

Guidelines for authors from member countries

Journal of Central European Agriculture (JCEA) is scientific journal from the field of agriculture published by nine National Editorial boards from Central European countries. JCEA publishes manuscripts in English and native languages of member countries. Member countries are: Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia and Serbia.

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Journal of Central European Agriculture is a member of [CrossCheck](#), a multi-publisher initiative for screen of published and submitted content for originality. By depositing published content and checking submitted manuscripts for plagiarism, this Journal is actively committed to combat against plagiarism and publication of original research.

Before you begin

Manuscript submission implies that manuscript has not already been published and is not under consideration for publishing elsewhere until decision on manuscript rejection is given. It is also implied that submitted manuscript has been approved by all co-authors as well as responsible authorities. JCEA will not be held legally responsible if there should be any claims for compensation.

Before manuscript submission, make sure that manuscript is written according to these guidelines; otherwise the manuscript won't be taken into consideration for publishing. The best thing you can do in order to better understand requirements of these guidelines is to refer to stylized article template (example) available at [Journal web page](#).

Only manuscripts submitted using Journal's online manuscript submission system will be taken into consideration for publishing process. For more details how to submit a manuscript see the section on online manuscript submission in these guidelines.

JCEA aims and scopes:

- General agriculture
- Animal science
- Plant science
- Environment in relation to agricultural production, land use and wildlife management
- Agricultural economics and rural development.

Original scientific paper

JCEA publishes papers containing results of original research. The material should not be previously published or under consideration elsewhere.

Preliminary communication

The Journal publishes short articles that reflect important research findings and should be published rapidly. These findings should be new and unpublished as part of original scientific papers.

Review article

Reviews provide an up-to-date survey of particular problem or an area in which, preferably, the author himself is active. The usual division into “materials and methods, results and discussion” may be replaced by more customized structure. Review articles should not exceed 25 pages (in submitted manuscript form). The Editorial Board prefers the publication of review articles in English, while the possible publication in the national language of the authors (for authors from member countries) depends on prior agreement with the Editorial Board.

Conference paper

Presentation from a scientific conference related to agricultural profession, previously presented at a conference must be published in full form. As a rule, papers published in the conference proceedings are not published in JCEA.

Congress report

Summaries of congress reports are limited to 1 700 characters. They have no chapters, bibliographic references or acknowledgements. Proceedings are published by prior arrangement with the JCEA Editorial Board.

Short communication

A brief report of research findings adequate for the journal's scope and of particular interest to the community. The length is limited to eight printed pages (including figures, tables and references). It has the same structure as original scientific articles.

Letters

The Journal will publish brief notes of scientific interest to disseminate information and observations of preliminary nature. The length of such notes is restricted to two pages (approx. 5 000 characters) and publication will depend on the general interest of readers.

Format and styles

Manuscript text, including tables, figures and references, should be contained in a single file. Manuscript text should be arranged as follows:

1. Manuscript title in English
2. Manuscript title in native language
3. Author's full names following their affiliation in new paragraph (line)
4. Abstract in English
5. Keywords in English
6. Abstract in native language
7. Keywords in native language
8. Detailed abstract in English (if the manuscript text is written in the native language)
9. Manuscript text including tables and figures in their respective places
10. References

General manuscript style guidelines:

- Use A4 page size (210 mm × 297 mm), page margins should be: top and bottom: 3 cm; left and right: 2.5 cm
- Manuscript must be submitted in a .doc/.docx format (Microsoft Word) and arranged in one column.
- Use single line spacing between lines and Arial 12-point font type for all text, except for the manuscript title (14 pt)
- Use 6-point paragraph spacing before and after in the whole manuscript
- Manuscript text, including tables, figures and cited literature, should be contained in a single file and should not exceed 20 pages. In case of review articles, the number of pages should not exceed 25
- Everything should be justified except tables, figures and their captions which should be centered on page
- Do not break (hyphenate) words on the right margin
- Use italic for words and symbols such as scientific species names and use Symbol font for displaying Greek letters and symbols
- Do not use bold or italic font face for emphasis
- Use impersonal mode when writing (avoid using words like “we”, “our”, “us”).

Manuscripts written in the member countries national languages must have manuscript title, abstract, keywords, detailed abstract, table and figure captions and footnotes added in the English language (including column and row headings in tables and variable names in figures).

If the manuscript is written in English, the addition of the manuscript title, abstract and keywords in native language is obligatory for authors from member countries.

Page style

Manuscript pages must be in standard A4 (210 mm × 297 mm) size with portrait orientation. Use landscape page orientation only for tables and figures that wouldn't fit otherwise.

