

## Guidelines for authors

The call for submission of papers to be published in Krčki zbornik (Krk Almanac) is constantly open and contributions may be continuously submitted throughout the year to the Editorial board at the following e-mail addresses: [krcki.zbornik@gmail.com](mailto:krcki.zbornik@gmail.com) or [povijesno.drustvo.otoka.krka@gmail.com](mailto:povijesno.drustvo.otoka.krka@gmail.com). Papers delivered by the end of August will be published in Krčki zbornik (Krk Almanac) in the same year, while those that arrive later will appear in the following planned volume, i.e. next year. Submitted papers must meet the journal's scientific and professional standards.

The recommended text size (including footnotes) is approximately two printer's sheets or 32 standard pages (57,600 keystrokes). They should be written in one of the versions of *MS Word* (6.0 or higher) and saved in *MS Word* document format (\*.doc). The preferred font is *Times New Roman* (size 12), while the line spacing should be 1.5. Notes are inserted using the *Insert Footnote* feature (in the *References* menu) with standard numbering (1, 2, 3...) at font size 10. Pictorial and other materials should be delivered electronically in a separate document, in a resolution suitable for printing, or on a CD / DVD storage unit – with previous consultation with the Editorial board.

Submitted papers and additional materials will not be returned to authors. The Editorial board will arrange the proofreading and correction of each paper.

Each paper submitted for publication must contain the following information and components:

- ✓ author's name, academic title, profession, employing institution (or home address), e-mail;
- ✓ title of paper (and a subtitle if necessary);
- ✓ abstract (a few sentences);
- ✓ key words (the optimal number is 5 to 7);
- ✓ body text;
- ✓ list of references – used sources and literature;
- ✓ title of paper, key words and a more detailed summary in a foreign language (0.5 to 1 standard page; at the request of the author the Editorial board may commission English translation);
- ✓ possible pictorial materials, tables or other attachments (after prior consultation with the Editorial board).