

# Instructions to Authors

Nafta Journal publishes yet unpublished original scientific papers and reports, interesting literary reviews and discussions dealing with current topics in petroleum exploration, exploitation and processing, the petrochemical industry, alternative energy sources and economics in the petroleum industry, and related areas.

Papers are published in the Croatian and English language. Authors from Croatia should send in their papers in Croatian (English, if possible).

The submitted article should not have been published previously or offered to any journal that is currently considering its publication. However, if the article has been published in a very limited edition e.g. a company's internal publication and the like, the Editorial Board of "Nafta" may accept such an article. It is the authors' responsibility to inform the Editor of this. Authors are fully responsible for the contents of their papers. The editorial office will assume that prior to submitting their papers the authors have resolved all matters related to publishing the contents of their work in conformance with the regulations of the institute and/or company of their employment.

Articles should be submitted by e-mail to [nafta@nafta.hr](mailto:nafta@nafta.hr), or in computerised form (CD, DVD) to the following address: "Nafta", Savska c. 64/IV, 10000 Zagreb, Croatia.

## Category of papers

Papers are categorized as follows:

### 1. Original scientific paper

Reports on yet unpublished original results of scientific investigations. The presentation should allow for investigations to be repeated and conclusions to be checked.

### 2. Preliminary communication

Contains new scientific knowledge, but it should not contain sufficient detail enabling the reader to test the described results. The communication may present the results of experimental research, results of brief research or current research.

### 3. Review

Contains a global review of a specific field or a problem, which has been published previously but with a new critical review or evaluation.

### 4. Professional paper

Embraces useful articles dealing with professional fields engaged in topics unrelated to original research. This means that the matter does not necessarily represent news on a global scale. For instance, this refers to the reproduction of well-known research that represents valuable material in terms of expanding knowledge and adjusting the original research to specific industrial and scientific requirements.

### 5. Conference paper

Represents a category that is published only if not already published in the respective proceedings.

Original scientific papers, preliminary communications, reviews, and professional papers are first submitted to the review process.

The Editor-in-Chief of the "Nafta", depending on the scope of the accepted article, selects one or two reviewers, who upon reviewing the article, submit their opinion and comments to the Editor, and recommend the category of the article. The Editor-in-Chief and

reviewer/s decide on whether to accept or reject the article, whereas the Editor-in-Chief decides whether to accept the reviewers' comments and categorization of the article. Thereupon, the Editor informs the author of the reviewers' comments and requests for modifications of the paper. The modified article is then once again forwarded by the Editor to the reviewers for final checking of the modifications. Should the author not agree to the suggested modifications he may withdraw the article.

Presentations and conference papers, book reviews, news, and similar are not subject to the review process.

## Manuscript

Manuscripts should be written clearly and correctly with no grammatical errors. The following elements are required:

### Title

A title should be the fewest possible words that describe the content of the paper. The first word should be significant for classifying and indexing the paper, and using information-retrieval systems. The title should not exceed two lines and should be written as follows:

- Article title
- Full name(s) of author(s), academic title of author(s), institute or company of employment and phone number, e-mail address of author(s).

### Abstract

The abstract should be concise, maximum length 300 words. It should provide information to the reader (not description) about the article, describe the basic purpose, describe the methods used, summarize the results, and the principal conclusions. It should not include references, figures, tables or equations.

### Keywords

Keywords should be in alphabetical order, immediately following the abstract. The author him/herself should establish the most characteristic words contained in the article. The author should write three to six key words, indicating the very essence of the article.

### Introduction

Introduction should present the nature and scope of the problem, review the pertinent literature, state the objectives, describe the method of investigation, and describe the principal results.

### Text

- Meaning of all *Abbreviations* should be explained when first used, e.g., Faculty of Mining, Geology and Petroleum Engineering - Rudarsko Geološko Naftni Fakultet (RGNF) could be RGNF in the next citation.
- *Experiments and measurements* should be described in a manner enabling the results to be readily reproduced. When commercial or earlier described instruments are involved, it is necessary to specify the references and conditions in which the experiments were performed (scale). If proper experimental procedure has been developed, it should be presented in the form of prescription, giving all details and easy-to-consult drawings and/or drawings of constructed devices.
- *Results* should be presented in well laid out tables or charts.
- *Discussion*, analysis of the obtained results, comparison with previously published data, established regularities, comments on er-

## GENERAL INFORMATION

rors and precision of measurement. In some cases, if the author finds it convenient, the results and discussion may be presented side by side (simultaneously), although it is better to present them separately.

