

# INSTRUCTIONS TO THE AUTHORS

## 1 In general

*Croatian Journal of Forest Engineering* (CROJFE) publish previously unpublished scientific papers from the field of forest engineering. Three copies of the paper need to be delivered to the address: Assistant Professor Tibor Pentek, Ph.D., Editor-in-Chief of CROJFE, Svetošimunska 25, HR-10 040 Zagreb, Post Office Box 442, Croatia [Tel: +385 (0)1 235 2417, Fax: +385 (0)1 235 2517, e-mail: [pentek@hrast.sumfak.hr](mailto:pentek@hrast.sumfak.hr)]. Each paper received will get a registration number. We kindly ask that during future correspondences, you use only the identification number you received. Furthermore, please bear in mind that the editorial and review work will be considerably easier and faster if you carefully read and follow these instructions when preparing your work.

## 2 Journal's objective and scope

The journal publishes scientific papers from the field of forest engineering which arise both on the basis of theoretical or empirical insights. Research phenomena in forest engineering, from general to applied have been covered thematically.

## 3 Papers

CROJFE publishes three types of papers. These include: original scientific papers, review papers and reports. All three types of papers, together with all attachments (tables, graphs, pictures...) should take up no more than 7 printed pages in the journal. That is approximately 5500 words. For each non-textual attachment (table or picture), the maximum number of words should be reduced to 250.

## 4 Reviews

All works are reviewed internationally. As a rule, two or more reviewers independently review the received papers using editorial instructions and the received review forms. Reviews will be completed within 5 weeks of receiving the paper. The chief editor suggests who the reviewers should be, is in contact with them, collects their reports and if the need arises, adds his or her notes to theirs. As a rule, the reviewers of each paper are the leading experts in the field that the paper to be published deals with. The final decision on whether the paper is accepted for publishing in the journal is determined by the chief editor. The magazine's editors especially thank the reviewers for their help in grading the work, as well as their suggestions for possible improvements. The list of reviewers will constantly be extended with new experts from specific fields, primarily those who actively help in promoting CROJFE.

## 5 Preparation and delivery of manuscripts

The papers to be reviewed are to be delivered in an electronic format, as well as being printed on a computer printer. The work must be written well in English and prepared using a computer word processor that is integrable with Microsoft Word 97. Paper size should be A4 (210 mm × 297 mm) and margins on all sides must be 2,50 cm. Each page of the paper must

be numbered in the lower right corner. Roman font style (*Times New Roman*), size 12 (unless otherwise stated) must be used and the text must be double spaced between rows. Do not bolden, underline or in any other way emphasise any part of the text unless specified in these instructions. Raster pictures (e.g. photos) must be of high quality, minimum 400 dpi resolution and of sufficient dimensions for printing. If there are drawings, graphs, diagrams and similar, their originals in vector format are required. Each table or picture must be delivered on a separate page. Works with incomplete or low quality pictures or tables will not be given for review.

Three printed single page copies and one electronic copy of the work (CD-ROM, e-mail), accompanied by tables and pictures need to be sent in. In addition, you must attach a declaration that the article which was sent hasn't already been published or is registered for publishing in any other publication.

## **6 Paper format**

The paper prepared for publishing must have its segments presented using the following sub-items.

**6.1 Title.** Must be as short as possible whilst giving a good insight into the theme of the paper. It is to be written with capitalised first and other letters in agreement with English grammar, bold, font size 14, centered in the space available.

**6.2 Authors of the paper.** Written below the title without the authors' titles, bold, centered on the paper, author's first name followed by their family name; authors are separated using a comma.

**6.3 Authors' titles and addresses.** Printed at the very end of the work. Along with the author's title, name and family name, the author's correct address, telephone and fax number, and e-mail must also be given.

**6.4 Abstract.** Must have a maximum of 250 words, must describe the problem researched, methods and materials used, area of research and give a summarised description of the most important conclusions.

**6.5 Key words.** The paper must contain up to 7 key words by which it is recognisable.

**6.6 Main text in the paper.** Main text in the paper should be divided into corresponding chapters and numbered according to importance. Individual chapters can be adjusted to the subject work.