Regardless to page orientation, the margin on top and bottom of page must be 3 cm and on left and right 2.5 cm wide. Use 6-point paragraph spacing before and after in the whole manuscript

Title of manuscript

Manuscript title should be short including all the information in the title that will make searching for the article sensitive and specific. Write manuscript titles using bold 18-point font size, with no more than 20 words long.

Manuscript title in English must appear at the top of the manuscript, followed by manuscript title in the native language.

Authors and affiliations

List all authors with full names in one line just below the manuscript title. You must provide author's full name; use initials only for author's middle name. Write authors' family names in uppercase letters.

List all affiliations (each in a separate line) according to the list of order of authors. Write authors' affiliations using 10 point Arial font. Set paragraph space 6 point before and after each line.

Corresponding author should be marked by adding an asterisk (*). Also highlight the author's contact information by stating the author's valid e-mail address.

Abstract

Abstract may have a maximum of 250 words. Abstract should be written as a continuous text that consists of one paragraph only. Abstract should not have any special headings (Goals, Results...), while references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

Keywords

Put keywords in new line after abstract and list up 4-6 keywords. Separate keywords with a comma (,).

Keywords not overlapping with those used in the manuscript title are recommended. Don't use any special symbols or abbreviations as keywords.

Detailed abstract

If the paper is in author's native language, detailed abstract in English is obligatory.

Detailed abstract should have at least 500 words in order to provide sufficient information about methods, results (with reference to the tables and figures), and discussion. The purpose of this detailed abstract in English is to give the reader full understanding of the article in all the essential aspects.

The main text

Whole manuscript text should have single space, including 6-point paragraph space before and after. There should be no blank lines between paragraphs. Paragraphs should be divided by ENTER key. Prevent widowed titles by having at least two lines of text of the immediate paragraph under the title.

The main manuscript chapters may vary, depending on the type of the theme and research. The general outline is: Introduction, Materials and methods, Results, Discussion (or Results and discussion), Conclusions, Acknowledgements, References. If not needed, acknowledgements may be omitted. This scheme may not be suitable for every publication (economics, sociology). Authors should adjust their chapters according to their topic but follow the general outline as much as possible.

Figures and tables

All figures and tables should be placed in the text, where most suitable. Be sure that each table and figure is cited in the text (Table 1, Figure 1). Figures and tables, including their captions, must be easily readable and self-explanatory.

Each group of figures and tables should be consecutively numbered in the order of their first citation and appearance in the text and for each a brief title must be supplied. Duplicated documentation of data in both figures and tables is not acceptable.

All text in tables and figures should be written with capitalized first letter of the first word (i.e. only the initial word should be capitalized). Also all words for variable names, column headings etc. in tables should start with the first capital letter.

Avoid excessive formatting (bold, italic, underline, usage of colours) and shading in tables and their captions. If necessary, the font size in tables may be less than 12 pt. Place table's footnotes below the table body and mark them with superscript lowercase letters. Use 10 pt Arial font for table footnotes. Symbols and abbreviations used in table should be defined immediately below the table.

Center aligns all figures and their captions. Don't wrap the text around figures. Put figure captions below figure.

Numbers, units of measurement, variables, and values

In JCEA all units of measurement should conform to the International System of Units (SI). You can also use units that are commonly accepted and used in agricultural profession (such as hectare, year, Celsius degree, litre, etc.) but aren't included in SI unit system.

- To express a unit of measurement, use a space between the number and the unit (1.2 kg, 22 cm, etc.) except for percentages (15%).
- In a series of measurements, indicate the unit at the end (2, 5, and 9 cm). Use g/cm³ instead of g*cm⁻³ or g·cm⁻³. When there are two quotients, represent as: g/kg per day (not g/kg/day).
- Use 22 °C instead of 22° C or 22°C.
- The probability of significance (*P*) should be normally indicated by using the following conventional standard abbreviations for significance (*P*<0.05, *P*<0.01, and *P*<0.001). In tables, levels of significance should be indicated by *, **, and ***, respectively. Statistical significance *P*=0.02 can be also used in the text or tables.
- In the text, use words for numbers zero to nine (if not associated to a standard unit) and numerals for higher numbers.
- Decimal places are separated with a full stop (.) and NOT with a comma (for manuscripts written in English).
- Do not use a comma separator for numbers greater than 999 (e.g. 100 864). For large numbers in the text, substitute 10ⁿ for part of a number (e.g. 1.6 x 10⁶ for 1 600 000).
- Dates should be given with the month written in full and the day in numerals (i.e. 12 January 2022, not 12th January 2022).
- Always use a leading zero for decimals (e.g. use 0.05 instead of .05) and don't put unnecessary zeros at the left and right of a decimal point (e.g. use 0.4 instead of 0.400).
- All biological entities (crops, plants, insects, mammals, etc.) should be identified by their scientific names, in parenthesis, when the English/native term is first used, with the exception of common domestic animals. Write scientific names using italic font in lower case letters with the first letter of genus capitalized. To indicate that the identity of species within a genus is unknown, use "sp." (singular) or "spp." (plural).

