

INSTRUCTIONS FOR AUTHORS

The instructions provided should be closely followed. Failure to follow the instructions will result in the paper being returned to the author(s).

Author(s) should prepare their manuscript in English. Papers submitted in Croatian will be considered only in exceptional cases, i.e. when the Editor(s) consider that the content of the manuscript is of great importance and it is necessary to familiarise the general public in the Republic of Croatia with the subject.

The manuscript submitted to "Naše More" should not be offered or published elsewhere. In addition, the submission should be approved by the co-authors (if any) using the *Statement* form provided.

Cover Letter

Each manuscript submission should contain a Cover letter as a separate document. It should contain a short explanation of the paper's scientific contribution, stating the findings in the context of existing work and why it fits the Journal's scope. Author(s) should confirm that neither the manuscript nor any parts of its content are currently under consideration or published in another journal. The cover letter should be written in English.

Suggesting reviewers

Please submit the names and institutional e-mail addresses of several potential reviewers in the *Statement* form provided.

You should not suggest reviewers who are colleagues (from the same Institution), or who have co-authored or collaborated with you in the last three years, as they may have potential competing interests with the authors. To allow for a comprehensive and balanced assessment of the paper, and ensure scientific rigor, please suggest different reviewer candidates reviewers who are based in different countries/regions than the author(s). Finally, do not include current members of the Journal's editorial team. The Editor decides whether or not to invite the suggested reviewers.

Authors may also indicate the names of potential reviewers they do not wish to be considered in the review of their manuscript. If this is the case, this request must be indicated when the manuscript is first submitted (i.e. in the Cover Letter). The editorial team will respect such wishes as long as they do not interfere with the objective and thorough evaluation of the submitted manuscript.

Authorship

Naše More follows the International Committee of Medical Journal Editors (ICMJE) guidelines which state that, in order to qualify for authorship of a manuscript, the following criteria should be observed:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Those who contributed to the work but do not qualify for authorship should be listed in the acknowledgments.

Changes to authorship

Authors are expected to carefully review the author list and sequence before submitting their manuscript and to provide the final author list at the time of the original submission. Adding, removing or rearranging author names in the author list after the original submission is generally not permitted.

Such a request will only be granted in exceptional circumstances. If circumstances require such a change, the Editor-in-Chief must receive the following from the corresponding author:

- the reason for the change to the list of authors,
- a written confirmation (e-mail, letter) from all authors that they agree with the request.

In the case of adding or removing authors, this also includes a confirmation from the author to be added or removed.

The paper should be sent to the address of the journal: nasemore@unidu.hr

The author(s) are fully responsible for the contents of the article and for the use of earlier published information. The University of Dubrovnik as publisher therefore accepts no liability or responsibility for the content of papers.

PAPER STRUCTURE

Title

The title shall be concise and informative and describe, in as few words as possible, the content of the paper. It shall be understandable for subsequent processing of the paper in indexes and abstracts, where the title is the basis for the classification into scientific areas and fields. Avoid abbreviations and equations.

Author(s) details

Below the title, the first and last name, affiliation and e-mail address must be given for each author. If there are two or more authors, one of the authors must be clearly identified as the *Corresponding author* by placing the asterisk symbol (*) after his/her name.

Abstract

A concise and factual abstract of up to 250 words should be provided. The abstract should briefly state the purpose and objective of the research, methodology, results and the main conclusions, including theoretical and managerial implications.

An abstract is often presented separately from the article and must therefore be able to stand on its own. For this reason, no figure numbers, table numbers, references or mathematical expressions should be included. Do not use symbols or special characters. Non-standard or unusual abbreviations should also be avoided, but if they are essential, they must be defined when they are first mentioned in the abstract itself.

Keywords

Provide a maximum of 6 keywords immediately after the Abstract. Use British spelling and avoid general and plural terms as well as multiple words (avoid e.g. 'and', 'of'). Use abbreviations sparingly: only abbreviations that have become established in the subject area should be considered. These keywords are used for indexing.

Introduction

The introduction shall contain clearly described research objectives and provide an adequate background. It should provide the reader with the possibility of understanding and evaluating the author's ideas, procedures, and results. Through a concise overview of general research, the author shall introduce the reader to the studied subject.

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Footnotes may be used, but their use should be kept to a minimum.

Subdivision - numbered sections. Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2.), 1.2, etc. The Abstract is not considered when numbering the sections. Use this numbering also for internal cross-references: Do not simply refer to 'the text'. Each heading should be on a separate line.

