

JOURNAL POLICY AND GUIDELINES FOR AUTHORS

The Journal of the Polytechnic of Rijeka is a peer reviewed journal open for collaboration to scientists and experts in the field of natural, biotechnical, technical and social sciences. It publishes papers that are relevant for the scientific and professional public in different fields of economics, information and communication technologies, computing, traffic and transport technology, agronomy and applied mathematics.

Texts will be published in Croatian or in English.

Editing Policy

The Editorial Board accepts applications in a prescribed form (*Application form* contains even an extended summary from 250 to 500 words, written in the third person) and a manuscript (written using the template). By signing the *Copyright Statement* in the *Application Form* the author confirms the originality of work and authorship. In order to avoid withdrawing the paper during the review process, by signing the *Copyright Statement* the author also asserts compliance with the review process.

All applications go through the assessment process carried out by the members of the Editorial Board (according to the subject area addressed), as well as by other experts who are not members of the Editorial Board in the case of a specific content. The Editorial Board reviews the submitted manuscripts and decides on further procedure as follows:

- a) which manuscripts, in case it is necessary, will be returned to the author with suggestions, recommendations and comments with the scope of improving primarily methodological presentation of research materials;
- b) which manuscripts will go through review process;
- c) which manuscripts will be rejected since:
 - the subject matter does not meet the required scientific or professional level;
 - the author has already published an article with a similar topic;
 - the subject matter does not meet the Journal criteria, particularly if the content is beyond the concept orientation of the Journal and does not meet the methodological standards that the Journal must comply with.

If an article is not accepted, the Editorial Board notifies the author without returning the manuscript. If the author has accepted comments and suggestions given in the assessment process and has improved the text according to the requests made, the manuscript is then sent to review process.

Reviews of books, doctoral dissertations, international conferences and other scientific meetings/gatherings do not go through the the review process. The Editorial Board chooses and edits reviews they consider relevant for publication in the Journal and in line with the editing policy concept. Reviews of books and other contributions should be written as a critical review and their length should not exceed 8 typed double-spaced pages.

Contributions should be written in standard language free of spelling and grammar mistakes. The authors are responsible for language editing. Before the final publication of accepted articles, a test print will be sent to authors to proofread, and at this stage, only misprints will be corrected.

Editorial Board disclaims responsibility for language and printing errors.

If none of the authors speak Croatian, the Editorial Board will provide translation of the article summary (including the title and key words) into Croatian.

In order to maintain the highest level of publishing ethical standards the Editorial Board of the Journal of the Polytechnic of Rijeka follows the recommendations of the COPE Code of Conduct for Journal Editors (<https://publicationethics.org/>).

Review Process

All articles submitted for publication are reviewed by two anonymous and independent reviewers. The names of the authors will also be unknown to the reviewers. Reviewers evaluate the article following some already given criteria by filling in a reviewer evaluation form. If the reviewers find that the article does not meet international standards and the Journal criteria, the Editorial Board does not accept the article. If the reviewer gives a positive review the article can be categorized into one of the following categories:

- *Original scientific paper* – an original scientific work which presents new results of some fundamental or applied research. The article is written in a way that using the information given the following can be done:
 - reproduce methodological procedures and mathematical calculations obtaining equally accurate results or within the permitted deviation as indicated by the author himself; or
 - repeat the author's observations and judge his analyses; or
 - check the accuracy of the analyses' results and deductions on which the author bases his findings.
- *Preliminary communication* – a scientific article which has to contain one or more pieces of scientific information, but without sufficient details which would enable readers to check the presented scientific findings.
- *Conference paper* – can be published only as a full text previously presented at a scientific conference, but not published as a complete article in conference proceedings.
- *Review article* – an article which contains thorough and complete critical review of a specific problem, but without any significant original results; deals with a specific problem already discussed in a previously published work but adopting new approach.
 - *Professional paper* – contains some useful contributions in the field of profession and for the profession in question.

Reviewers should carefully follow the Guidelines for reviewers.

After the reviews have been completed the Editorial Board analyzes them. Reviewer's comments are sent to the author after both reviews are received. If necessary, the author needs to adjust his/her paper to the reviewer's demands. In cases where the quality and originality of the text is not in question the Editorial Board is empowered to intervene. In case it is necessary, the Editorial Board may ask the third reviewer for an opinion.