Online manuscript submission

Only manuscripts submitted electronically via JCEA online manuscript system (in a .doc/.docx format, MS Word) will be taken into consideration for publishing. JCEA online manuscript system is designed for manuscript submission and tracking manuscript status throughout the publishing process. The JCEA manuscript submission system can be found at <https://jcea.agr.hr/en/paper-submission>

In order to use JCEA online manuscript system you need to sign in using existing account or by registering as a new user. The system also requires that the cookies are enabled in browser settings.

Once the manuscript is submitted, the system will automatically send an acknowledgement message on user's e-mail address. The manuscript will be examined by one of Journal's editors in shortest time. Compliance with these instructions is obligatory for all authors. If a manuscript does not comply with the above requirements, the Editorial Board will not accept it for consideration and will return it to the authors without reviewing.

After pre-evaluation of the manuscript (including the technical approval, similarity check and scientific quality assessment), Journal's editor will find appropriate reviewers for the manuscript. Depending on the manuscript's topic this process can take up to three months.

Official manuscript status can be found in Journal's online system tracking page. Manuscript status is visible only by the user who had submitted the manuscript.

Manuscripts that have "submission in progress" status aren't visible by Journal's editors and won't be processed until manuscript submission is completed by uploading the manuscript's full text file.

Peer review process

After all steps of manuscript submission have been completed, Journal's editorial staff will examine if the manuscript technically complies with the guidelines. In case that manuscript doesn't follow the guidelines outlined in this document, the Journal's editors will likely return the manuscript to its authors before sending the manuscript for review.

In case the manuscript subject or content is not appropriate for publication in JCEA, the manuscript won't be sent for review and its author will receive the explanatory letter from the editor.

Manuscripts that follow technical requirements of these guidelines are sent for review by Journal's editorial staff (the names of the reviewers are hidden from the authors – Single blind review). Each manuscript is assigned to at least two reviewers from different countries.

Reviewers have immediate access to the manuscript and are given three weeks before sending the reminder notice. But, it may take more than two months before the editor receives a complete set of review results.

The outcome of the peer review process can be the acceptance of the manuscript in its current form, its acceptance after minor revisions, acceptance after major revisions or manuscript rejection. After receiving a full set of reviews, Journal's editors will make proceeding manuscript decision according to the results of the review. The peer review reports are sent to the corresponding authors only after the

Journal's editor got the complete decision set of reviews.

Revision time limitation for manuscript is three weeks from the date of placing correction request. If during legitimate revision time authors do not provide revised manuscript version, the manuscript will be rejected. The date of placing manuscript revision request, together with revision status is visible at Journal's online system manuscript tracking page.

Manuscripts acceptance and rejection policy

Several manuscript revisions may be necessary before Journal's editors decide on manuscript acceptance or rejection. The journal's editor can decide on manuscript acceptance only based on at least two positive reviews. In rare instances Journal's editors may decide to accept or reject manuscripts without following reviewer's recommendations. In the case of manuscript acceptance or rejection the author will receive an explanation letter from Journal's editors.

For manuscripts that have been rejected the author may ask the JCEA editorial board for reconsideration. If the author resubmits the rejected manuscript without reconsideration letter to the JCEA editorial board, the submission will be considered invalid and will be rejected.

Accepted manuscripts will enter the publication queue and will be published in upcoming issues. The order of manuscript acceptance is not necessarily the order of their publication in the next issues of the Journal.

Prior to publishing, each manuscript will go through several iterations of style inspection and it is author's responsibility to prepare the manuscript according to these guidelines. Manuscripts that don't fulfil technical requirements cannot be processed by publishing system. If the manuscript technically does not comply with these guidelines, Journal's editors (regardless to manuscript's review status), can request from corresponding author necessary style corrections of the manuscript. Manuscripts for which Journal's editors have requested technical corrections will be pending outside of the publishing queue until the author re- uploads the technically correct manuscript version.

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