

GUIDE FOR AUTHORS

"Works" publishes original scientific articles, preliminary notes, review articles, lectures from scientific conferences, and professional articles from the field of forestry. Articles are published in English or in Croatian language (with abstracts in English).

1. Submission of manuscripts

Manuscripts should be prepared using a word processor Microsoft Word for Windows and submitted as follows:

- a) by e-mail, as an attachment to: radovi@sumins.hr, or
- b) by ordinary mail to the address: "Works", Forest Research Institute Jastrebarsko, Cvjetno naselje 41, 10450 Jastrebarsko, Croatia, on CD-R or DVD-R media.

The file containing the text of the manuscript should be named after the short title (Short title.doc). Submit tables and figures in separate files; name them after the serial number (e.g. Table 1.xls, Figure 1.xls).

If the manuscript is submitted in Croatian, the English translations of the title, abstract, key words, and table/figure captions should be included in the text file.

Manuscripts not prepared in accordance with the Guide are going to be returned to authors.

2. Preparation of manuscripts

2.1. Manuscript layout

The whole body of the manuscript should not surpass 15 printed pages (one-side printing, A4 paper format, single column pages, justified text alignment, 2.5 cm margins, double line spacing, font Times New Roman 12 pt).

Besides the title, the manuscript should also have a short title, reflecting the most important elements of the manuscript.

The structure of a manuscript must follow the intended category of the article. An original scientific article must have the following chapters: Abstract, Key words, Introduction, Materials and methods, Results, Discussion, References. The inclusion of Conclusions and Acknowledgments is advised. Other article categories are not required to have all the above mentioned chapters.

Pages should be numbered in arabic numerals at the bottom, right-hand side.

2.2. Manuscript title

The title must not be longer than 20 words. It should be centered on a page, typed in Times New Roman font, pt 14, bold.

2.3. Short title

Short title (up to 50 characters, with spaces) is typed in Times New Roman font, pt 12, bold. It should be centered on a page below the Title.

2.4. Information on authors

The manuscript should have the following data placed below the Short title.

- First name(s) and surname(s) of author(s), including academic titles
- Full postal address (street number, city, area code and country) of each author
- Telephone, fax, e-mail addresses
- Corresponding Author: First name and surname

2.5. Abstract

Abstract should be easy to understand. Only very important results can be given numerically, whereas details of statistical calculations should not. Abstract should not contain cited references and abbreviations, and must not be longer than 300 words.

2.6. Key words

Up to seven key words, preferably different than the words already present in the title.

2.7. Units of measurement, abbreviations and nomenclature

Scientific names of genera, species and subspecies should be written in *italics*. Full scientific name of species and subspecies should be used when first mentioned, and abbreviations can be used afterwards (e.g. *Abies alba* Mill. > *A. alba*).

Abbreviations used in the manuscript must be explained when first mentioned in the text (except in the Abstract).

Units of measurement should comply to the International System of Units (SI standard). Other units of measurement are allowed only if internationally accepted.

Biological and chemical terms must be in line with the newest international nomenclature. The commercial name of chemical substances and reagents should be given when first mentioned in the text, followed by the name of the manufacturer in brackets.

3. Citing references

In the text of the manuscript references should be cited according to the following examples: Denffer and Zeigler (1988) or Schwenke (1972, 1974) or (Thomas et al. 2002; Eriksson and Ekberg 2000; Konnert 1995, 1996). When there are two authors of a cited article, both surnames should be given, connected by «and». When there are three or more authors, the surname of the first author is given, followed by «et al.». In case of multiple references of the same author(s) in a certain year, a small arabic letter a, b, c etc. should be included in the reference (after the year, no spacing).

References should be listed alphabetically, first those written by one author (chronologically), then by multiple authors (where this author is also the first author), also chronologically.

The full title of an article must be given, and the name of the journal in abbreviation according to the code given at <http://library.caltech.edu/reference/abbreviations/>

For journals not present on this list the full name should be written.

Also, these Croatian journals should be cited as follows:

- Radovi - Šumarski institut Jastrebarsko > Rad. -Šumar. inst. Jastrebar.
- Glasnik za šumske pokuse > Glas. šum. pokuse
- Šumarski list > Šum. list

3.1. Books

Klepac, D. 1997. Iz šumarske povijesti Gorskoga kotara u sadašnjost. Zagreb: Hrvatske šume.

Pranjić, A., Lukić, N. 1997. Izmjera šuma. Zagreb: Šumarski fakultet.

Sparks, D.L. 1995. Environmental soil chemistry. Academic Press, Inc.: San Diego, California.