The author delivers the revised paper to the Editorial Board accompanied by the form that contains answers/comments to reviewers' suggestions. For each reviewer, a separate *Author's response form* is compiled. The Editorial Board verifies whether the article has been revised following the reviewers' comments and suggestions.

Only categorized papers given two positive reviews are published. After the review process has been completed and the articles changed and revised by the authors and the Editorial Board, the Editor-in-Chief proposes the sequence of the accepted articles in the table of contents.

The criteria for the order in which the articles will appear in the Journal are:

- (1) Categorization according to level of scientific excellence;

- (2) If the reviewers have categorized the article in different categories, the Editor-in-Chief proposes to the Editorial Board the categorization in favour of the author, i.e. to a higher category;
- (3) The topicality of the theme, author and the Journal's field of interest in the case when articles have been assigned the same level of scientific excellence (category).

Open Access Policy

The Journal of the Polytechnic of Rijeka supports an open access policy, which enables unlimited access to published papers in order to contribute to easier knowledge exchange.

The usage of full-text of the articles can be used exclusively for personal, research-related or educational purposes, with regard to the authors' and publishers' rights. The rights to use the papers are defined by the Creative Commons CC BY-NC 4.0. licence. According to the above-mentioned, users are allowed to read, download, copy, distribute, print and transform or use them for any other lawful purpose as long as they attribute the source in an appropriate manner and for the non-commercial purpose of the usage.

By signing the *Application form* the author gives consent to publish the delivered paper in The Journal of the Polytechnic of Rijeka according to the rules of a CC BY-NC licence.

The papers published in The Journal of the Polytechnic of Rijeka can be deposited and self-archived in the institutional and thematic repositories providing the link to the Journal's web pages or HRČAK.

According to self-archiving policy it is allowed to archive post-print (final draft post-refereeing) or publisher's version of the paper.

Copyright

By signing Copyright Statement authors declare that the article has not been published in its current or similar form anywhere else and that the manuscript has not been submitted to any other journal. Authors guarantee that their paper represents an original contribution and that its publication will not infringe any existing copyright. Authors are fully responsible for the content of the submitted manuscript and they will incur all costs if an unauthorized use of copyrighted material is found.

By signing Copyright Statement authors assign to the Polytechnic of Rijeka the copyright of the manuscript intended for publication if and when the article is accepted for publication. This includes the rights to supply the article in all forms and media, that is the non-exclusive and spatially and temporally unlimited transfer of following rights: right of reproduction, including the right to be stored in electronic form, right of distribution and right to make available to the public.

By signing the Application form (Copyright Statement) the author gives consent to publish the article according to the rules of a CC BY-NC licence.

Plagiarism – Copyright Statement

By submitting the manuscript with the completed Application form and a signed Copyright Statement, the authors declare that the text of the article is their original work, does not contain any plagiarism and has not been published anywhere else or submitted to any other journal.

If plagiarism is found, a whole article will be removed from the journal and replaced with a note indicating the authors' names and description of the plagiarism. Authors and their institutions will be notified.

In order to detect and avoid plagiarism, each manuscript is checked using Crossref Similarity Check (iThenticate).

GUIDELINES FOR AUTHORS ON FORMATTING TEXT AND SUBMITTING A PAPER

Content of the Article

The paper must be relevant for international scientific and professional public with clearly defined objectives and results of the research, conclusion, references in the text and bibliography at the end of the paper. The ideas presented in the paper must be original, considerably contributing to the development of the topic researched with clearly described methodology.

When writing articles authors must pay special attention to the appropriate structuring of the text and its length which should be in line with the accepted standards of scientific methodology.

The paper is delivered together with the *Application form*, which includes signing of the *Copyright Statement*, consent to submitting the paper to the reviewing procedure and *Statement – consent for personal data collection, processing and sharing* (if there is more than one author, every author has to sign the statement and consent).

Paper submission should contain: the title of the article, name and surname of the author or, if there are more co-authors academic affiliation, title, the field of scientific interest i.e. the field that the author has special interest in, the name and address of the institution, phone number, fax number and email address for each author. All the above mentioned information must be written:

- in Croatian
- in English.

The first page of the article should contain: the title of the article, abstract and key words in the language of the article (on the first page of the article submitted the authors are not mentioned). At the end of the article the same information is given:

- in Croatian (if the article is in English) and
- in English, if the original language of the article is other than English.

