

GUIDELINES FOR AUTHORS

General Information

Zbornik radova Veleučilišta u Šibeniku (Collected papers of Šibenik College) is a peer-reviewed scientific journal that publishes papers in the fields of social sciences, technical sciences, and related interdisciplinary areas. The journal accepts scientific and professional papers that contribute to the development of science and professional practice in various fields, including economics, law, information and communication technologies, computing, transport, and philology. The journal is open to submissions without any restrictions regarding the authors' institutional affiliation, membership in professional organizations, or nationality.

The Editorial Board accepts only previously unpublished papers that are not simultaneously under consideration by another journal. Papers may be submitted in Croatian or English, and authors are responsible for the linguistic accuracy of the text and the correctness of all data presented in the paper.

After a paper has been accepted for publication, authors will receive a proof of the prepared manuscript (author's proof). At this stage, only typographical and technical corrections may be made; substantial changes to the text are not permitted. Authors are required to review and return the proof within the deadline specified by the Editorial Board. The Editorial Board is not responsible for linguistic or typographical errors that remain in the paper after the author has approved the final proof.

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Manuscripts and the Copyright Statement should be submitted by email to zbornik@vus.hr. Along with the manuscript, authors should provide basic information about the author(s), including first and last name, academic or scientific title, the name and address of the institution of employment, and contact details.

The journal is published twice a year, in July and December. The submission deadline for the July issue is 1 June, and for the December issue 1 November.

Information about the Proceedings of the Polytechnic of Šibenik is available on the journal's website:
<https://www.vus.hr/zbornik>

Structure and Technical Formatting of the Paper

The manuscript must be prepared in accordance with the technical guidelines for formatting. The length of the paper must not exceed 20 A4 pages, including the abstract, main text, tables, figures, graphs, and references.

The text should be written in Times New Roman, font size 12, with 1.5 line spacing and justified alignment. All margins should be set to 2.5 cm. A new paragraph should begin with an indentation of the first line.

The title of the paper should be written in Times New Roman, font size 16, bold, and centred.

The paper must include an abstract in the language in which the paper is written. The abstract should be written in the third person, in a single paragraph, and must not exceed 250 words. It should clearly indicate the aim of the research, the methods used, the main results, and the principal conclusions of the paper. The abstract should be followed by up to five keywords.

If the paper is written in Croatian, the title, abstract, and keywords in English should be provided at the end of the paper. If the paper is written in English, the abstract and keywords should be provided only at the beginning of the paper.

The text of the paper should be structured into logical sections. The first section is the Introduction, which presents the research problem, the purpose, and the objectives of the study. This is followed by the development of the topic, which may include the theoretical framework, research methodology, analysis of results, and discussion. The paper concludes with a Conclusion, summarising the main results and implications of the research. A list of references should be provided at the end of the paper.

Detailed technical instructions for formatting the paper are provided in the document “Article Template”, which forms an integral part of these guidelines. The document is available in Word format on Hrčak and on the official website of the journal.

Citation and References

When preparing a manuscript, authors should use the APA citation style (<http://www.apastyle.org/>). References in the text should be indicated by the author’s surname and the year of publication in parentheses. In the case of a direct quotation, the page number must also be provided.

All sources cited in the text must be included in the reference list at the end of the paper. References should be listed alphabetically by the authors’ surnames, and the bibliographic information must be complete and in accordance with APA style guidelines.

Only sources that are directly cited in the text should be included in the reference list.

Peer Review Process

All submitted manuscripts first undergo an editorial screening, after which they are forwarded to the peer review process. The review process follows the principle of double-blind peer review, in which the identities of both the authors and the reviewers remain anonymous.

Each manuscript is reviewed by at least two independent and anonymous reviewers. In cases where the reviewers' opinions regarding the publication and/or categorisation of the manuscript differ, the Editorial Board makes the final decision upon the recommendation of the Editor-in-Chief. If necessary, the Editorial Board may request an opinion from a third independent reviewer.

Reviewers prepare their reports in accordance with the editorial guidelines and the prescribed review form. If, in the reviewer's opinion, the manuscript does not meet the international standards and the journal's criteria, the Editorial Board will not accept it for publication. If the reviewer evaluates the manuscript positively, it may be classified into one of the following categories: original scientific paper, preliminary communication, review paper, or professional paper.

Based on the reviewers' reports, the Editorial Board makes the final decision on whether the manuscript will be accepted, accepted subject to revisions, or rejected.

The reviewers' comments are sent to the author after both review reports have been received. Authors are required to submit a revised version of the manuscript within the specified deadline, addressing the comments of the reviewers and the Editorial Board. The revised manuscript must be accompanied by a response letter containing the author's replies to the reviewers' comments. The Editorial Board and/or the reviewers then verify whether the manuscript has been revised in accordance with the reviewers' recommendations.

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After publication, errors that affect the meaning of the content, or relate to data or citations, may be corrected. A correction notice detailing the changes, including the original publication date, the date of the correction, and information on where the original article can be accessed, will be appended to the corrected article.

Retraction may occur in cases where significant errors are identified that invalidate the results or conclusions of the article. In such cases, the article will be removed and replaced with a notice stating the reason for the retraction. The decision to retract an article is made by the Editorial Board in accordance with the COPE Retraction Guidelines (<https://publicationethics.org/retraction-guidelines>).