### Conclusion

Should include:

- Principles, relationships, and generalizations inferred from the results
- Exceptions to or problems with those principles
- Agreements or disagreements with previously published work
- Theoretical implications and possible practical applications of the work
- Final conclusion

The conclusion should not include figures, tables, equations, or reference citations.

### Acknowledgments (if any)

#### References to books, journal articles, conference papers

The references listed at the end of the article (following acknowledgments), should be numbered in the text of the article as an exponent after the last word by which it is referred to. The list of references should be arranged alphabetically by authors' names as follows:

- For single author - the author's surname, first name initials, and year of publication
- For two authors - both authors' surnames, first name initials, and year of publication
- For three or more authors - first author's surname, first name initials, followed by "et al." and year of publication.

Followed by:

#### -Books, title of chapter, title of book, publisher, city

Example: Dullien, F.A.J. (1979) Porous Media, in- *Fluid Transport*, Academic Press, New York.

#### -Journal article, title of article, name of journal, volume, edition No., first and last page number.

Example: Demaison, G. J. and Huizinga, B. (1991) Genetic classification of petroleum systems, *The American Association of Petroleum Geologists Bulletin*, 75, 10, 1626-1643

#### -Conference papers, title of paper, title of conference, place, date, in the case of an edited book or conference proceedings: first and last page number.

Example: Kurevija, T. and Kukulj, N.: Global Environmental Issues Concerning Large Scale Biodiesel Production, *International Congress Energy and Environment*, Opatija, Croatia, 25-27. October 2006, p. 197-206

#### - Citing of Web references

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given, and finally the date of access.

Example: Statistical Review of World Energy 2007, [http://www.bp.com/productlanding.do?category\\_Id=6848&contentId=703347](http://www.bp.com/productlanding.do?category_Id=6848&contentId=703347), accessed January 11, 2008.

## Manuscript preparation

Manuscripts have to be written in double-spaced typing, using Times New Roman or Arial font size 12 or 10. Abstract, figure captions, etc. should also be double-spaced.

Title should be centred and bold.

*Text* should be divided into sections, and if necessary sections should be divided into subsections. Sections in the text should be numbered in Arabic numerals. Subsections, are numbered with two Arabic numerals e.g. 1.1, 1.2, Subsections could be divided into smaller parts numbered with three Arabic numerals e.g. 1.3.1, 1.3.2. Further subdivision is not permitted.

*All pages should be numbered.*

*All figures, photographs, diagrams, drawings, and tables*, should be mentioned in the text and numbered in the sequence as mentioned in the text. Their locations should be indicated in the text e.g. Fig. 1, Fig. 2, Table 1, Table 2, but the actual figures and tables with their numerical order and captions should be placed on separate pages at the end of the manuscript. Figure numbers and captions should be provided underneath the figure, whereas table numbers and captions should be provided above the table.

Tables should be prepared in Microsoft Word.

Figures may be created using standard programs but regardless of the application used, they have to be converted into one of the following formats: JPEG (JPG), TIFF (TIF), GIF. Resolution of photographs should be at least 300 dots per inch (dpi) and figures, diagrams and drawings of at least 600 dpi.

*Equations (formulae)*

Equation Editor (application included in Microsoft Word) should be used for writing equations. All equations should be numbered sequentially throughout the manuscript. The equation number at the right margin should be enclosed in parentheses e.g.

$$\phi_c = \frac{R_{ma} - \rho_b}{R_{ma} - R_f} \quad (2)$$

For each equation, every symbol has to be defined.

*Units of measurement*

Application of the SI measurement unit system is obligatory. When measurements are obtained or equipment specified in different units, the value of non-SI units may be specified in parentheses following the SI units, e.g.  $480.5 \times 10^3 \text{ m}^3$  ( $17.0 \times 10^6 \text{ ft}^3$ ).