

AUTOR GUIDELINES

1. General Information

HDO publishes the journal "*Maintenance and exploitation*" (cro. "*Održavanje i eksploatacija*"). The journal is often read and written by maintenance professionals, intending to serve as a platform for the exchange of knowledge and experiences from everyday practice.

Journal Scope

The Journal content includes insights from the field of maintaining physical assets in the broadest sense (Engineering, Economic, Contractual and Legal aspects, good manufacturing practices, information systems, employee management, business administration, etc.). The most represented areas include Maintenance technology, Maintenance organization, Maintenance economics, Maintenance strategies, Maintenance ecology, Education for maintenance jobs, Regulations, and Maintenance standards.

From Spring 2010, "*Maintenance and exploitation*" has been part of Maintworld (from its second issue). It consists of 8-12 pages in the Croatian language within the texts of Maintworld, a European publication by EFNMS (European Federation of National Maintenance Societies) shared across all countries (in English). The articles are written by renowned authorities and leaders in maintenance from various countries (Finland, Denmark, USA, Spain, Sweden, France, Australia, UK, Czech Republic, Switzerland). This enables our members to access the latest knowledge and practices in Europe and the world, as well as in Croatia, all in one place.

Starting from March 2023, the magazine "*Maintenance and exploitation*" is returning to its roots. From issue 1/2023, it will be available in both print and digital formats, stored in the collection of the National and University Library in Zagreb, the foundational institution of Croatian culture and science, and the central institution of the library system of the Republic of Croatia. Additionally, the magazine will be archived on the Hrčak portal, bringing together Croatian scientific and professional journals that offer open access to their works.

2. Information for Authors and download

We invite you to Submit your professional papers so that we can publish them in the "Maintenance and exploitation" journal or, with translation into English, in the "Maintworld" journal. All submitted papers are subject to a peer review process. Reviewers are scientists in the field that the author(s) of the article address. Single-blind reviews are conducted in this process. If the proposed reviewer feels inadequately informed about the article's topic, they should inform the editorial board and, if possible, suggest another reviewer. Reviewers should not agree to review manuscripts that may imply potential conflicts of interest.

Article Categories

Note: All texts, tables, figures, supplements, references, acknowledgments, or additional materials are included in the word count limitations according to the guidelines for each article category below. Papers exceeding word count limitations may be rejected before review.

Reviewed articles are categorized as follows:

Original Scientific Article (cro. Izvorni znanstveni članak)

Original scientific articles (4000-8000 words) are original, high-quality research papers presenting new, unpublished scientific findings expressed in an objectively verifiable manner.

Preliminary Report (cro. Prethodno priopćenje)

Preliminary reports (4000-8000 words) contain new research discoveries requiring rapid publication. These papers may not necessarily enable the verification of the presented results.

Review Article (cro. Pregledni članak)

Review articles (6000-10000 words) must be an original, concise, and critical overview of the state of the art in the field or its segment in which the author(s) actively participate. The role of the author's original contributions to the field in relation to previously published works should be emphasized, along with a comprehensive review of relevant research. Review articles may be invited by the editorial board. Authors wishing to propose a review article should submit an inquiry and provide an abstract, a curriculum vitae, a list of publications, and the names of potential reviewers.

Conference Paper (cro. Izlaganje sa znanstvenog skupa)

Conference papers (4000-7000 words), previously presented at conferences, must be published in the form of a complete article only in case of not being previously published in the conference proceedings. Note for authors: In case of submitting a paper that has already been presented, general information about the conference (title, date, and location) should be provided. Include this information as a footnote or similar.

Professional Paper (cro. Stručni članak)

Professional papers (4000-8000 words) contain useful contributions to a specific field and do not necessarily represent original (scientific) research.

The journal also publishes reviews of domestic and foreign publications that are not older than four years, counting from the day the review is received by the Editorial Board. The first page should include the name and surname of the author of the presented work, the title of the work (subtitle), and the following details: the name of the publisher, place of publication, year of publication, and the number of pages.

The Editorial Board accepts only unpublished manuscripts. Authors are required to provide a statement when submitting a paper that an identical work, or the same work in a shortened or expanded form, has not been previously published.

Along with the submitted paper, authors should provide the following information about themselves in a separate document: the title of the paper, the name(s) of the author(s), title, institution of employment, address of the institution of employment, email address, and a statement that the work has not been previously published. By consenting to publication, authors grant the journal the right of first publication, retaining copyright for published works. The views and opinions expressed by the authors do not reflect the views and opinions of the Editorial Board.

Authors can submit their manuscripts prepared for publication in the "Maintenance and exploitation" journal throughout the year, exclusively in digital form via email to the journal's editorial office at hdo@hdo.hr.