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Article Template

(The title of a paper - Times New Roman, 16-pt, bold, centered)

These instructions contain some basic information and guidelines for the preparation of papers. By following them, your work should look like this example. The type and size of the font in the abstract is in Times New Roman, 11-pt, 1.0 of line spacing, italic. Abstracts should contain up to 250 words. Abstract is written in the third person, in one paragraph and must contain: research objective(s), research methods, main research results, and conclusion. The Editorial Board accepts unpublished papers in Croatian or English. The authors of the papers are responsible for the proofreading and accuracy of the data.

Keywords: keyword 1; keyword 2; keyword 3.... up to 5 keywords (Times New Roman, 11-pt).

1. Introduction

All papers must have an introduction section which should include a description of the main issues, purposes and objectives of the paper. Introduction should not be just a simple copy of the summary. The introduction chapter is the first marked section of the paper.

All the main chapters of the paper should be marked with ordinal numbers: 1., 2., 3., and written in Times New Roman, font size 14 pt, in cursive, bold, aligned with the left margin.

Spacing between headings should correspond to two empty lines, while between subheadings and under subheadings spacing should correspond one empty line.

The whole text should be written in Times New Roman, 12 pt, 1.5 of line spacing and aligned on both sides. All margins should be set at 2.5 cm. Footnotes should be used only for additional explanations of the text. They are not used for referencing the literature used. They are

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placed at the bottom of the page and numbered consecutively with Arabic numerals starting from number 1 (font size 10).

New section starts by indenting the first word (tab).

1.1. The subheadings

1.1.1. Under subheadings

Subheadings and under subheadings should be written and labelled as shown in this example. The subheadings are written in Times New Roman, 12 pt, bold, italic. The under subheadings shall be written in Times New Roman, 12-pt, italic.

2. The extent of a paper

The whole paper should not exceed **20 A4 pages** (including an abstract, all chapters, the list of references, figures, tables, graphs, etc.)

3. Citations

When writing a paper, it is necessary to use the APA style for formatting references in both the text and the bibliography. According to the APA standard, references to the literature in the text are made by placing them in parentheses, including the author's last name and the year of publication (Rodrik, 2008). In the case of direct quotations, the page number is also included (Rodrik, 2008, p. 78). If there are two authors, both surnames are enclosed in parentheses, and if there are more than two authors, only the first author is listed (Rodrik et al., 2008). Each reference must be included in the bibliography.

4. Pictures, tables and graphs

Pictures, tables and graphs in the text must be in black and white and marked as follows:

Table (Picture, Graph) 1: The name of a table, figure or graph (Times New Roman, 12 pt.)

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Source: Times New Roman, 10-pt

5. Conclusion

The conclusion is the obligatory part of a paper. It should contain concluding remarks, the advantages and disadvantages of proposed solutions, etc. The conclusion should not be a copy of the summary.

LITERATURE

The bibliography is placed at the end of the paper and includes only those sources cited in the text. The literature is listed in alphabetical order by the authors' surnames, without categorization by types, and the details of each work must be complete and in accordance with bibliographic standards.

1. Zlatović, D. (2018). *Upravljanje intelektualnim vlasništvom i marketing*. Rijeka: Libertin naklada. **(books)**
2. Sackmann, S. (2011). Culture and Performance. In: Ashkanasy, N.C., Wilderom, P.M. and Peterson, M.F. eds. *Handbook of organizational culture & climate*. 2nd ed. Thousand Oaks: Sage, 188 - 225. **(chapters from editorial books)**
3. Runjić, Lj. (2015). Međunarodnopravni subjektivitet međunarodnih organizama u suvremenom međunarodnom pravu. *Doctoral thesis*. Zagreb: Pravni fakultet u Zagrebu. **(doctoral thesis)**
4. Mečev, D. and Kardum Goleš, I. (2015). Primary healthcare service quality measurement: SERVQUAL scale. *Ekonomski vjesnik*, Vol. 28(1), 161-177. **(articles)**
5. EPO - European Patent Office (2016). *Statistics – granted patents 2006 - 2015 per country of residence of the applicant*. Available at: <https://www.epo.org/about-us/annual-reports-statistics/statistics.html> [accessed on March 26, 2018] **(reports, pdf documents, etc.)**
6. Poslovni dnevnik (2021). Očekivanja brzog skoka potražnje podigla naftu na najviše razine od listopada 2018. *Poslovni dnevnik*. June 28. Available at: <https://www.poslovni.hr/trzista/ocekivanja-brzog-skoka-potraznje-podigli-naftu-na-najvise-razine-od-listopada-2018-4293961> [accessed on June 29, 2021] **(newspaper articles - the author of the article is not known)**
7. Bičak, D. (2021). Hrvatska predstavila prva u svijetu robotski tenkić za vojnu i civilnu namjenu. *Poslovni dnevnik*. June 29. Available at: <https://www.poslovni.hr/domace/hrvatska-predstavila-prva-u-svijetu-robotski-tenkic-za-vojnu-i-civilnu-namjenu-4294050> [accessed on June 30, 2021] **(newspaper articles - the author of the article is known)**

8. Obiteljski zakon, Official Gazette 103/15, 98/19, 47/20, 49/23, 156/23 (**laws, regulations, etc.**)