

GUIDELINES FOR AUTHORS

Geoadria is published biannually, in June and December, in Croatian and in English. The papers published in the journal are subject to at least two reviews, and are classified into the following categories:

- a) Original scientific paper – original scientific work which contains new results of fundamental or applied research;
- b) Preliminary communication – scientific article that includes at least one or more pieces of scientific information, but without enough details for the reader to check the scientific findings;
- c) Review – generally summarizes the existing literature on a topic in an attempt to explain the current state of understanding on the topic;
- d) Professional paper – work that contains useful contributions from the profession and for the profession. A professional paper does not necessarily include the results of the original research.

The category of the paper which is published in the article header is determined by the editor with the help of two reviewers and editorial board. Other manuscripts and contributions are classified into permanent and temporary sections.

Once reviewed, if necessary, the work is returned to the author who is obliged to adjust it to the reviewers' requests. Once the author submits the paper again, the editorial board determines the compliance of the article with the reviewers' comments.

1. Submission of manuscripts

The Editorial Board accepts manuscripts all year round.

A manuscript is submitted both in Croatian and in English (or only in English) to the following web-page: <https://morepress.unizd.hr/journals/geoadria>. The authors must pay particular attention to the proper structuring of the text of the article and the appropriate length in accordance with recognized standards of scientific methodology.

2. Technical editing

- An abstract with no more than 300 words, keywords and titles of tables and graphics in both Croatian and English are attached to the manuscript. An abstract is not the same as the conclusion, it is a concise unit that includes all the details on the work (research objectives, results and the key conclusions).
- The cover of the paper should contain full names and surnames of all authors and co-authors, name and the address of the institution where they work and the e-mail.
- The text should be grammatically correct with no spelling errors and formatted in MS Word, using Times New Roman font, 12 pt, 1.5 spacing, 2.5 cm margins on each side (default), aligned on both sides and in one column.
- The article should be written in the shortest possible way while maintaining the clarity of presentation. The scope of the article (together with drawings and pictures) should be generally limited to 15-17 pages (two illustrations correspond to approximately to one typed page). Shorter papers are welcome.

- It is recommended to divide the article into the following sections: introduction, materials and methods, results, discussion, conclusion, acknowledgments and author contribution.
- Introduction – Short theoretical basis. State the goals of the work and research conducted so far without a lengthy literature review. Overview of work results should be avoided.
- Materials and methods – There should be a sufficiently detailed description so that the research could be done again. The methods already published should be provided just as reference, and only substantial changes should be described.
- Results – A clear and short description of the results should be provided.
- Discussion – Clarify the meaning of the results without repetition. It is often appropriate to include the discussion and the results in one single chapter. Avoid too extensive citing and discussion of the published references.
- Conclusion – Outline the main conclusions of the study. Avoid repetition. The conclusion must not contain new information that had not been mentioned previously in the results and discussion, and accordingly, neither references or footnotes.
- Acknowledgments – Briefly state who funded the research or otherwise contributed to the work but not being the author.
- Author contributions – If the article has several authors (two or more), briefly explain how each of them contributed to the research and formation of the article.
- Neither chapters nor pages have to be numbered.

3. References

Referencing must be correct. Geoadria uses APA (*American Psychological Association*) reference style with minor changes. The literature used is cited within the text in such a way that the author's surname and the year the work was published is written in brackets (e.g. MAGAŠ, 2013). At the end of the text the references are listed in alphabetical order according to the author's surname. In principle, the sources and literature can be listed together. Each reference in the text must be in full form contained in the reference list and vice versa, and the last names are in the text and the reference list featured in font **SMALL CAPS**. If the author is mentioned or cited with precision, the page numbers have to be written as well, for example. MAGAŠ, 2013, 55-56.

Referencing is done as follows:

- a) Article in a journal:** the author's surname, početno slovo imena, the first letter of the name, year of publication (in parentheses), title, name of the journal (*in italics*), year/volume, issue, page numbers where the article is. For example:

ŠLEZAK, H. (2013): The role of Gypsies in demographic resources of the County of Međimurje, *Sociologija i prostor*, 51 (1), 21-43. If an article is assigned a DOI number, it also has to be stated in the end, after the page number.

- If citing several works of one author from the same year, then the year is followed by a letter in alphabetical order (e.g., 2005a, 2005b, etc.).
- If the cited reference has three or more authors, the first author and the abbreviation "et al." are stated in the text, e.g. FRIGANOVIĆ ET AL., 1995.

b) Books: surname, first letter of the name, year of publication, title of the book (*in italics*), publisher, place, total number of pages. For example:

RIDANOVIĆ, J. (2002): *Sea Geography*, Publisher "Feletar", Zagreb, pp. 214.