Submission Checklist

You can use this checklist to perform a final check of your submission before sending it to the journal for review. Please review the relevant sections in these Author Guidelines for more details.

Ensure the following items:

- One author is designated as the corresponding author with contact information:
 - Email address
 - Full postal address
- All necessary files are uploaded:
 - Text of the paper:
 1. Indicate the type of article in Croatian and English,
 2. Include keywords in Croatian and English,
 3. Include an abstract in Croatian and English,
 4. Images (including captions),
 5. Tables (including titles, descriptions, footnotes),
 6. Ensure that all image and table citations in the text match the attached files,
 7. Clearly indicate whether color should be used for any images in print,
 8. Files of graphic abstracts/highlights (where applicable),
 9. Additional files (where applicable).

- Additional recommendations:
 - The manuscript has undergone 'spell check' and 'grammar check'.
 - All references listed in the bibliography are cited in the text, and vice versa.
 - Permission to use copyrighted material from other sources (including the internet) has been obtained.
 - A statement of competing interests is provided, even if the authors have no competing interests to disclose.
 - The journal guidelines in this Author's Guide have been reviewed.

For additional information, visit the HDO website (<https://hdo.hr/o-casopisu/>) or contact HDO via email at hdo@hdo.hr.

3. Manuscript Acceptance Procedure

All papers undergo an initial editorial review to assess their alignment with the journal's goals and thematic areas and to meet the criteria for scientific/professional quality. All papers that pass the initial editorial review are subject to a single-blind peer-review process.

Based on the reviewers' evaluation, the manuscript is returned to the authors with recommendations for revisions. Authors should follow the reviewers' instructions and edit the entire text according to the current journal guidelines ("Article Template").

In the revised version of the manuscript, authors indicate changes in red ("Use Track Changes") and submit a Word document with tracked changes, as well as a Word document with accepted changes. Additionally, authors send a separate Word document titled "Reply-to-reviewers," stating which recommendations from the reviewers they have accepted and how, and which ones they have not, with explanations.

The final decision on the paper's category is made by the editorial board based on the reviews. The paper can only be published if it is accepted for publication according to the reviewers' evaluations, and authors make any necessary revisions based on the reviewers' recommendations.

Regarding the authenticity check of the manuscript, all submitted papers undergo a similarity check with existing literature using the Turnitin system. In case of suspected plagiarism and redundancy, the editorial board will act in accordance with the recommendations of the Committee on Publication Ethics (COPE): <https://publicationethics.org/resources/flowcharts>

4. Manuscript Editing Guidelines

The manuscript should be formatted according to the "Article Template".

Article structure: There is no strict formatting requirement, but all papers must contain essential elements for conveying information: Abstract in Croatian and English, Keywords in Croatian and English, Introduction, Method, Results, Conclusion, Acknowledgments, Bibliography.

Divide the article into clearly defined and numbered sections. Sections should be numbered as 1., and subsections as 1.1 (the abstract is not included in the section numbering). Use this numbering for internal cross-references: do not simply refer to "text." Each subsection can have a brief heading. Each heading should be on a separate line.

Figures and tables embedded in the text: Ensure that figures and tables included in the manuscript are in one file placed next to the relevant text, not at the bottom or top of the file. The corresponding title should be placed directly below the figure or above the table.

Appendices: If there are multiple appendices, they should be labeled as A, B, etc. Formulas and equations in appendices should have separate numbering: Equation (A.1), Equation (A.2). The same applies to tables and figures: Table A.1; Figure A.1, etc.

Additional Material: If the article includes videos and/or other supplementary material, it should be included in the initial submission for review. The article should be clearly divided into defined sections.

General Information on the Title Page

- Title. Concise and informative. Titles are often used in information retrieval systems. Avoid abbreviations and formulas where possible.
- Author Names and Affiliations. Clearly indicate the name(s) and surname of each author, and ensure that all names are spelled correctly. Mark all affiliations with small superscript letters immediately after the author's name and before the corresponding address. Provide the full postal address for each affiliation, including the country name and, if available, the email address of each author.
- Corresponding Author*. The journal allows only one corresponding author. Clearly indicate who will handle correspondence in all stages of review and publication, and after publication with an asterisk *. This responsibility includes responding to all future inquiries about methodology and materials. Ensure that the listed email address and contact information of the corresponding author are up-to-date.

Abstract

The abstract should state the purpose of the research, main results, and conclusions and should not exceed 200-300 words. The abstract is often presented separately from the article, so it must be able to stand alone. Therefore, references should be avoided, but if necessary, provide the author(s) and year(s). Unusual or uncommon abbreviations should also be avoided, but if necessary, they should be defined in the abstract itself upon first mention.

