

INSTRUCTIONS FOR AUTHORS

PAPERS of The Institute for Scientific and Artistic Work of the Croatian Academy of Sciences and Arts (HAZU) in Bjelovar is a multidisciplinary journal which publishes scientific papers from humanistic, social and natural sciences, the arts and book presentations and reviews.

Papers are published in Croatian with summaries in Croatian and English or in English with summaries in English and Croatian.

The journal is published once a year.

Manuscripts published in the *Radovi* (Eng. Papers) magazine undergo a review process according to the Classes of the Croatian Academy of Sciences and Arts (Cro. HAZU).

The texts published in the journal have two blind reviews. The reviewed articles are categorised as:

An Original Scientific Paper is an original scientific work which contains previously unpublished results of scientific research.

A Review is a thorough description of the state and trends in a defined field and is accompanied by a comprehensive list of literature from which the author's contribution in that field is visible.

A Preliminary Communication contains the results of new research, which due to current events requires immediate publication.

A Conference Paper is an announcement made at a scientific meeting, presented in written form that has the characteristics of a scientific paper and is categorised with a review.

A Professional Paper does not have to be linked to original research but is orientated to the application of the results of scientific research.

In the **Other** category are editorials, reviews (e.g. of conferences), the reviews of books, editorial letters, interviews, obituaries etc., and can be up to 7 pages.

The final decision a category paper is made by the editorial department on the basis of the proposals of reviewers.

The editorial department reserves the right to make minor changes to texts, to edit graphical attachments, but is not responsible for the authors' statements and views presented in individual articles.

Articles which are to be reviewed should be written in A4 format, using Times New Roman font size 12 with double-spacing, justified on both sides, with up 60,000 characters (from 16 to 32 standard pages, with attachments and a list of literature). The text should be delivered on CD or by e-mail along with one printed copy.

Attachments and illustrations can be supplied as slides, photographs or drawings on paper no bigger than A4 size and in digital form. The position of attachments should be noted in the text.

On the first page should be written the name(s) and surname(s) of the author(s), the place of residence, title and address of the institution where the author(s) work, e-mail address, telephone number and title of the paper in normal letters (lowercase) as well as subheadings in the text. A **summary** of up to 250 words in Croatian and English should be supplied with the article, and should contain: the general description of the subject, the methodology of the work, the most important results and a conclusion.

The **summary** should contain keywords of 5 to 7 terms.

Quoting, paraphrasing or referring to the research results of other authors should be noted in the basic text so that the source is placed in parentheses and contains the surname of the author, year of publication (Šišić, 1991) and, in the case of quotes, contains the page number (Šišić, 1991, pp. 32). If the paper has two authors, the surnames of both authors should be stated in parentheses (Kaštela, Strugar, 2016), if there are more, then only the surname of the first is stated, and "et al." is added, the year of publication, and finally the number of pages (Matijević et al., 2016). The author can write notes, which are important for the comprehension of the text, and are not in the basic text, at the end of the corresponding page with indicated with an Arabic number in an interrupted line from 1 upwards. At the end of the article should be written the literature used in the text, in alphabetical order by the surnames of the authors, and by chronological order for papers by the same author. If there are many papers by the same author which were published in the same year, they should be

distinguished by letters (a, b, c etc.) after the year of publication. For collaborative papers by several authors, all the author's names should be mentioned.

Manuscripts can be submitted to the editorial department during the year to the address:

Papers for the Institute for Scientific Research and Artistic Work HAZU in Bjelovar
HR-43000 Bjelovar, Antuna Branka Šimića 1 b / I, PO box 111

E-mail: zavodbj@hazu.hr

Note

With the publication of articles in the journal the authors agree that their article will appear, in full or edited form, on the website of the Croatian Academy of Sciences and Arts (HAZU) or other scientific websites with whom the Croatian Academy of Sciences and Arts collaborates.

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