

Instructions to authors

Authors are kindly asked to read following instructions while preparing the manuscript for publishing in *Mljekarstvo*.

Mljekarstvo publishes: original scientific papers, preliminary communications, scientific notes and reviews. All contributing manuscripts will be subjected to critical review by the reviewers.

Original scientific papers report results of author's own original research, which should be explained in discussion and if possible, statistically analyzed. Experimental results should be presented in a way that enables reproduction and verification of analysis and deductions on which the conclusions are based. The paper should be divided into the following sections: Abstract (in Croatian and English); Introduction; Materials and methods; Results and discussion; Conclusions; References.

Preliminary communications are brief accounts of work still undergoing evaluation and development which require immediate publication. Publication of this paper obliges author for submitting an original scientific paper after the research is completed.

Scientific notes (short communications) include reports on shorter but completed research or descriptions of an original laboratory technique (methods, apparatus etc.).

Reviews are complete overviews of new scientific facts and/or results of scientific research from greater number of authors, including discussion of a certain problem based on literature facts and author's own assumptions. Author's reviews provide an up-to-date survey of particular problem or an area in which, preferably, the author himself is active.

MANUSCRIPT PREPARATION

The manuscript should consist of max. 20 type written pages including tables, graphs, schemes and photographs. It should be written using Times New Roman font, plain, normal, font size 12, with 1.5 spacing on one side of the paper and margins 2.5 cm. Line numbering should be included, with numbering to continue from the first line to the end of the text (reference list). Line numbers should be continuous throughout the manuscript and NOT start over on each page.

The title of the manuscript and the title of the chapter should be short and written in bold. The title of subheading should be written in italic. Subsequently, the author/s name/s and surname/s should be written. The manuscript must contain full name/s of author/s, with asterisk next to the name of the corresponding author. Footnote at the bottom of the first page should contain information about the corresponding author (address and e-mail). The affiliations for all authors must be given in the following sequence: University/Institution, Faculty/Department, Postal address, City, Country. When authors have different affiliations, should be used superscripted Arabic numbers after last name of the author.

Manuscript has to be written without spelling mistakes, impersonal style. It is the author's responsibility to ensure that papers are written in clear and comprehensible English. Authors whose native language is not English are strongly advised to have their manuscripts checked by an English-speaking colleague prior to submission.

The first word in the paragraph must not be retracted. Paragraphs have to be separated by clicking on enter key. Pages have to be numerated continuously throughout the text. For manuscripts written in English language, decimal numbers in text and tables should be divided by a dot.

Latin words, phrases and abbreviations, including generic and specific names, should be written in italic.

For clearness the paper should be divided into the following sections: Abstract (with Key words), Introduction, Materials and methods, Results and discussion, Conclusions and References.

Abstract should not exceed 250 words. Up to five key words or key phrases should be listed after the summary.

The title, abstract and keywords should be written in Croatian and English.

Abstract has to show relevant data, methodology, main results and conclusion. It should not be longer than one page with double spacing. It has to be written in Croatian and English language. It should not contain abbreviations or references. After abstract, authors have to write three to five key words.

Introduction should contain previous research results and the purpose of the investigations.

Materials and methods should indicate apparatus, instruments etc., giving sufficient details only if newly methods are used. For the well-known methods and techniques an adequate reference(s) citation will be sufficient.

Results and discussion - The information given in tables and figures should not be repeated, only relevant data are discussed and explained.

Conclusions have to briefly explain significance of the research results.

References should be selective rather than extensive (with the exception of review articles). If the original literature cited has not been available, the authors should quote the source used. Authors of the selected reference must be on the reference list. After quotation, authors surname with the year when paper was published have to be written in the bracket, such as (Kirin, 2007). If the paper was written by two authors, both surnames have to be written e.g. (Kirin and Antunac, 2007). If the quoted paper was written by many authors, the first author's surname is written with mark "et al." and the year when paper was published, e.g. (Kirin et al., 2007).

In the reference list which has to be written on the end of the paper, all authors have to be written (surname and name initials, the title of the paper, publisher, place and year of publishing and pages) in alphabetical order, and paper of the same author by chronological order. If there are more papers from the same author published in the same year, references have to be differentiated by letters (a, b, c, d) behind the year of publishing. In case of multi author papers, in reference list all the authors have to be written (not the first author and mark "et al."). Titles of books and papers have to be written in italics. For papers published on the web, it is necessary to write the source and the date when the paper was downloaded, besides basic information (title, author's name, ect.), e.g. <http://www.findarticles.com/p/articles/03.04.2006>.

Reference list should be written as shown:

Tratnik, Lj. (1998): Mlijeko - tehnologija, biokemija i mikrobiologija. Hrvatska mljekarska udruga, Zagreb.

Antunac, N., Havranek, J., Samaržija, D. (1997): Somatske stanice i njihov utjecaj na kakvoću i preradu mlijeka. *Mljekarstvo* 47 (3), 183-193.

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Tables and Figures should be completely understandable without reference to the text. The same data should not be reproduced in both tables and figures. For publishing reasons, figures have to be delivered in graphical formats (*.xls, *.tif or *.jpg).

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All contributions are evaluated according to criteria of originality and quality of their scientific and professional content. All manuscripts received for consideration will be acknowledged by the Editorial office. Once a manuscript passes the initial checks, it will be assigned to at least two independent experts for peer-review. After a revision, the authors have to send the corrected manuscript accompanied by a letter to the reviewers containing a detailed response to each reviewers' comment and a reference to each made correction.

Potential reviewers suggested by the authors may also be considered. Based on the comments and advice of the peer-reviewers, the Editor and the Editorial Board will make a decision to accept, reject, or to ask authors to revise the manuscript. Contributions may be rejected without reviewing if considered inappropriate for the journal.

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