Highlights

- Highlights are desirable for this journal as they help increase the visibility of the article to search engines. It consists of a brief set of bullet points covering the new results of your research and any new methods used during the study (if any).
- Highlights should be attached in a separate editable file. Please use 'Highlights' in the filename and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

Text

Use the Article Template, in the standard Arial font size 9. The editorial board reserves the right to make editorial adjustments to the manuscript in accordance with the journal's guidelines and standards of Croatian/English literary language.

Articles can be written in Croatian or English, with an abstract and keywords in both languages.

The preferred length of articles (including abstract with highlighted keywords, bibliography, and spaces for tables/graphs) is defined at the beginning of these Author's Guidelines. In agreement with the Editorial Board, the length of the article may be extended.

The first page of the paper should include the title of the paper written in uppercase letters, the name(s) and surname(s) of the author(s), the name of the institution and/or its parts where the author(s) are employed, and contact email addresses. Please follow the instructions and write directly into the "HDO article writing form."

Abbreviations

Define abbreviations that are not common in this field in a footnote that will be placed after the first "cover" page of the article. Abbreviations that are unavoidable in the abstract should be defined upon first mention, both in the abstract and in the footnote. Ensure consistency of abbreviations throughout the entire article.

Footnotes

Footnotes should be used moderately. Number them consecutively throughout the article. Many text processors embed footnotes in the text, and this can be used. If not, indicate the position of the footnotes in the text and present the footnotes separately at the end of the article.

Mathematical Formulas

Please arrange mathematical equations as editable text, not as images. Represent simple formulas in line with normal text whenever possible and use slashes (/) instead of horizontal lines for small fractional terms, e.g., X/Y . Variables should generally be displayed in italics. Number all equations that need to be displayed separately from the text (if explicitly mentioned in the text).

Color Images

Ensure that image files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and have the correct resolution.

Captions for Images

Ensure that each image contains a brief description located below it. Text within the illustrations should be minimal but should explain all symbols and abbreviations used.

Tables

Please arrange tables as editable text, not as images. Tables can be placed next to the corresponding text in the article or on separate pages at the end. Number the tables in the order of their appearance in the text and place any table notes below the body of the table. Limit the use of tables and ensure that the data they contain do not duplicate results described elsewhere in the article. Please avoid vertical lines and shading in table cells. Table titles should be positioned above the tables.

Acknowledgments

Collect acknowledgments in a separate section at the end of the article before the bibliography, and therefore do not include them on the cover page, as a footnote to the title, or in any other way. Mention individuals who provided assistance during the research (e.g., language assistance, help with writing or manuscript reading, etc.).

Data Availability

Authors are encouraged to include a 'Data Availability' section in their work that is visible in all reading formats and can refer to data located in any repository. It should be placed before the bibliography to provide readers with information on where they can obtain the research data needed to reproduce the work mentioned in the manuscript. It typically consists of a simple sentence providing URLs and citations for the dataset(s).

References

Please ensure that every reference cited in the text is also present in the bibliography (and vice versa). All references listed in the abstract must be complete. However, avoid citing references in the abstract. Unpublished results and personal communications are not recommended in the bibliography.

References should be prepared according to the following guidelines:

- Eliminate all references in groups, characterizing each reference individually. This can be done by providing 1 or 2 phrases per reference to show how it differs from others and why it deserves to be mentioned.
- "In press" articles can be cited only if accepted and assigned a DOI; do not use "in press."
- When referencing conference proceedings, page numbers (or lecture, poster numbers) should be provided.
- Remove hyperlinks (blue color and underlining) from web references.
- For books and reports, please provide the city and country of publication.
- References should be numbered in the bibliography in the order they appear in the text.
- All authors should be listed for each reference.

Example of a correctly prepared bibliography. Cite the reference number in square brackets in accordance with the text, e.g., [1] if the reference first appears in the text.

Text: Actual authors can be mentioned, but always provide the reference number in square brackets in accordance with the text.

List: List the reference numbers (numbers in square brackets) in the bibliography in the order they appear in the text. Pay attention to the abbreviated form for the last page number, e.g., 51–9, and note that for more than 6 authors, the first 6 should be listed, followed by 'et al.'

References to a journal article or conference proceedings:

- [1] Van der Geer J., Hanraads J.A.J., Lupton R.A. The art of writing a scientific article. *Journal of Science Communication* 2010;163:51–9. <https://doi.org/10.1016/j.Sc.2010.00372>.
- [2] Živković D., Gabrić I., Šitić S. Analysis of heat treatment influence on the hardness of steel EN 42CrMo4. Conference proceedings MATRIB 2012, Vela Luka, Korčula; 2012, p. 379-386. <https://hdmt.hr/wp-content/uploads/2021/02/MATRIB-2012.pdf>.

