

INSTRUCTIONS FOR AUTHORS

The editorial board accepts unpublished papers in Croatian and English. Papers should be submitted in electronic form. The editorial board reserves the right to adjust the papers according to the propositions of the journal and standards of the Croatian or English language. The papers will be reviewed by scientists and experts of the specific area who will determine the categorization of papers and decide whether the paper is acceptable to be published. The paper will be published in the Proceedings, after positive review.

The editorial board reserves the right to reject the paper.

For further information, please contact us by telephone: +385 099/8155115 or e-mail: knjiznica@mev.hr

Paper format:

1. The first page should contain: the paper title (in Croatian and English), author's name, name and address of the institution where the author is employed and email address of the author. It is followed by an abstract containing a brief overview of the paper, purpose of the paper, description of research methods, results and conclusion. The paper should be written in passive voice.
The abstract should contain between 100 and 250 words, with the key words (3-6 words) below, which are important for indexing and classification of the paper. The abstract and keywords are written both in Croatian and English.
2. Paper length (including bibliography, graphs and tables) should be limited to one type-written double-spaced page (12000 characters). In special cases, publication of the papers which exceed the specified number of characters shall be approved, upon the decision of the editorial board.

3. TECHNICAL DETAILS OF PAPERS

Authors should format their papers as follows:

- Format: **A4**
- Margins: **3 cm**
- Font **Times New Roman**
- Font size:
 - font **14** – title
 - font **12** – content and chapter titles
 - font **10** – footnotes
- Spacing:
 - 1,5 for main part of the text
 - 1 for notes, i.e. FOOTNOTES
- Alignment – Justified

- Paragraph – indentation 0,5 cm
 - Paper should be written in PASSIVE VOICE!
 - Foreign words should be written in italics or in brackets. For example (English *Software*), (German *Netzwerk*)
4. Illustrations (tables, pictures, drawings, diagrams) should be prepared for black-and-white print (please avoid shading, etc. since these effects reduce visibility). Size and complexity of graphic material should be adapted to the journal's format (A4) in order to clearly see all elements. Captions should be written above the illustrations and the sources from which they were taken under them.
 5. It is not necessary to number the pages. Chapter and subchapter titles should be numbered. Authors are recommended to use the same font for chapters and subchapters, as well as for the rest of the paper and should not indent the titles, since the text will be graphically edited. Chapters should be written one after another, so is it is not necessary to break pages.
 6. Authors are advised, for the purposes of efficiency and easy reference, to cite the sources (references to other texts, citing papers) as follows: the source should be mentioned in the text, not in footnotes. Reference is given in parentheses and contains the author's last name, publication year and, if it is a quote, page number, for example: (Goodstein, 2003) or (Goodstein, 2003, 93). If there are two authors, both should be noted, for example: (Panian and Strugar, 2000) or (Panian and Strugar, 2000, 76). If there are three or more authors "et al." should be used, for example: (Sikavica et al, 2008). All references in the text are listed, and forms such as "ibid", "op cit." and similar should not be used. The authors are advised to use the notes exclusively for commenting or supplementing the text.
 7. The list of references (bibliography), listed at the end of the paper, should provide full details of all papers mentioned in the references. The papers are listed alphabetically by authors and chronologically for the papers of the same author. More works of one author, which are published in the same year should be differentiated by letters (a, b, c) after the publication year.

Citation Style Examples

Books or monographs:

1. Author's last name and initials
2. Publication year in parentheses
3. Title and subtitle of a book
4. Issue number (if not the first)
5. Publication place
6. Publisher's name

Example 1:

Silobrčić, V. (2003). Kako sastaviti, objaviti i ocijeniti znanstveno djelo. 5. izd. Zagreb, Medicinska naklada.

Example 2

Sikavica, P.; Bahtijarević-Šiber, F.; Pološki Vokić, N. (2008). Temelji menadžmenta. Zagreb, Školska knjiga.

Chapter or article in a book or paper in proceedings book

1. Author's last name and initials
2. Publication year
3. Title and subtitle of a chapter or article in a book or a proceedings book (quotation marks!)
4. Book/proceedings book title (italicised!)
5. Editor's last name and initials (ur.)
6. Issue number (if not the first)
7. Publication place
8. Publisher
9. Number of pages

Example 3

Klarić, Z.; Gatti, P. (2006). „Ekoturizam“. U: Hrvatski turizam: plavo, bijelo, zeleno (ur. Sandra Čorak, Vesna Mikačić). Zagreb, Institut za turizam, str. 149-164.

Papers, i.e. articles in periodicals

1. Author's last name and initials
2. Publication year
3. Article title and subtitle (quotation marks!)
4. Periodical title (italicised!)
5. Issue number (volume or year)
6. Issue number
7. Number of pages

Example 4

Davies, E. (1997). „Learn by wire: managing network access to learning materials“, *The electronic library*, vol. 15(3), 658-693.

Online sources:

1. Author's last name and initials (if known).
2. Full title of the article – pages
3. Internet source – web address of the source.
4. Date of retrieval from web (in parenthesis).

Example 5

Tokić, M.; Proklin, M. Značajke računovodstvenoga informacijskog sustava poduzetnika. http://hrcak.srce.hr/index.php?show=clanak&id_clanak_jezik=112975 (01.09.2012.)

Example 6

IEEE- Advancing Technology for Humanity. <http://www.ieee.org/index.html> (05.09.2012.)

Regulations

Example 7

Labour Act. Official Gazette No. 149/09.