



## GUIDELINES FOR AUTHORS ON HOW TO WRITE AND STRUCTURE THEIR PAPER

All papers must be submitted in Croatian or English language and written in Microsoft Office Word - version 6.0 or newer.

All papers will undergo two international double-blind peer-reviews and they will be reviewed by selected experts in a specific field.

**Paper submission: When naming the file containing your manuscript, write the name and the surname of the first author without using diacritics (e.g. Pero\_Peric) and send it via email to [cpi@fkz.hr](mailto:cpi@fkz.hr) not later than January 2, 2020.**

Papers will be published in the digital Conference Proceedings.

Authors are also kindly asked to send a scanned and signed statement that the paper they are submitting has not been previously published elsewhere or that it has not been submitted to any other publisher to be considered for publication. Send the [statement](#) to [cpi@fkz.hr](mailto:cpi@fkz.hr)

Papers will **not** be proofread. Hence, you are kindly asked to have your text proofread.

**Before you send us your text, please, read the following guidelines for authors and edit your text in compliance with them. If your text is not edited accordingly, the paper will not be reviewed and we will not be able to publish it.**

### ➤ TEXT EDITING AND THE STRUCTURE OF THE PAPER

Authors are instructed to follow the format requirements, i.e. to download the [paper writing form](#):

- **The length** of your text, including title, abstract and keywords, text, tables, figures, diagrams and the list of references should not exceed 7500 words and the minimal text length should be 4000 words.
- **Format:** A4
- **Margins** 2 cm up, 1.75 cm down, 3 cm left and right.
- **Font:** Times New Roman

- **Original scientific paper and preliminary communication are structured as follows:** title, full names of authors (first line), postal addresses of the authors (one line per address), abstract, keywords, introduction, materials and methods, results, discussion, research limitations, conclusion and references.
- **Scientific review articles are structured as follows:** title, full names of authors (first line), postal addresses of the authors (one line per address), abstract, keywords, introduction with the overall purpose of the study, relevant international literature reviews (minimum 30 sources) discussion, conclusion and references.
- **Expert papers are structured as follows:** title, full names of authors (first line), postal addresses of the authors (one line per address), abstract, keywords, introduction with the main hypothesis of the paper, relevant literature review, practical application, discussion, conclusion and references.
- **Title:** lowercase, 14 pt font size, bold, centered text
- **Full names of authors** written without academic titles, comma separated, lowercase, 14 pt font size, centered text. Mark the name of your affiliation with a number in superscript behind the surname. If there are two or more authors from the same affiliation they are given the same number.
- **Address** (name of the company/ affiliation, country), lowercase, italic, 12 pt font size. Behind the full name of the contact person write the email address in brackets, italic, underlined, no dash.
- **The abstract of the original scientific paper/ preliminary communication should include** research objectives, methods and results.
- **The abstract of the scientific review article should include** the subject of the paper, the main purpose of the study and a summary of published research literature relevant to the topic being researched.
- **The abstract of the expert paper must should include** the practical topic of the paper, methods used and the main findings.
- **The abstract** in the paper should match the submitted abstract.
- **The text** should be written in Times New Roman, 12 pt, left and right edges of the text should be aligned (Justify = Ctrl+J). Subheadings should be marked with numerals and written in lowercase letters, 12 pt font size, right-aligned margins. Press the Enter key to make a new paragraph and do not use indentation of the first line of a paragraph. Use single space (12 pt) before a subheading, between the title and the list of authors, between the list of authors and their addresses, before table captions and after the table, before images ( photographs, charts, graphs etc.) and after picture captions.
- **Tables** (from left to right margin), graphs, photographs and diagrams must be mentioned in the text. Tables and figures should be numbered and accompanied by captions above. The content in a table cell should be separated by a minimum set of horizontal lines of 0.5 pt. Photos, graphs and diagrams should be numbered under the image. Graphs and images should be submitted in image file formats (\*.xls, \*.tif or \*.jpg) References for tables, graphs, photos and diagrams should be placed below each table, graph, photo or diagram in italic, 11 pt font size. The source should be mentioned in section References.

- When using an abbreviation – when an abbreviation is used for the first time in the text, it should be preceded by a full term/name it stands for and it should be put into brackets. Subsequently only the abbreviation for this term/name may be used in further text (e.g. Visoka policijska škola (VPŠ). At the VPŠ ...or Kazneni zakon (NN 101/12: in further text KZ)

➤ **WHEN COMPILING A REFERENCE LIST, PLEASE, ABIDE STRICTLY BY THE GUIDELINES THAT FOLLOW**

**Compile, arrange, and format reference lists in APA style. All sources should be cited in the text and listed in the reference list.**

DO NOT translate titles of books, papers, journals etc.

The reference list should include only cited sources. Use hanging indent in reference list, select 0.5 cm.

**If a reference mentioned in the text has one author, you should cite it as follows:**

- e.g.  
Rogers (2000) says that...
- In recent research Rogers (1994)...
- In 1994 Rogers compared....

**If a reference mentioned in the text has two authors, you should cite it as follows:**

- e.g..  
Rogers and Smith (2010) say ....

**If a paper which you mention in the text is authored by three, four or more persons, list all authors when you mention this source for the first time. If the same paper is mentioned subsequently, then write the surname of the first author followed by et al.**

- e.g.  
Wesserstein, Zappulla, Rosen, Gerstman and Rock (1994) have said....(when mentioned for the first time)  
Wesserstein et al. (1994) said....( when mentioned for the second and any subsequent time)

**If a paper you refer to is co-authored by six or more persons**

If a paper you refer to is co-authored by six or more persons, write down the surname of the first author followed by et al.