References to a journal article with an article number:

- [3] Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *Heliyon*. 2018;19:e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.
- [4] Gao W., Ge S. A comprehensive review of slope stability analysis based on artificial intelligence methods. *Expert Systems with Applications*. 2024; 239: 122400. <https://doi.org/10.1016/j.eswa.2023.122400>.

References to a book:

- [5] Strunk Jr W, White EB. *The elements of style*. 4th ed. New York: Longman; 2000.

References to a chapter in an edited book:

- [6] Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281–304.

References to a website:

- [7] HROTE – Hrvatski operator tržišta energije d.o.o. OiE I KOGENERACIJA. Poticajne cijene. OiE sunčane elektrane instalirane snage ≤ 5 MW. https://files.hrote.hr/files/PDF/HR_OIE_1_SE_2014.pdf; 2014 [Pristupljeno 19 studeni 2023].

References to a database:

- [8] [dataset] European Commission. Data. Quick search. Weather forecasts up to 9 days. Air temperature; 2023. <https://data.europa.eu/data/visualisation/?file=https%3A%2F%2Fdata.gov.lv%2Fdati%2Fdataset%2F76c7e3fe-2a07-4164-a391-9bca8e039992%2Fresource%2F7af98218-6266-4459-a79d-a7dfe29277e0%2Fdownload%2F.csv> [Pristupljeno 19 studeni 2023].

5. Ethics in publishing for Authors

The Code of Conduct for Authors is designed to ensure a set of minimum standards that authors should adhere to.

- Reporting Standards. Authors should present their work in accordance with the rules of scientific and academic communication and in the context of previous research, offering an objective discussion of its significance. They are obliged to describe the applied research methods and present the results in a clear and unambiguous manner. The paper should contain information and references sufficient for verifying the work. Authors of papers are responsible for the accuracy of source citations and respecting the copyrights of other authors whose works they have used. Intentionally making false claims is unethical behavior and is not acceptable.
- Access and Data Preservation. For the purpose of editorial review, authors should provide the requested data related to the work and, if possible, be prepared to allow public access to such data and preserve the data even after the publication of the paper in accordance with the recommendations of the General Data Protection Regulation.

- **Originality and Plagiarism.** Authors should strive for the quality, originality, and authenticity of scientific work, and they should accurately reference the works and/or words of other authors. Plagiarism in all its forms constitutes unethical behavior and is not acceptable. Authors are obligated to obtain permission from copyright holders to publish illustrations, photographs, tables, measuring instruments, and similar materials protected by copyright laws. Materials protected by copyright may be reproduced only with the permission and acknowledgment of their author.
- **Multiple or Simultaneous Publications.** The journal publishes only previously unpublished papers. Submitting the same paper to multiple journals simultaneously is unethical behavior and is not acceptable.
- **Citation of Sources** Authors are obligated to correctly cite the works of other authors that have significantly influenced the content of the paper. Information obtained privately (e.g., in conversation, correspondence, or discussion with third parties) should not be used without the explicit, written permission of the original author. Information obtained during the performance of confidential services (e.g., manuscript review, project funding applications, etc.) should not be used without the explicit written approval of the author of the paper that was the subject of those services.
- **Authorship of Papers.** All individuals who have significantly contributed to the conception, design, execution, or interpretation of the research should be listed as co-authors. It is also necessary to mention the contributions of other individuals who participated in some essential aspects of the research. In co-authored work, it is expected that all co-authors have seen and approved the final version of the paper and agreed to submit the paper for publication.
- **Communication with Editors and Reviewers.** Authors should respond professionally and promptly to editorial and reviewer comments. If authors decide to withdraw a paper already submitted for the review process or are not ready to accept reviewer suggestions, they should inform the Editorial Board promptly.
- **Data Disclosure and Conflict of Interest.** Authors are obliged to ensure that there are no potential conflicts of interest in their work that could affect the results or interpretation of the research, such as if there is a competitive interest that could influence the author at any stage during the publication process. The paper should clearly mention all organizations that provided support for the research, as well as all sources of funding and their potential role in conducting research and processing and publishing its results.
- **Errors in Published Papers.** If an author discovers a significant error or inaccuracy in their own published paper, it is their obligation to immediately inform the journal editor or publisher and collaborate with the editor to publish an erratum, addendum, or correction, or to withdraw the paper from publication in cases where it is necessary.

6. Copyright

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