Methodology / Material and methods

Provide enough details so that the work can be reproduced by an independent researcher. Methods that have already been published should be summarised and cited. If you quote directly from a previously published method, use quotation marks and acknowledge the source. Any changes to existing methods should also be described.

Results

The results should be clear and concise, supported by tables, figures, and other illustrations relevant to the field of research.

Discussion

This section should explore the significance of the findings of the paper and not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussions of the published literature. The theoretical and managerial implications of the findings should be discussed.

Conclusions

The main conclusions of the study can be presented in a short Conclusions section, which can stand alone or form a subsection of a Discussion or Results and Discussion section.

The following statements should be written at the end of the paper, but before References.

Author Contributions: Each author is expected to have made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work; or have drafted the work or substantively revised it; AND has approved the submitted version (and version substantially edited by journal staff that involves the author's contribution to the study); AND agrees to be personally accountable for the author's own contributions and for ensuring that questions related to the accuracy or integrity of any part of the work, even ones in which the author was not personally involved, are appropriately investigated, resolved, and documented in the literature.

For articles with more than one author, a short paragraph specifying authors individual contributions must be provided (author's initial only). The following statements should be used (as applicable):

Conceptualization, X.X. and Y.Y.; Methodology, X.X.; Software, X.X.; Validation, X.X., Y.Y. and Z.Z.; Formal Analysis, X.X.; Investigation, X.X.; Resources, X.X.; Data Curation, X.X.; Writing – Original Draft Preparation, X.X.; Writing – Review & Editing, X.X.; Visualization, X.X.; Supervision, X.X.; Project Administration, X.X.; Funding Acquisition, Y.Y.

For single authors, use the following wording:

"The author confirms sole responsibility for the following: study conception and design, data collection, analysis and interpretation of results, and manuscript preparation."

For more details see: <https://www.cell.com/pb/assets/raw/shared/guidelines/CRediT-taxonomy.pdf>

Funding: The manuscript should contain all sources of funding for the study, clearly stated. If the research is not funded, then the following statement should be included: "The research presented in the manuscript did not receive any external funding."

Conflict of interest: Please provide details of all known financial, professional and personal relationships with the potential to bias the work. Where no known conflicts of interest exist, please include the following statement: “None.”

Acknowledgments: This is a place to thank someone for their help, be it financial, technical, or any other form of official support. It is not intended for expressing gratitude to reviewers or editorial staff.

References

Each reference cited in the text shall be present in the reference list (and vice versa). Make your references current and relevant. Your literature review should take into consideration the current state of the literature. Unpublished results and personal correspondence are not recommended in the reference list, but may be mentioned in the text. Avoid excessive self-citations (preferably no more than two self-citations), avoid citations of publications hard to access.

References shall be listed in the order in which they appear in the text, at the end of the paper, and numbered with numerals in square brackets. In sentences, refer to the reference number, e.g. [1], [2, 3, 6, 12], [7-11]. Citation using footnotes should be avoided.

Use of quotations:

A direct quotation reproduces verbatim words from another work or from your own previously published work. It is better to paraphrase sources than to quote them directly, because paraphrasing allows you to adapt the material to the context of your work and your writing style.

Use direct quotations rather than paraphrases:

- when you are reproducing an exact definition,
- when an author has said something memorable or concise, or
- when you want to respond to an exact phrase (e.g. something someone has said).

For direct quote, add quotation marks around the words and incorporate the quote into your own text. For direct quotations, source and specific pages should be added, for example [5] (p. 10) or [6] (pp. 10-11). Direct quotations should be up to 40 words long. Excessive use of direct quotations in the manuscript should be avoided.

Appendices

Appendices may be used for supporting information which is not appropriate for inclusion in the main text. If there is more than one appendix, they should be lettered as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

FORMATTING REQUIREMENTS

Submitted manuscript should be prepared and submitted in the editable files (i.e. M-S Word). Papers should be presented in single column, Times New Roman; font size 12, Alignment; justified, with 1.5 spacing and 2.54 cm margins. **Author(s) are requested to insert continuous line numbers in the manuscript.** To do this in Word document, go to Page Layout > Line Numbers > Continuous.

Average submission page length can be up to 20 pages including Figures, Tables and References.

Figure captions

Ensure that each illustration is accompanied by a caption. The caption should consist of a short title (not on the figure itself) and a description of the figure. The figure caption shall be placed below the figure. Keep the text in the figures themselves to a minimum, but explain all symbols and abbreviations used.

