

INSTRUCTIONS FOR THE ASSOCIATES OF CCP

CCP will accept unpublished manuscripts that are mailed to the one of the following addresses: Vlačka 38, 10000 Zagreb or Kontakova 1, 10000 Zagreb. The manuscripts should be typed on one side of A4 paper, with the double line spacing (app. 30 lines per page, and 60 characters in a line). The Editorial board of CCP retains its right to standardize manuscript according the standards of CCP and Croatian language. The received manuscripts will not be mailed back to the authors. It is eligible that the manuscript is accompanied with the digital media (floppy disk or CD) written in any of MS(DOS) programs (formats). Each contribution (article) should have a brief summary in Croatian and larger one (app. 1800-2500 characters) that will be translated into English. By the same token, an each contribution should have several (4-5) key-words.

Classification of the scientific papers (author suggests category, but the final decisions stays upon the Editorial board concerning propositions of two reviewers):

1. *Original scientific paper* contains presently unpublished results of primary investigation. The manner in which these results are delivered should be verifiable, as well as the correctness of the entire analysis.
2. *Preliminary communication* should contain one or several new scientific information but lacking enough details that could enable one to validate these results as it is possible in the case of original scientific papers. This category also could contain info about the investigation that is still in progress.
3. *Review* should contain a complete assessment of a certain problem and tendencies of its solutions, followed by critical apparatus and scientific evaluation. Used literature should cover most of the published sources regarding the problem, so that enables reader to gain complete information on the issue.
4. *Professional paper* should contain a review of an original solution to the certain problem, or description of significant practical exercises and should be a contribution to the broadening of knowledge regarding certain problem.

The associates should follow these requests:

Footnotes/endnotes should be marked as a continuing flow of numbers starting from 1, throughout entire manuscript. Regarding the citation of literature authors should follow any of coherent citation (quotation) system. Our suggestion is: Books: name of the author (or the first letter) written in regular scripture, surname written in CAPITAL LETTERS, title (and subtitle) written in *cursive/italic letters*, place of publication, publisher, year of publication and referred pages written in the regular scripture; Periodicals: title of the periodical in *cursive/italic letters* (but title of the article should not be written in cursive), number of volume and year of publication (in brackets) in regular scripture, as well as number of the pages.

Evaluations and reviews of domestic and foreign publications should be app. 7200-14400 characters, containing exact bibliographical quotation of the reviewed issue. All other not mentioned and not classified contributions should be approximately of the same length.

Authors should also deliver following data: name and surname (family name), academic title, their affiliation (i.e. title and address of the institution where they are working).

Editorial board of CCP