

GUIDELINES FOR AUTHORS

The magazine *Radovi Zavoda za znanstveni rad Varaždin* (Eng. *Papers of the Institute for Scientific Research Work in Varaždin*) publishes scientific and professional manuscripts which put forward new scientific and profession-related hypotheses and facts from various scientific fields, especially those comprising themes dealing with the region of North West Croatia. The magazine is published once a year.

Manuscripts published in the *Papers of the Institute for Scientific Research Work in Varaždin* undergo peer review process according to the Classes of the Croatian Academy of Sciences and Arts. The manuscripts with two positive double-blind peer reviews are to be published. Reviewed manuscripts are categorised into the following categories:

- *Original Scientific Paper*
- *Preliminary Communication*
- *Review*
- *Conference Paper*
- *Professional Paper*

Authors may suggest the category for their manuscripts; however, the Editorial Board makes the final decision according to the evaluation of reviewers.

Only the papers which have not been published or at the same time submitted for publication to another magazine can be proposed for publication. A manuscript (including appendices and bibliography) cannot exceed 32 author's cards. The Editorial Board decides upon publishing of larger texts. Pictures and diagrams can be in black and white technique or in colour.

Manuscripts including all appendices need to undergo the process of correction and proofreading before being submitted to the editor's office in .dox format to the email address: varazdin@hazu.hr. If applicable, the manuscript can be printed out or written on a CD and sent to the following address: Hrvatska akademija znanosti i umjetnosti, Zavod za znanstveni rad u Varaždinu, Vladimira Nazora 14, 42 000 Varaždin, Hrvatska.

A manuscript must contain the following:

- author's name and surname, place of residence or the name of the institution where the author works, email address and phone number,
- text in Palatino Linotype, 11 points, no spacing, full justification,

- the title of the text in Croatian,
- synopsis up to 100 words in the Croatian language below the title,
- notes on the same page, 10-point size, no spacing, full justification,
- photos, tables and diagrams have to be incorporated in the text, centred, numbered and described,
- 300 dpi minimal resolution .jpeg format photos are sent additionally as a separate file
- tables and diagrams are sent additionally as a separate file
- a summary in the Croatian language containing up to 1000 words and key words (up to five words separated by semicolon)
- a summary in English language containing up to 1000 words and key words (up to five words separated by semicolon). The summary comes at the end of the manuscript, after the bibliography. In the summary the author has to describe the topic, methods, results and give a conclusion.
- the list of sources, bibliography, publications, internet pages, etc. The list is to be sorted in alphabetical order based on the author's surname and numbered.

Remarks

After the paper was published in the magazine, the authors agree that the paper is also published in full or shortened version on the internet portal of the Croatian Academy of Sciences and Arts or on other scientific portals which collaborate with the Croatian Academy of Sciences and Arts. If an author does not want his/her paper to be published on the Internet, we kindly ask to inform the Editor's Office of the magazine.

An author does not retain his rights or publishing rights without restrictions. An author receives a free copy of the magazine and his/her paper in the PDF format.

The Editorial Board has the right to make minor changes to manuscripts and graphic appendices, proofreading included, however, without changing the content and the meaning of the manuscript. The Editor's Office cannot be held responsible for citations and points of view stated in individual papers. The manuscript can be rejected without the external review process if it is of poor quality, thematically out of focus, not in accordance with technical guidelines of the Editor's Office or if another manuscript with the same topic has already been accepted. Manuscripts that are not in accordance with the technical guidelines will be returned to the author in order to make necessary changes. Authors have to correct their papers according to instructions given by reviewers.

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OF SCIENCES AND ARTS

ZAVOD ZA ZNANSTVENI RAD U VARAŽDINU
INSTITUTE FOR SCIENTIFIC RESEARCH WORK IN VARAŽDIN

AUTHOR'S STATEMENT

Name and surname:

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