High quality figures and attachments should be sent separately from the manuscript, each as a separate file. The figures should be prepared either in JPG or TIFF format (in colour, resolution 300 ppi and grayscale 600 ppi). The photos are required to have high offsetting quality.

Tables

Please submit tables as editable text, not as images. Tables should be placed next to the corresponding text in the article. Number the tables consecutively according to their appearance in the text. The brief table caption shall be placed above the table. Use tables sparingly and ensure that the data presented in them do not duplicate results described elsewhere in the article.

Figures and Tables should be incorporated into the submitted text, so reviewers can see them in context. Permission to use other people's material should be obtained and the source indicated in square brackets.

Math equations

Math equations shall be submitted as editable text, not as images. Use the MS Word equation editor to create the equation. Number equations with numbers in parentheses, e.g. (1). Do not use punctuation after numbered equations.

Units

The use of SI units and their standard symbols and abbreviations is encouraged. Put unit symbols in figures, tables, and descriptions of equation symbols into square brackets, i.e. [m/s]. A space should always be inserted between a number and the unit, except for the degree symbol.

Do not mix full spellings and abbreviations of units. Be consistent in using unit symbols throughout your paper. To avoid confusion with math symbols, do not italicize unit symbols.

Reference List

Reference list should be prepared as per APA citation style guidelines. More details on how to write your reference list can be found at: <https://www.bibme.org/citation-guide/apa/>.

References shall be listed in the order in which they appear in the text, at the end of the paper, and numbered with numerals in square brackets.

Punctuation and spacing in the reference list are very important, please follow them strictly. The use of the DOI is highly encouraged.

When copying references from other source, please be careful as they may already contain errors.

EXAMPLE OF A REFERENCE LIST

Journal Article

Author Surname, X. Y., Author Surname, X. Y., & Author Surname, X. Y. (Publication Year). Article title: Subtitle. *Journal Title*, *Volume*(issue), page range. DOI or URL

[1] Mišković, D., Jelaska, I., & Ivče, R. (2019). Attitudes of Experienced Seafarers as Predictor of ISM Code Implementation: A Croatian Example. *Promet - Traffic & Transportation*, 31(5), 569-579. <https://doi.org/10.7307/ptt.v31i5.3118>

Book: print

Author Surname, X. Y. (Publication Year). *Title of the book*. Publisher.

[2] Anderson, P. (2003). *Cracking the Code – the Relevance of the ISM Code and Its Impacts on Shipping Practices*. The Nautical Institute, London.

Book: online / electronic

[3] Hair, J.F., Black, B.W.C., Babin, B.J. & Anderson, R.E. (2019). *Multivariate Data Analysis*. Eight Edition. Cengage Learning, EMEA, United Kingdom. Retrieved from <https://dokumen.pub/qdownload/multivariate-data-analysis-8th-edition-1473756693-9781473756694-1473756545-9781473756540>

Chapter in an Edited Book

Author, X. Y., & Author, X. Y. (Copyright Year). Title of the book chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#). Publisher.

[4] Partridge, H. & Hallam, G. (2007). Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research*. pp. 149-170. Wagga Wagga, Australia, Centre for Information Studies.

Conference papers and proceedings – published. If conference proceedings are published:

- regularly (in a journal) - treat like a journal article
- as a book - treat like a book or book chapter

Conference paper online - in regularly published proceedings or retrieved from a library database

[5] Mišković, D., Ivče, R., Koboević, Ž., & Car, M. (2019). Impact of maritime regulatory compliance on maritime Safety. *Proceedings of the 1st International Conference of Maritime Science & Technology Naše More*, 415-424. <https://drive.google.com/file/d/1vUedl-6Qu7GXHfKMeM5t87wW0zowxoEy/view>

Thesis

Author, A. A. (date). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis, the name of the University, city, country). Retrieved from <http://xxxxx>

[6] Thomas, R. (2009). *The making of a journalist: The New Zealand way* (Doctoral thesis, Auckland University of Technology, Auckland, New Zealand). Retrieved from <http://hdl.handle.net/10292/466>

Web page/website

Author or Organization Name. (Year, Month Day of Publication). *Title of the Website*. URL

[7] European Maritime Safety Agency. (2021, December 15). *Annual Overview of Marine Casualties and Incidents*. Retrieved from <http://www.emsa.europa.eu/publications/reports.html>