3.2. Chapter in a book

Mayer, B. 1992. Šumska tla Republike Hrvatske pri kraju XX. stoljeća. In: Rauš (ed.), Šume u Hrvatskoj. Zagreb: Šumarski fakultet, Hrvatske šume. 19-32.

Berkowitz, G.A. 2000. Water and salt stress. In: Raghavendra, A.S. (ed.), Photosynthesis: A Comprehensive Treatise. Cambridge University Press. 226-237.

3.3. Entry in an Encyclopaedia

Forest products. 1998. In: The World Book encyclopedia. Chicago et al: World Book Inc. 400-403.

3.4. Article in Proceedings

Komlenović, N., Rastovski, P. 1996. Unapređenje proizvodnje šumskih sadnica primjenom novih mineralnih gnojiva i sjetvenih supstrata. In: S. Matić, J. Gračan (eds.), Unapređenje proizvodnje biomase šumskih ekosustava. Zagreb: Šumarski fakultet, Šumarski institut, Jastrebarsko. 295-306.

Bohár, G. 1996. Diseases on poplar in Central Europe. In: Bach, I. (ed.), Environmental and Social Issues in Poplar and Willow Cultivation and Utilization. 20th Session of the International Poplar Commission, Proceedings, Budapest 1: 104–110.

3.5. Journal article

Monserud, R.A., Sterba, H. 1996. A basal area increment model for individual trees growing in even- and unevenaged forest stands in Austria. Forest. Ecol. Manag. 80, 1-3: 57-80.

Marjanović, H., Čavlović, J., Novotny, V., Dubravac, T. 2005. Parametriziranje simulatora BWINPro: koeficijenti modela za visinu baze krošnje (duljinu debla) i širinu krošnje hrasta lužnjaka i običnog graba za područje središnje Hrvatske. Rad. – Šumar. Inst. Jastrebar. 40, 2: 131-149.

3.6. Article in an electronic journal

Lapointe, B., Bradley, R., Parsons, W., Brais, S. 2006. Nutrient and light availability to white spruce seedlings in partial and clearcut harvested aspen stands. Silva fennica. 40, 3. Str. 391-406. <http://www.metla.fi/silvafennica/full/sf40/sf403391.pdf> (14.11.2006).

Karyotis, T., Panagopoulos, A., Alexiou, J., Kalfountzos, D., Pateras, D., Argyropoulos, G., Panoras, A. 2006. Nitrates pollution in a vulnerable zone of Greece. Communication in biometry and crop science. 1, 2: 72-78. <http://agrobiol.sggw.waw.pl/cbcs/> (14.11.2006).

3.7. Text on a web page

Vladimir Vukadinović. Analiza tla. http://suncokret.pfos.hr/_vladimir/Analiza_tla/analiza_tla.htm (14/11/2006).

lps typographus. www.wcrl.ars.usda.gov/cec/insects/ipst.htm (16/11/2006).

3.8. E-mail

Barry, T. Virtual reality. Private e-mail message. (21/01/1995).

3.9. Bills, regulations, guidelines etc.

Scaling regulation B.C. Reg. 446/94. 2006.

<http://www.for.gov.bc.ca/tasb/legsregs/forest/faregs/scalreg/sr.htm> (10/04/2006)

Ministry of forest and soil conservation 1995. Forest regulation2051(1995).

<http://www.biodiv-nepal.gov.np/forest-regulation.html> (11/07/2000)

3.10. Other references

Printed and electronic sources that do not fall under the aforementioned categories should be given in brackets in the text of the manuscript, but should not be listed in the References.

4. Tables and figures

Manuscripts may contain tables and figures. Figures are photographs, graphs, schematic drawings etc., in the text uniformly denoted as figures. Captions for figures should be written below them, while for tables they should be given above the table.

Tables and figures should be numbered (Table 1, Figure 1) according to the order of their appearance in the text. If tables or figures are taken from other authors/publications, the source should be clearly stated. Table and figure captions should be placed in the text where they should logically appear.

Submit tables and figures in separate files, in the following formats:

- tables - MS Word or Excel,
- figures – graphs made in MS Excel are to be submitted in the original format, and graphs made using other tools, as well as all other types of Figures (photographs, maps, drawings etc.) in TIFF, EPS, and exceptionally in JPEG format. The lowest resolution of scanned-in material should be 500 dpi.

Files should be named according to their numbers, e.g. Table_1; Figure_1; Figure_2 etc.).

5. Color reproduction

All articles are printed in black-and-white. Printing in color is possible at the expense of the authors.

6. Contact

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