Exception- if there are more papers you refer to which are co-authored by six or more persons, than write down the surname of the first author and other authors (as many as needed to make a clear distinction between similar references)

e.g.

Kosslyn, Koenig, Barrett, Cave, Reed, Tang and Gabrieli (1992)

Kosslyn, Koenig, Gabrieli, Tang, Marsolek and Daly (1992)

You should cite it as follows:

Kosslyn, Koenig, Barrett, et al. (1992)

Kosslyn, Koenig, Gabrieli, et al. (1992)

### **Authors with the same surname**

If the reference list includes different authors with the same surname include the initials of the author in the in-text citation even if the year of publishing is different.

e.g.

R.D. Luce (1959) and P.A. Luce (1972) concluded that....

J.M. Goldberg and Neff (1961) and M.E. Goldberg and Wurtz (1972) suggested that...

### **Citing a specific part of a source**

When citing a specific part of a source it is important to indicate the page, the paragraph or image mentioned in the text. The same rule is applied for full citations.

e.g.

(Cheek and Buss, 2000:332)

### **Citing a source with no author**

When citing a source with no author use two or three words from the title. Enclose the title in quotation marks if it refers to an article, book chapter or web page. Use italics for the title if it refers to a book, journal, brochure or report.

e.g.

...discussing the causes and consequences of climate change („Climate and Weather“, 1997)

Anonymous references are to be cited as follows:

...regarding the climate change (Anonymous, 2008)

### **References from a web source**

For references from a web source the same rules are applied as above and in addition to that provide the date when you last visited the website in the reference list.

e.g.

If you list an official website (organization, company) - IFIS (2008) Food Science Central. International Food Information Service,

<<http://www.foodsciencecentral.com>>. Retrieved from URL on January 21, 2008 (in reference list)

Citing in the text: (IFIS, 2008)

When citing an online book - Bryant, P. J. (2006). Biodiversity and Conservation, <<http://darwin.bio.uci.edu/~sustain/bio65/index.html>>. Retrieved from URL on November 29, 2007 (in reference list)  
Citing in the text: (Bryant, 2006)

When citing an online journal article - Van Schaftingen, E., Gerin, I. (2002). The glucose-6-phosphatase system. *Biochem. J.* 362, 513-532, <<http://www.biochemj.org/bj/362/0513/bj3620513.htm>>. Retrieved from URL on November 29, 2007 (in reference list)  
Citing in the text: Van Schaftingen, E., Gerin, I. (2002)

### **Citing legal materials**

When citing a legal document or one specific article- write all issues of the official gazette when you mention this source for the first time

e.g.

Criminal Procedure Act (NN 23/98,44/00)

Criminal Procedure Act (NN 23/98,44/00, Art.5)

### **➤ REFERENCE LIST**

- **The reference list should contain all sources cited in the text and vice versa- a cited reference should be included in the reference list**
- Number the references in the reference list
- The reference list should be in alphabetical order (initial letter of the surname of the first author)
- When the reference is a book or a paper published in a journal- the title of the book/ name of the journal is written in italic. When the reference is a chapter in a book- the title of the book is written in italic followed by page numbers which should not be italicized.  
The reference should be written as follows:  
Surname, N. (year). Title of the article. *Name of the journal*, 1 (3), 123-234.  
Surname, N. (year). *Title of the book*. Place of publication: Publisher.  
Surname, N. (year). *Chapter title*. U I. Surname (Ur.) Title of the book (p. 123-345). Place of publication: Publisher
- If more than one work of the same author/authors published in the same year is listed in the reference list, add a, b, c (both in the reference list and when mentioning the source in the text) – e.g. Smith (2000a)
- If more than one work of the same author/authors published in different years is listed in the reference list, list them chronologically.  
e.g.  
Kim, L.S. (1991)  
Kim, L.S. (1999)
- The paper of a single author is listed first and after that write the next reference when the same author is mentioned in a group of authors as the first author  
e.g.

Kaufman, J.R. (1991)

Kaufman, J.R. and Cochran, D. F. (1987)

- Groups of authors with the same first author- first write the surname of the first author and the alphabetical order follows the initial letter of the second author's surname. If the second author has the same surname as the second author in the previous reference than organize the list according to the initial letter of the surname of the third author and so forth.
- When there are more than one references with the same group of authors list them according to the year of publication
- When there are references of authors with the same surname but different first name than list them alphabetically according to the first name
- References of web sources are followed by the date when the website was visited  
e.g.  
IFIS (2008) Food Science Central. International Food Information Service,  
<<http://www.foodsciencecentral.com>>. Retrieved from URL on January 21, 2008

Online books

e.g. Bryant, P. J. (2006). Biodiversity and Conservation,  
<<http://darwin.bio.uci.edu/~sustain/bio65/index.html>>. Retrieved from URL on January 21, 2008

Article from an online journal

e.g. Van Schaftingen, E., Gerin, I. (2002). The glucose-6-phosphatase system.  
Biochem. J. 362, 513-532, <<http://www.biochemj.org/bj/362/0513/bj3620513.htm>>.  
Retrieved from URL on January 21, 2008

- Legal documents are listed as follows:  
e.g.  
Criminal Procedure Act, NN 23/98,44/00.