**GUIDELINES**

**ABSTRACT**

*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 biotechnology and applied mathematics. Texts will be published in Croatian or 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). Abstract 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: purpose / objective of the research, methodology, findings, contribution. The abstract should not be written in paragraphs. Text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text, text.*

***Key words:*** *three to five words, font size 10, italic*

# INTRODUCTION

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. 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.

# 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 lenght, and the font used should be Arial, font size 11 single-spaced, justified, written from the begining 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[[1]](#footnote-1)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 (font size 9).

*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), but not more than that (the space after the heading should be 6 pt).

*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 (font size 9; 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).

Graph 1. Caption of the Graph

Source: Authors

*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.

## Table 1. Comparison of Neo4j with relational database

Izvor: Stojanović (2016)

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'').

## 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.

## The content of particular sections of the material presented

1. 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:
* Purpose / objective of the research
* Methodology / method / model / conception of the analysis
* Findings / main results of the research (or the analysis)
* Originality of the research / contribution.

The abstract should not be written in paragraphs.

1. *Key words* - should reflect the essence of the article's content, usually there are three to five words (font size 10, italic; „***key words***“ should be written bold).
2. *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.
3. *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).
4. *Empirical data and analysis* - contain documentation background and the results of the analysis.
5. *Results and discussion* - explain results, particularly their economic significance and messages.
6. *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

*References –* list only titles (sources) referred to in the text! Font size 9 is to be used, first line hanging; space between sources 6 pt.

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). If the text of the article is in English, after the bibliography an abstract in Croatian should follow (including the title and key words). If none of the authors speak Croatian, the Editorial Bord will provide translation of the article summary (including the title and key words) into Croatian).

### 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.

### References

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

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

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

* *Journal article:* surname, initials (year) “Title of the article”, *title of the journal in which it was published*, volume (number), pages. DOI number

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

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

* *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).

* *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.
* *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
* *Theses and dissertations*: name of the author (year) *title*, and the name of the awarding institution
* *Official publications*: title of the publication/organization/institution, (year) *Title*, place of publication: publisher

# 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 affilitaion 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 affilitaion 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 affilitaion is given.

# REFERENCES

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**UPUTE**

SAŽETAK

*Zbornik Veleučilišta u Rijeci je recenzirani zbornik otvoren za suradnju znanstvenicima i stručnjacima iz područja prirodnih, biotehničkih, tehničkih i društvenih znanosti. Tekstovi se objavljuju na hrvatskom in a engleskom jeziku. Tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst, tekst.*

***Ključne riječi:*** *tri do pet ključnih riječi, font 10, kurziv*

1. Footnotes should be used only for additional explanations of the text (single-spaced, font size 9) [↑](#footnote-ref-1)