

## INSTRUCTIONS TO CONTRIBUTORS

“Ekonomska i ekohistorija (Economics and ecohistory)” magazine publishes articles and papers, subject to review and those which are not. Papers, categorized as scientific, must have 2 (two) positive reviews.

The reviewed papers are categorized in the following manner:

1. *Original scientific articles, short notes, previous notes, scientific conference presentation* - with yet unpublished results of original research in complete or preliminary form; must be laid out so that accuracy of research can be verified.
2. *Revised papers* - with original, abbreviated, concise and critically viewed summary of a certain field of work or its part, with active participation of the author; his/her original contribution in the field, in comparison to already published papers and their detailed overview, must be included.
3. *Professional articles* - with useful contributions in the field of expertise, and/or aimed at professionals in that field; this does not have to be an original research.

The magazine also publishes articles from the category Materials/Documents, regulated as prepared original documents.

The category is proposed by two reviewers. In case they disagree on the category, it will be decided by the Editorial staff. The category is listed and published in the article title/heading. The editors have the right to make small amendments, corrections and editing of written and graphic material, as long as it doesn't affect the content and meaning of article in a substantial way.

The editorial staff will not be responsible for opinions expressed in articles and published papers. As a rule, the magazine is published twice a year; contributed papers and documents are not returned to senders.

“Ekonomska i ekohistorija (Economics and ecohistory)” magazine also publishes reviews on books and periodicals; occasionally, it will publish notes, annotations, comments, reactions etc.

Once an article is accepted, the author cannot publish it elsewhere without editorial approval, provided the republishing is done with remarks on where it had been published first.

Contributions for magazine must be computer-written, in a Microsoft Word format (Word 6.0 and newer versions); in extreme cases, we accept a MS Word-compatible program; all texts must be in a word-format (\*.doc); accepted font is Times New Roman, size 12 with 1,5 paragraph spacing; notes should be lettersize 10, with single spacing. The editors should receive 1 hardcopy printout and a copy on a floppy disk (or CD-ROM).

Articles and papers can be delivered to the editors in person, or sent to the below listed addresses, with a note - "Ekonomska i ekohistorija" magazine:

- Editor Hrvoje Petrić, Institute of Croatian History, Filozofski fakultet, Ivana Lucica 3, HR - 10000 Zagreb, Croatia, e-mail: h.petric@inet.hr, or
- Publisher "Meridijani", Meridijani, p.p. 132, 10.430 Samobor (for "Ekonomska i ekohistorija"), e-mail meridijani@meridijani.com

The articles should not exceed the size limit of 60.000 characters (32 pages); authors get a free copy of the magazine.

Tables, graphics (designs, charts, etc) and photographs should be numbered and be allocated in the text in a parallel manner, so it can be inserted next to the text. Graphics must be in their original, each on a separate sheet/page of A4 format; the table heading (abbrev. 'Tab') should be above the table, and the source below it. In general, original scientific papers cannot use graphic documentation by other authors; if such documentations/graphics is used, the original author should be quoted; in using old maps, charts and graphics, author name should be included, together with the source and/or institution where the original graphics is kept, as well as signature, if existing.

Each author must submit the following data on the paper and the author:

- a) paper title
- b) author name(s)
- c) institution name/address the author is employed with
- d) reviewed articles must be accompanied with a summary in a language the whole text is written in, and additional summary in one of the world's languages; summary should have a general overview of the topic, methodology, results and short conclusion; it should be in neutral gender, avoiding passive verbs; ideally, it should be a 250 word-summary.
- e) key words in Croatian language or in another world language (in which the paper was written).

### **Quotations and remarks**

Author's last name is written in printed, capital letters, with first name in small letters; the title should be in small, regular letters, while the the work is in italics; in quoting books and articles, it's optional to include page, with "p" (page); the best practice is to write the page number only; when the same work is cited in the paper somewhere else, an abbreviated title should be used, with author's last name and first name initial, first few words of the paper/article and number of pages.

Another way to quote is to use the author's last name, his first name initial (small letters) publication year and page number; if the same author in the same year has 2 or or more texts published, then the year is cited with a letter appendix (ie., 2005a, 2005b, 2005c, etc).

Finally, the article/paper may, but not necessarily, be submitted with a list of literature ad sources used in alphabetical order.

*Ekonomaska i ekohistorija*  
*Economic- and Ecobistory*

Časopis za gospodarsku povijest i povijest okoliša

Journal for Economic History and Environmental History

Volumen VI. / Broj 6  
Zagreb - Samobor 2010.  
ISSN 1845-5867  
UDK 33 + 9 + 504.3

**Nakladnici / Publishers:**

Društvo za hrvatsku ekonomsku povijest i ekohistoriju  
*Society for Croatian Economic History and Environmental History*  
Ivana Lučića 3, HR - 10000 Zagreb  
tel.: +385/1/61-20-148, fax: +385/1/61-56-879

Izdavačka kuća Meridijani  
p.p. 132, 10430 Samobor  
tel.: 01/33-62-367, faks: 01/33-60-321  
e-mail: meridijani@meridijani.com  
www.meridijani.com

**Sunakladnici / Co-publishers:**

Međunarodni istraživački projekti: "Triplex Confinium - Hrvatska višegraničja u euromediteranskom kontekstu" (voditelj prof. dr. sc. Drago Roksandić) i Triplex Confinium - "Hrvatska riječna višegraničja" (voditeljica: doc. dr. Nataša Štefanec) Zavoda za hrvatsku povijest Filozofskog fakulteta Sveučilišta u Zagrebu

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**Prijelom / Layout:**

Meridijani, Alan Čaplar

**Za nakladnike / Journal directors:**

Petra Somek, Hrvoje Petrić

**ISSN:**

1845-5867

**Tisak / Print by:**

Bogadigrafika, Koprivnica 2010.

**Na naslovnici / Cover:**

Vrh Kalnika Vranilac / Vranilac, Peak on Kalnik Hills  
foto / photo: Alan Čaplar

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**Tiskano uz potporu Ministarstva znanosti, obrazovanja i športa RH i Koprivničko-križevačke županije**

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