- Works in collections of works or chapters in books are cited as follows: author's last name, first letter of the name, year of publication, title of the chapter, title of the book (*in italics*), last name and the first letter of the name of the editor, publisher, place, page numbers where the chapter is. For example:

TRINAJSTIĆ, I. (2011): Phytogeographical diversity of plant cover, in: *Croatian Forests of the Mediterranean*, (ed. Matić, S.), Academy of Forest Science, Croatian Forests, Croatian Forestry Society, 182-192.

- If it is a book whose authors are not known, but only the editor, then the book title is stated (*in italics*), editor, publisher, place, year, page number. For example:

Croatian Historical Atlas, (ed. Regan, K.), Leksikografski zavod Miroslav Krleža, Zagreb, 2003, pp.386.

When the book is cited in the text, it is done like this: *Croatian Historical Atlas*, 2003

- Entries from the encyclopedia are cited as follows: author's surname, the first letter (if the author of the entry is indicated, if not, the entry is listed like the book whose authors are unknown), year, title of the entry, name of encyclopedia (*in italics*), volume, editor, publisher, place, pages. For example:

MARDEŠIĆ, P. (1956): Galijun, in: *Marine encyclopedia*, vol. 3., (ed. Ujević, M.), Leksikografski zavod FNRJ, Zagreb, 134.

c) Thesis and dissertation (bachelor thesis, masters degree thesis, doctoral thesis): author's surname, first letter of the name, year of defense, title (*in italics*), type of work, institution, place, total number of pages. For example:

FÜRST-BJELIŠ, B. (1996): *Historical and geographical analysis of the spatial concept of the traditional region of Turopolje*, Doctoral thesis, University of Zagreb, Faculty of Science, Department of Geography, Zagreb, pp 137.

d) Newspaper articles: the first letter of the name (if the author of the article is indicated, if not, the article is cited like a book whose authors are not known), year, title, the name of the newspaper (*in italics*), number, place, date, pages. For example:

MARIĆ, A. (2012): Šolta from A to Z on 600 luxurious pages, *Slobodna Dalmacija*, n. 18520, Split, 4th September, 2012, 23.

e) Website: url x, name of the data which is downloaded (*in italics*), website name, website address, date of downloading. For example:

URL 6, *Naselja i stanovništvo Republike Hrvatske 1857.-2001.*, Croatian Bureau of Statistics, www.dzs.hr, 5. 6. 2014 (URL 6 indicates that it is the 6th website cited, listed in the alphabetical order, and in the text it is stated as URL 6 instead of the full name on the list of online sources)

f) Various publications and archived materials: name of the publication (*in italics*), publisher, place, year, and in the case of archived material also the name of the institution where it is stored, the name of the collection (fund), signature. For example:

The report on the state of the environment and environmental programs of Zadar County, Zadar County, Oikon Ltd., Institute for Applied Ecology, Zagreb, 2006

Carta prospettiva della delle comuni censuarie della Dalmazia secondo la nuova distrettuazione, Milan, 1853, State Archives in Zadar, Geographical and topographical maps of Dalmatia and neighboring areas, HR-DAZD-383, 32.

4. Footnotes

Footnotes are written at the bottom of the page (Times New Roman, 10 pt, line spacing 1). It is recommended to use a minimum of footnotes and only if additional explanation is necessary, and not as a way of citing literature.

5. Graphics

Original scientific papers should not contain graphical documentation by other authors. If such documentation is used from the related fields (e.g. geology), the author must be cited. Tables and figures (maps, drawings, graphs, diagrams, photographs) are submitted as separate documents and have to be numbered and distributed in the text in such a way that they follow the text. Images can be attached in JPG, JPEG or TIFF format with at least 300 dpi, and the editorial board may request a higher resolution if required by graphical representation. Graphic images must be legible with the appropriate and uniform size of text and symbols. Text/key must be in Croatian and English. The title of a table is placed above the table, and the source below it, while both the title and the source of a figure are placed below it. Sources used as a basis for figures or tables must be indicated, and should be placed in the list of sources and literature in their full form. The name of the figure and table is written Figure x and Table x, and in the text they should be referred to in brackets (Fig. 1 and Tab. 1). Maximum format of the attachments is 50 × 40 cm. For the articles related to regional geography it is necessary to enclose an indicative drawing with all major geographical names mentioned in the text.