1. **Introduction.** It should contain the problem being researched, give an overview of earlier studies on the subject problem, and define the state of current studies.
2. **Overview of studies to this stage.** Depending on the problem the paper deals with, its coverage and the area of interest, this could be a separate chapter.
3. **The study's problem area or theoretical analysis.** Must be written in a way which explains the development of theoretical propositions highlighting the study's problem or in a manner in which they are linked to the results of the study.
4. **Materials and methods used in the study and the research procedure.**
5. **Area of study.** The area of interest in which the research was conducted must be described.

6. **Results of the study.** Must be shown with references to the corresponding tables and pictures. The best method for presenting the study results must be selected. The same data must not be displayed in two ways, e.g. graphically and in a table.
7. **Discussion.** This should be a separate chapter, although sometimes, the results of the study and the discussion can be grouped together.
8. **Conclusions.** This, final chapter, must be an essential part of the paper. This is where the main, summarised conclusions are made.
9. **Literature** (See chapter 7.4)
10. **Measurement and mathematical symbols** (See chapter 7.3)

## 7. Article layout

**7.1 Titles.** The titles must be as short as possible and include key words. Chapter titles, tables and pictures must be capitalised, while the other words, except for names of persons and geographical titles, begin with small letters. No full stop comes after the heading. Measurement units in the table titles, headings of pictures and tables, must follow after the comma (e.g. Minimum value of  $P$ , kW).

**7.2 Measurement units.** Only national legal measuring units should be used, which belong to the SI system anyhow (french *Système International*, engl. *System International*). In agreement with this, unit names, as well as their symbols, must be written in accordance with the legal provisions, or Croatian and international standards.

**7.3 Measurement and mathematical symbols.** Mathematical and measurement (physical) magnitudes must be clearly described. As such, e.g., the Croatian Law on Measuring Units explicitly prescribes three characteristics units must have: value, symbol and name. Each measuring unit belongs to a specific measurement (physical) magnitude. When a larger number of mathematical, or measurement magnitudes and units are used, they must be listed separately and described in the chapter **Measurement and Mathematical Symbols**. Each symbol also needs to be listed and described textually when it first appears due to the duality in writing of some mathematical symbols (e.g. comma, full stop...), in CROJFE publications, a comma (,) will be used as a decimal point in conjunction with the ISO 31-0 standard, while a raised period in the middle of a line (°) as a second multiplication sign (the first sign is an  $\times$ ). (A supplement from one journal published in English: *Please note that the decimal point is indicated by a comma, in accordance with ISO 31*. Interpreter's remark: all ISO standards use a comma as a decimal point, while a raised period and cross in the middle of a line are used as multiplication sign!)

**7.4 Citing and listing of references.** The text cited in works is done in accordance with the Harvard system. The family name of the first and possibly the second key author of the paper are placed inside the brackets, followed by the year of publishing, e.g. (Pentek 2004) or (Pentek and Horvat 2004). If the work is signed by more than two authors, the abbreviation *et al.* must be placed after the family name of the first author, e.g. (Pentek et al. 2004). If several works need to be cited consecutively, details of each work are separated with a comma and in case of several works by the same author during the same year, they must be separated by adding Latin letters, e.g. (Pentek 2003a, Pentek 2003b, Horvat 2004).

The work should have a list of references in a separate chapter, in alphabetical order starting with the family name of the first author. If the source of references is a book or an article, it must contain (in this order):

- ⇒ author's name (if they are unknown, name of the editor or the name of the organisation that published it)
- ⇒ year of publishing
- ⇒ title of the work in native language and the English translation
- ⇒ full name, year and number of the publication where the work was published, as well as page numbers if it came from the book, or the starting and finishing pages for articles from a journal
- ⇒ name of the publisher and place of publishing (for books).

If the source came from the internet, it is necessary to state the date and the web address of the documents used.

### Examples:

#### Journal

1. Pentek, T., Pičman, D., Nevečerel, H., 2004: Srednja udaljenost privlačenja drva (The mean wood skidding distance), Šumarski list 127(9–10), p. 545–558.

#### Book

2. FAO, 1974a: Logging and log transport in man-made forests in developing countries, FAO/SWE/TF 116, p. .... Rome 1974.

#### Chapter in a book

3. Pentek, T. i D. Pičman (2001): Šumske protupožarne prometnice – osnovne zadaće, planiranje i prostorni raspored (*Forest fire prevention roads – basic tasks, planning, and distribution in the space*). In: Znanost u potrajnom gospodarenju hrvatskim šumama (Matić, S., Krpan, A. P. B., Gračan, J., ed.), Šum. fak. Sveuč. u Zagrebu (Forest. Fac. of the Uni. of Zagreb) and Šum. institut, Jastrebarsko (Forest. Inst. Jastrebarsko), Zagreb, p. 545 – 554.

