

Guidelines for contributors

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Papers will be reviewed by at least 2 critics from corresponding field and language edited. Papers are classified by reviewers into: original scientific paper, review paper, preliminary communication, conference paper and professional paper. English version of abstract and key-words in the Croatian printed texts are placed at the end of the paper after literature chapter and vice versa.

The submitted manuscripts should be sent to Editorial Board in electronic form (e-mail: ruzica.loncaric@pfos.hr), and should meet propositions as follows:

- Maximum paper scope, including text, tables, graphs and figures (as well as title, summary and key words in Croatian and English language) is 8 pages.
- Margins 3,0 cm left, 2,5 cm top, bottom and right.
- Use single linespacing and justified alignment
- Paper title, authors and subtitles should have left alignment
- In list of references use hanging indent by 0,5 cm.
- Do not use page numbering.
- Texts should be written in Microsoft Word for Windows, version 6.0 or higher, font Times New Roman, size 12 points.
- Titles should be written in bold lowercase letters, font size 14 points.
- Authors (full names and surnames) size 12 points, addresses size 11 points italic.
- Subtitles lowercase, bold, size 12 points.
- Use solely empty lines for line spacing (size 12 points): before subtitles, between the title and the list of authors, between authors' names and addresses, before table titles and after tables.
- Start of a section/paragraph in text should not be indented by the tabulator; paragraphs should be separated using the enter key.

Generally, all papers should be divided into the following sections:

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ABSTRACT: abstracts contain the aim of the paper, essential research results and a brief conclusion. The authors are advised to make their abstracts short (700 characters, including spaces). Not more than five keywords should be given, separated by commas.

INTRODUCTION: displays an idea and aim of the conducted research. Very selective review of the literature may also be given here.

METHODOLOGY: must contain sufficient data for other researchers to repeat the experiments without any additional information. For known methods and research techniques quote the authors and references.

RESULTS AND DISSCUSSION: determined facts and regularities are described, phenomena are explained whereas set up hypothesis is confirmed or denied. Significance of the own investigations should be substantiated by comparing them with other authors' papers. Care should be taken in avoiding repeated data in tables, graphs and again in text.

CONCLUSION: contains synthesis of the investigations and results. While writing take care of the presentation graduation.

REFERENCES: references should be listed alphabetically by putting ordinal number before the first author, full data is required (authors, year, reference name, editor, editing place, pages).

Tables (table width from the left to the right margin), graphs and photographs (black and white, with high resolution) must be incorporated into text. Numbers and titles of tables should be written above the tables. Table contents should be separated by a minimum set of horizontal lines (0.5 points). Illustrations and graphs are also numbered, with the numbers written below graphs.

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