SUBMISSION GUIDELINES

The call for contributors is always open, and papers can be submitted to the editorial board throughout the year. Only papers submitted no later than April 1, and that meet the prescribed criteria and receive two positive reviews, will be published in the current issue of the Portal journal. Papers received after May 1 will be considered for publication in the next year. Once a paper has been accepted, the author cannot publish the same work elsewhere without permission from the editorial board, and even then, only with the information where the article was first published.

Only papers that meet scientific and professional journal standards in terms of quality are accepted. Only complete papers, edited according to guidelines, are peer reviewed. Papers that do not meet scientific and professional journal standards will not be peer reviewed. Manuscripts will not be returned.

The editorial board provides independent peer reviews. Authors will be notified after papers have been reviewed, and papers must be revised in accordance with reviewers' and editors' notes, and all changes must be marked.

If members of the Editorial Board or Advisory Board of the journal are authors of submitted papers, peer review is carried out according to the recommendations of the Publishing Ethics Commission http://publicationethics.org/case/editor-author-own-journal .

Professional and scientific views, accuracy of data and the right to publish visuals (figures, drawings, photos, maps) is the responsibility of the author.

By submitting a signed copy of the manuscript, the author guarantees that he is the sole copyright holder of the subject work and agrees to the publication of the paper in the printed and electronic edition of the journal, as well as referencing in secondary databases.

Texts are published in Croatian, English, German, Italian, French or Spanish. Summaries, keywords and descriptions for visuals are published bilingually. The publisher provides proofreading of texts and translation of summaries, keywords and descriptions for visuals.

Authors cover the costs of visuals and fees for publishing rights in institutions in the country and abroad.
There is no monetary compensation for papers, but each author will receive one copy of the journal.

Requirements

The total length of the paper (including notes) must be a maximum of 36,000 characters. The number of visuals should be proportional to the length of the text (maximum of 15 visuals).

The manuscript must be submitted in MS-Word for Windows without formatting (Times New Roman 12, 1.5 spacing).

Text

- personal information (name and surname of the author, full name of the institution and address, e-mail)

- title of the paper

- introduction summary (up to 800 characters)

- long summary (up to 5400 characters) for translation into English or Croatian

- six to ten keywords

- text with footnotes

- bibliography

- list of abbreviations

- list of illustrations with numbers

Visuals

- visuals (figures, drawings, photos, maps) must be marked with the number given in the text

- scans and digital records must be submitted in TIFF format, with a resolution of at least 300 dpi, with dimensions suitable for publication in a journal (width 15-20 cm)

- blueprints must be submitted in PDF format.

The paper is submitted to: portal@hrz.h