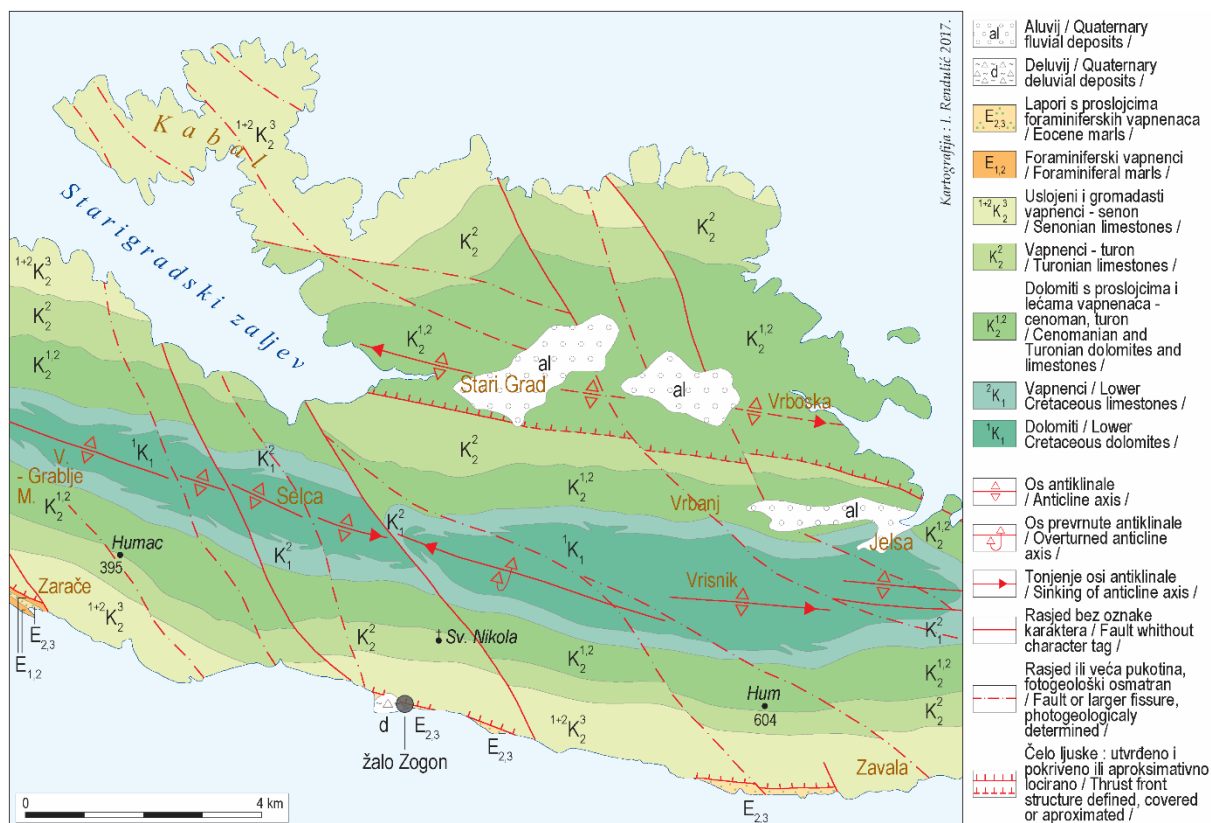
Examples of edited tables and figures:

Tablica 1. *Mislite li da je vanjska politika Hrvatske dovoljno samostalna, to jest donosi li vlastite odluke?*

Table 1 *Do you think that the foreign politics of Croatia is sufficiently independent, i.e. can the state make its own decisions?*

Ponudeni odgovor / Answer offered	Broj osoba koje su odgovorile na pitanje / The number of persons who answered the question	%
Da / Yes	2	1,2
Ne / No	98	56,6
Djelomično / Partially	38	22
Ne znam / I do not know	33	19
Ne želim odgovoriti / I do not want to answer	2	1,2

Izvor: Anketno istraživanje, 2017. / Source: Survey research, 2017



Slika 2. Geološka karta dijela otoka Hvara (Izvor: Marinčić, Majcen, 1976.)

Figure 2 Segment of the Island of Hvar geological map (Source: Marinčić, Majcen, 1976)

6. The authors are required to follow the instructions above when preparing graphic material and editing the manuscript. The manuscript is not passed on to further review process until it adjusts in the form specified in the instructions for the authors. Please contact the technical editor for all questions related to the technical editing of the text on the e-mail address: **anblace@unizd.hr**. For a good example, we recommend articles of recent issues of the journal Geoadria that the authors can find on the web at <https://hrcak.srce.hr/geoadria?lang=en>.

7. The authors and co-authors of scientific articles are responsible for the content, originality, authenticity and ethics of the paper (See code of conduct for authors which is available at before mentioned web page).

8. The authors and co-authors of scientific articles receive a copy of the journal.

9. Manuscripts and reviews are not remunerated.

10. Editorial board, editor in chief and technical editor reserve the right to make minor changes to the text, proofreading and graphical documentation.

EDITORIAL BOARD