#### Conference paper

4. Sever, S. i D. Horvat (1997): Choosing and Application of Forest Soft Machines. In: Proceedings of the 7<sup>th</sup> European ISTVS Conference. International Society for Terrain-Vehicle Systems, Ferrara, Italy 1997, p. 549 – 556.

#### Law, statute, guideline and similar

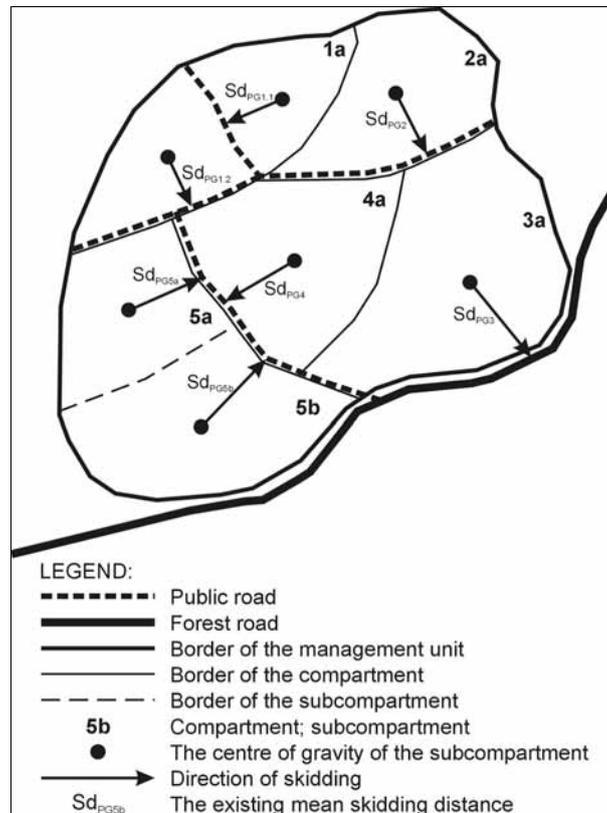
5. Basic Demands about the agriculture and forest tractors (2001) Official Gazette of the Republic of Croatia, NN 75/2001.

#### World Wide Web site

6. Croatian Journal of Forest Engineering (2005) <<http://crojfe.sumfak.hr>> (Accessed 1 November 2005).

**7.5 Pictures.** Pictures are all illustrations, drawings, graphs, diagrams and photographs. Each picture must be attached on a separate page. They are numbered in the order they appear in the text (picture 1, picture 2). The title is placed beneath the picture. Key information necessary for interpretation of the picture is placed beneath the picture's title if it hasn't already been specified inside the picture itself. Diagram and graph legends must be written in small letters, apart from the first word which has its first letter capitalised. Pictures must be complete with all legends and titles for the purposes of being cited in the text.

Example:



**Figure 1** The scheme of determining the existing geometrical mean skidding distances of the subcompartment

**7.6 Tables.** Each table must be placed on a separate page and numbered with Arabic numbers in the order it appears in the text (table 1, table 2 etc.). Table's title is located above its upper corner.

Example:

**Table 1** Surface, growing stock and 10-year harvesting volume in the studied object

Surface, ha	440
Growing stock, m <sup>3</sup>	63 910
10-year harvesting volume, m <sup>3</sup>	11 774

**7.7 Footnotes.** Footnotes are not used in the main text of the paper, but can be used with tables.

**7.8 Roman numerals.** Can be used on diagrams and graphs, but not for numbering in the text.

## 8 Sending the manuscript in an electronic format (memo)

Apart from the text prepared in a word processing programme, if possible, a copy of the text should be prepared in the ASCII format. Make sure that both versions (both paper and the electronic) are the same. Order of chapters must be as stated in point 6.6 of these instructions, while the pictures and tables must be in files separate from the text. Use double spacing between lines when ending headings and paragraphs (2 × ENTER). The text must be justified between the left and the right margin. Do not separate words in the working version of the text. When writing text, take care with spacing between words and after punctuation or sentence symbols (full stop....). Protect the disc suitably to avoid damages during handling.