

AUTHOR GUIDELINES

Submission process

Manuscripts has to be submitted using the journal on-line system
http://hrcak.srce.hr/ojs/index.php/periodicum_bilogorum

All manuscripts submitted to **Periodicum biologorum** has to positively pass the peer-review process, if Editors decide that manuscript fit to the scope of the journal, and has novelty and originality interesting to the journal readers. In order to expedite review, authors may suggest three to five potential reviewers with their full names, Institutions and e-mail addresses.

Peer-reviewers complete a standard evaluation form as well as providing comments for editors and authors, ensuring that the quality of manuscripts published are maintained to a consistently high standard. Reviews are expected to be professional, honest, constructive and prompt.

The submitted manuscript is a privileged communication and reviewers must treat it as confidential and must not be shared with any colleagues. If peer-reviewers suspect misconduct, they should notify the editor in confidence.

General instructions about how to prepare a manuscript are given in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals issued by the International Committee of Medical Journal Editors. Authors should give special attention and if applicable, send statements on: Conflict-of-Interest; Informed Consent; Human and Animal Rights.
<http://www.icmje.org/icmje-recommendations.pdf>

Cover letter

A cover letter with the name, postal address, postal code, and e-mail address of the corresponding author must accompany each manuscript. The cover letter must include the full title of the manuscript, the statement that the manuscript has not been submitted for publication or published elsewhere. Your cover letter must be in separate document file, not within the manuscript. This letter must include a statement confirming that all authors concur with the submission, and stating that survey has no conflicting ethical issues. One of the criteria considered in reviewing manuscripts is the proper treatment of animals. In particular, the use of painful or otherwise noxious stimuli must be carefully and thoroughly justified. Papers that do not meet these criteria will not be accepted for publication. Authors may consult e.g. ARRIVE guidelines.

<https://www.nc3rs.org.uk/arrive-guidelines>

In case you would like to suggest reviewers, you could do it at the end of the cover letter.

Types of contributions

Original research papers: Submitted manuscripts should be fully documented reports of original research. They must contain significant and original observations to be critically evaluated. (Length limit approx. 44,000 characters; figure limit 10 and tables 8; references 50)

Short communications: These manuscripts should represent complete, original studies and should be arranged in the same way as full length manuscripts. (Length limit approx. 22,000 characters; figure limits 6 and tables 6; references 20)

Editorials: are solicited by Editorial Board with the aim to bring to the general readership the pressing topics in life sciences and related environmental and bioethical dilemmas.

Review articles and viewpoints: Authors who wish to contribute a manuscript to this category are encouraged to contact the Editors-in-Chief prior to submitting their manuscript. Reviews should be focused on topics of current interest. Viewpoints should offer a more personalized perspective on a topic that will be of interest to the general readership. These contributions will be subject to review as well.

Commentaries and letters to the Editor: Concerning work published in the journal may also be submitted. They should not exceed 2 manuscript pages including one table or figure.

Preparation of manuscripts

Pages and lines should be numbered continuously throughout the manuscript. The text should be single-spaced between lines. Units should be quoted according to the International System of Units (SI), and abbreviated terms should be written in full when first mentioned. Preferred fonts are Arial or Times New Roman (size 12 dots).

First page

A concise but informative full title of the article. The first page should contain the full title, the running title (up to 70 characters), names of all authors (first and last names in full) their institutional affiliations, and the name and e-mail address of the corresponding author.

Second page

List of any nonstandard abbreviations.

Third page

An Abstract of no more than 250 words must be divided into four separate sections: 1. background and purpose, 2. materials and methods, 3. results and 4. conclusions, and should be factual condensation of the entire work including a statement of its purpose, a clear description of the findings and finally a concise presentation of conclusions. Write up to seven keywords separated with the semicolon (avoid those from the title and abstract).

Content of manuscript

Write in the first person (except abstract) and the active voice whenever possible. Keep the INTRODUCTION brief, stating clearly the purpose of the article and its relation to other papers on the same subject. Do not give an extensive review of literature. Provide enough information in the MATERIAL AND METHODS section to enable other investigators to repeat the experiments. Report RESULTS clearly and consistently. Do not present the same results in tables and illustrations. Exceptionally, results and discussion can be combined in a single section. In the DISCUSSION interpret the results, state their meaning and draw conclusions. Do not simply repeat the results.

Tables and figures

Tables and figures (both numbered in Arabic numerals) may be placed within text of the manuscript, or at the end of it. However, they must be uploaded as separate files in the journal on-line system as well. A table requires a heading and figures a legend. Each table and figure must have all the necessary information to be understood independently of the text.

Abbreviations

Introduce an abbreviation only when the same term occurs three or more times. All non standard abbreviations should be listed in alphabetical order on the second page.

References

Type references on a separate sheet in order of appearance. Then number them in sequence and put these numbers in brackets in the text in same manner as when citing with principal author e.g. (X) instead of (Author Year) or Author (X) instead of Author (Year). Cite in sequence all authors names and initials, title of article, name of journal, year of publication, volume number of journal, and first and last pages. The surnames of the authors followed by initials should be given. There should be no punctuation other than a comma to separate the authors. Abbreviate journal titles according to the International List of Periodical title Word Abbreviations or to Current Contents®. Material submitted for publication but not yet accepted should be noted as unpublished data and not included in the reference list. For cited references not written in English, please type the English translation of the title in brackets, and indicate the language of the original). Consult the latest issues of journal on citation.

Example for journal citation (X representing an ordinal number in the list of references):

X. LUČIN P, JONJIĆ S 1995 Cytomegalovirus replication cycle: An overview. *Period biol* 97: 13–26

Example for book citation (X representing an ordinal number in the list of references):

X. STROLIN BENEDETTI M, DOSTERT P 1992 Monoamine oxidase from physiology and pathophysiology to the design and clinical applications of reversible inhibitions. In: Testa B (ed) *Advances in Drug Research*. Academic Press, London, p 65

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word, RTF or PDF document file format.
3. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all figures, and tables are uploaded as separate files, or within manuscript file. Pages and lines are continuously numbered.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.

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