The main body of the text should begin with an introduction and contain sections, footnotes, tables, graphs, diagrams, references in the text, conclusion and bibliography.

Text Editing

The text of the article should be written in *Microsoft Word Windows* program (95 or later versions). The manuscript should not exceed 7000 words in length (including abstracts, keywords, footnotes, tables, references, captions and appendices), and the font used should be Arial, font size 11 single-spaced, justified, written from the beginning to the end of the line (without indenting the first line of a paragraph), all margins at 2.5 cm. The length of the paper can exceed the above mentioned limit only if the Editor-in-Chief consents. If it is necessary to

highlight a specific word or a sentence italics should be used, never bold. Paragraphs should be double-spaced.

Footnotes should be used only for additional explanations of the text. They are not used to refer to literature used. They are put at the bottom of the page and numbered consecutively in Arabic numerals starting with number 1.

Section headings (from Introduction to Conclusion) should be short and clear and numbered using single Arabic numerals. Section headings can have subsection headings which must be marked with double or maximum triple-digit numbers (e.g. 1; 1.1; 2.; 2.1; 2.1.1 etc.), but not more than that.

Tables, graphs and diagrams should have a number and a caption (written above the table, graph or diagram) as well as the source of information (written in short form at the bottom; if it has been taken from another source – surname of the author (year); e.g. Source: Driankov et al. (1996)). They should be numbered consecutively in Arabic numerals (graphs should be numbered separately from diagrams).

Important note: If a table, graph or diagram contains some specific signs and is written in a special program, it should be submitted as a separate file with precise indications and marked insertion point in the text.

The article should comply with all the editing requirements listed in these guidelines.

Text Organization and Style

Authors should apply scientific methodology in presenting the contents of their papers complying with the standards of scientific publications ("Harvard Style")

This implies the following:

(1) *Title and organization of the content of the paper:*

The title is the most important abstract of the work which must contain the content and the objective of the paper. It should be clear, concise and informative (font size 14).

The content is divided into sections as follows:

- Abstract – below the title
- Key words
- Introduction
- Methodology /method / model / conception of the analysis – in the second section
- Empirical data (documented background) and analysis – in the third section
- Results and discussion – are presented in the fourth section
- Conclusion – at the end

(2) *The content of particular sections of the material presented:*

a. *Abstract* – it describes in short the content of the article, it contains a general overview of the topic in 150-250 words single spaced, font size 10, italic, and should include:

- Established objective of the research
- Method / model / conception of the analysis
- Main results of the research (or the analysis)
- Basic conclusion of the research

The abstract should not be written in paragraphs.

b. *Key words* – should reflect the essence of the article's content, usually there are three to five words (font size 10, italic).

c. *Introduction* – is focused on defining the problem and subject matter of the research with reference to the latest literature, i.e. research results (this part can also be indicated in a separate section i.e. in the second section as *Literature review*; towards

the end of introduction working hypotheses should be formulated which will be discussed later on at the beginning of the conclusion; this part should end indicating the organization of the text.

- d. *Methodology / method / model / conception* - is usually presented in the second section; the method /model / *conception* of the analysis should clearly be stated because of possible re-testing of the research results by interested researchers (this is one of the fundamental principles of scientific methodology).
- e. *Empirical data and analysis* – contain documentation background and the results of the analysis.
- f. *Results and discussion* – explain results, particularly their economic significance and messages.
- g. *Conclusion* – it should be kept in mind that this part does not represent a summary! Conclusions are the author's original opinion on or evaluation of results obtained and they contain information on the starting hypothesis (which can be contradicted or confirmed), main results of the research/analysis, referring to limitations and problems of the research as well as guidelines for future research.

(3) *References* – list only titles (sources) referred to in the text! Font size 9 is to be used, first line hanging.

After the text of the article written in Croatian and bibliography, abstract in English should follow (up to 250 words). Together with the abstract in English, the title and key words of the article should also be included (in the final version of the article accepted for publication basic information on the authors in English is also included).

TABLES should be included in the text. All the information given in tables are put in rows and columns separated by single thin lines. Each column heading for numerical data should include the unit of measurement applied to all data under the heading. Large numbers can be expressed in smaller units with appropriate column headings (in thousands, millions, etc.). Tables are numbered consecutively in Arabic numerals (e.g. Table 1, Table 2, etc.), and next to the number the source of data should also be stated.

