughout your paper. To avoid confusion with math symbols, do not italicize unit symbols.

### Reference List

Reference list should be prepared as per APA citation style guidelines. More details on how to write your reference list can be found at: <https://www.bibme.org/citation-guide/apa/> .

References shall be listed in the order in which they appear in the text, at the end of the paper, and numbered with numerals in square brackets.

Punctuation and spacing in the reference list are very important, please follow them strictly. The use of the DOI is highly encouraged.

When copying references from other source, please be careful as they may already contain errors.

## EXAMPLE OF A REFERENCE LIST

### *Journal Article*

Author Surname, X. Y., Author Surname, X. Y., & Author Surname, X. Y. (Publication Year). Article title: Subtitle. *Journal Title*, Volume(issue), page range. DOI or URL

[1] Mišković, D., Jelaska, I., & Ivče, R. (2019). Attitudes of Experienced Seafarers as Predictor of ISM Code Implementation: A Croatian Example. *Promet - Traffic & Transportation*, 31(5), 569-579. <https://doi.org/10.7307/ptt.v31i5.3118>

### *Book: print*

Author Surname, X. Y. (Publication Year). *Title of the book*. Publisher.

[2] Anderson, P. (2003). *Cracking the Code – the Relevance of the ISM Code and Its Impacts on Shipping Practices*. The Nautical Institute, London.

### *Book: online / electronic*

[3] Hair, J.F., Black, B.W.C., Babin, B.J. & Anderson, R.E. (2019). *Multivariate Data Analysis*. Eight Edition. Cengage Learning, EMEA, United Kingdom. Retrieved from <https://dokumen.pub/qdownload/multivariate-data-analysis-8th-edition-1473756693-9781473756694-1473756545-9781473756540>

### *Chapter in an Edited Book*

Author, X. Y., & Author, X. Y. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#). Publisher.

[4] Partridge, H. & Hallam, G. (2007). Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. pp. 149-170. Wagga Wagga, Australia, Centre for Information Studies.

Conference papers and proceedings – published. If conference proceedings are published:

- regularly (in a journal) - treat like a journal article
- as a book - treat like a book or book chapter

### *Conference paper online - in regularly published proceedings or retrieved from a library database*

[5] Mišković, D., Ivče, R., Koboević, Ž., & Car, M. (2019). Impact of maritime regulatory compliance on maritime Safety. *Proceedings of the 1st International Conference of Maritime Science & Technology Naše More*, 415-424. <https://drive.google.com/file/d/1vUedl-6Qu7GXHfKMeM5t87wW0zowxoEy/view>

### *Thesis*

Author, A. A. (date). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis, the name of the University, city, country). Retrieved from <http://xxxxx>

[6] Thomas, R. (2009). *The making of a journalist: The New Zealand way* (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Retrieved from <http://hdl.handle.net/10292/466>

### *Web page/website*

Author or Organization Name. (Year, Month Day of Publication ). *Title of the Website*. URL

[7] European Maritime Safety Agency. (2021, December 15). *Annual Overview of Marine Casualties and Incidents*. Retrieved from <http://www.emsa.europa.eu/publications/reports.html>