GRAPHS AND DIAGRAMS should be included in the text. They need to have a number, the title and the source of information. They should be numbered in sequence with Arabic numerals (graphs separately from pictures). The sources of information are stated below the graphs i.e. pictures.

Note: The results indicated in tables and graphs are not described and repeated in the text, but should be related in the text by means of reference marks.

REFERENCES IN THE TEXT. Cited parts of the text are included in the text of the article, not in the footnotes. They are put in brackets with the name of the author and the year of publication e.g. (Horvat, 2003), and in the case of a citation, the page is also indicated (Horvat, 2003:150). *Ibid.* and similar words should not be used. Each note is indicated in the same way it has been indicated the first time. If there are two authors e.g.: (Horvat, Courty, 2004). If there are more than two authors, the first one should be indicated followed by "et al", e.g. (Horvat et al., 2003). For Internet sources in the references included in the text only the basic domain is indicated (<http://www.veleri.hr>). Each refernece should be listed in bibliography.

Bibliography comprises all sources used as well as complete information on works mentioned in references. Bibliography does not include the number of headings and is put at the end of the paper (after Conclusion). Bibliography is not numbered and it is listed in alphabetical order by first author's last name and in chronological order when there are more works by the same author.

References for books, journals and other sources are cited according to the following examples:

- **Books:** surname, initials (year) *Title*, place of publication: name of the publisher

Mohr, L. B. (1996) *Impact analysis for program evaluation*, 2nd. ed. London: Sage

If there are two or three authors, their surnames and initials (year) are put in order as they appear in the book *Title*, place of publication: name of the publisher

Ridderstråle, J., Nordström, K. (2004) *Karaoke Capitalism Management for Mankind*, Harlow: Pearson Education Ltd.

Perišin, I., Šokman, A., Lovrinović, I. (2001) *Monetarna politika*, Pula: Sveučilište u Rijeci, Fakultet ekonomije i turizma "Dr. Mijo Mirković"

If there are more authors (four or more), the surname of the first author is put followed by et al.

Norton, M. B. et al. (1981) *A People and a Nation – A History of the United States*, Boston: Houghton Mifflin Company.

- **Journals:** surname, initials (year) "Title of the article", *title of the journal in which it was published*, volume (number), pages

Fox, S. (1994) "Empowerment as a Catalyst for Change: An Example from the Food Industry", *Supply Chain Management*, 2(3), p. 29-33

If there are more authors (four or more), the surname of the first author is put followed by et al.

Di Noia, C. et al. (1999) "Should Banking Supervision and Monetary Policy Tasks be Given to Different Agencies?", *International Finance*, 2(3), p. 361-378

Multiple works by the same author published in the same year, besides the year the "a, b, c" letters are used after the year:

Quah, Danny Tyson. (1993 a) "Empirical Cross-section Dynamics in Economic Growth", *European Economic Review*, 37(2-3), p. 426-434

Quah, Danny Tyson. (1993 b) "Galton's Fallacy and Tests of the Convergence Hypothesis", *Scandinavian Journal of Economics*, 95(4), p. 427-443

- **Sources from the Internet:** surname of the author/editor, name initials, (year), "Title of the article", *Title of the journal*, date of publication, year, volume, number, pages or online equivalent, Internet address (date of accession)

If Internet sources do not give the name of the author: Internet address (date of accession).

Martin, C. L. (1998) "Relationship Marketing: a High-Involvement Product Attribute Approach", *Journal of Product and Brand management*, 7(1), p. 6-26, <http://www.apmforum.com/emerald/marketing-research-asia.htm> (3. 10. 2002.)

- **Books of collected writings:** author of the chapter (year of publication) "Title of the chapter". In: name of the publisher or author of collected writings, *Title of collected writings*, place of publication: publisher.

Silobrić, V. (2000) "Znanstvena proizvodnost i kriteriji vrednovanja znanstvenika u Hrvatskoj". U: Sunko, U. D. (ur.) *Znanost u Hrvatskoj na pragu trećeg tisućljeća*, Zagreb: HAZU.

- *Papers in Conference Proceedings*: author (year of publication) "Title of the article". In: Title of the Conference Proceedings. Place of publication: publisher, pages of the section referred to:

Fedchak, E., Duvall, L. (1996) "An engineering approach to electronic publishing" In: *Proceedings of the International Workshop on Multimedia Software Development*, 25-26 March. Berlin, Los Alimos, Ca: IEEE Comput. Soc. Press, p. 80-88.

- *Theses and dissertations*: name of the author is stated (year) *title*, and the name of the awarding institution

Whitehead, S. M. (1996) *Public and private men: masculinities at work in education management*, doctoral dissertation, Leeds Metropolitan University

- *Official publications*: title of the publication/organization/institution, (year) *Title*, place of publication: publisher

Department of the Environment (1986) *Landfilling wastes*. London: HMSO (*Waste management paper*, 26)

DOIs should be included in references (as a link). Authors can retrieve DOI through the Simple Text Query form (Crossref; link: <https://apps.crossref.org/SimpleTextQuery>). DOI is inserted by the author at the end of references in the form such as: <https://doi.org/10.31784/zvr.7.1.3>

Other Journal Contributions

Other contributions are submitted in the same way as articles. They are not reviewed, but are evaluated and grouped by the Editorial Board in the following types of contributions:

Books reviews. Critical reviews are written in clear and concise manner evaluating the structure, style and scientific achievements of a particular book. It starts with the name of the author (of the book in question), followed by his academic title, institution affiliation, the title and subtitle (if there is one) of the work, year of publication, publisher, number of pages, type of edition, language, ISBN and email address for contact. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given and a copy of the cover page is enclosed.

Doctoral Dissertations Reviews. In the title of the review, the author of the dissertation is stated, followed by some basic information on the author (academic title, institution affiliation), title and subtitle (if there is one) of the dissertation, as well as the names of the members of the Ph.D. committee. Further on date, year, institution and place of the dissertation defence is indicated. The critical review describes the structure, style, evaluating methodology and research results. Theoretical and practical contributions to a particular scientific field are analysed. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given.

Reviews on conferences and other scientific gatherings. They are written as critical reviews. In the title of the review the following is included: title of the conference, organizers, date and venue of the conference/meeting, official language of the conference, the name of the person for contact, followed by email, webpage and information on conference materials. The review provides a clear and concise survey of the main objectives of the conference, names of keynote speakers and discussions of the participants on scientific achievements, research results and suggestions for further researches on key issues. The author of the review signs the text at the end. Together with the name of the reviewer, the institution affiliation is given.

Letters to the Editor. Special section is available for comments, opinions and suggestions by readers, authors and other contributor.

Other Important Information

It is necessary to ensure the application of the standards of ethical practice by all parties that participate in the publication procedure. Author(s) should read Publication Ethics Statement (Code of Ethics) published on the website of the Journal and act according to it.

The Editing Board reserves the right to return texts to authors which do not meet the guidelines criteria, or to fully adapt contributions to comply with the Journal editing rules and the standard Croatian language, i.e. the language of the article. Contributions should be written in standard language free of spelling and grammar mistakes. Authors have to comply with all the editing and other guidelines.

The authors are responsible for language editing. Therefore, they must submit a proofread final version of the positively evaluated paper in order to be accepted for publishing.

Final decision on publication of an article, as well as the order of articles in the Journal is made by the Editorial Board. In one issue of the Journal one author can publish not more than one article.

The Journal of the Polytechnic of Rijeka does not charge *article processing charge* (non-APC model).

The author(s) should register via link: <https://orcid.org/signin> in order to obtain an ORCID identifier. The ORCID identifier is a researcher's unique and permanent identifier which allows for better visibility and interoperability of wide range of information systems.

Manuscript Submission

Papers are submitted in the electronic (via e-mail) form together with a completed form (*Application form*) which contains the following information: title of the article, name and surname of the author and co-author, and academic title, qualification, field of interest, i.e. field that the author deals with, name and address of the institution affiliation, telephone number, fax number, email address, and a signed *Copyright Statement, the consent to submit the paper to the reviewing procedure, and Statement - consent for personal data collection, processing and sharing*. All the information given should be written in the language of the article, in Croatian and in English (if the original language of the article is other than English). If there is more than one author, Application form has to be signed by all authors.

If none of the authors speak Croatian, the Editorial Board will provide translation of the article summary (including the title and key words) into Croatian.

Address for manuscript submission:

e-mail: zbornik@veleri.hr

Information on the Journal of the Polytechnic of Rijeka (Zbornik Veleučilišta u Rijeci) can be obtained on the Journal's website: <https://veleri.hr/hr/zbornik/>

EDITORIAL BOARD