

INSTRUCTIONS TO AUTHORS

The paper should be written in Croatian. The abstract is written in both Croatian and English. The paper is submitted electronically to the email address: pd@tvz.hr. The paper is subjected to two international peer reviews. The author alone can propose one of the internationally recognized peer reviewers. The author can also require an exemption of peer reviewers.

Categories of the Papers:

Original scientific paper contains the results of original scientific research which have never been published before (word count: 2500 to 5000 words).

Preliminary communication (new scientific research demanding urgent publication).

Scientific review (original paper which is a critical review of the author's field of expertise, emphasizing the author's stature in the field).

Conference paper (extended presentation of the paper at the conference on recommendation of the journal's editor-in-chief and approval of the Chair of the Conference or Symposium).

Professional paper

(includes new results based on experimental work and their evaluation).

Author can suggest a category of the paper. Final decision on scientific category will be brought by peer reviewers.

Editorial team reserves the right to edit, correct and conform the submitted manuscripts to the guidelines of the journal. The printed manuscript is returned to the author for corrections to be made within 7 days.

Style: in the third person.

Authors transfer copyright to the *Polytechnic & Design* journal

Sequence of Sections of a Paper

Title page

The title is written in both Croatian and English, "The title of the paper announces the research results. " Abbreviations should be avoided in the title.

Author(s) of the paper: Surname(s) and forename(s) and institutional affiliation (where the actual research work was done - institute, university, company).

Abstract includes new research results which have not been published before (**in Croatian and English**). Word count of the abstract is between **120 and 200 words**. Its innovativeness and relevance to the Polytechnic & Design journal are evaluated. Abbreviations and general description of the paper topic in the abstract should be avoided.

Keywords provide information on the research topic content (web searching). Up to five keywords (**in Croatian and English**) are required for the subject indexing.

Introduction states the goal, the purpose of the research, evaluation and a critical review of the previous researches. Fundamental research hypothesis is additionally extended by relating to the hypotheses in references [].

Research results along with the presentation of the methods, unpublished before, make the work of the author(s) original. Conclusions are drawn partially and generally. This part can be divided into several sub-sections with the corresponding sub-headings. It should not be written as a continuation of the previous papers unless new, innovative results are obtained.

Discussion contains additional explanation of the results obtained in the research by relating them to the hypothesis made in the abstract and introduction.

Conclusion is to restate the goal and the purpose

of the paper, the originality and evaluation of the positive and negative results obtained. A mention of future research on the paper topic can be made.

References - the number of references listed at the end of the paper should match the number of in-text citations. They are denoted by [square] brackets. They include forename and surname(s) of the author(s), journal/conference proceedings: ISSN, ISBN, DOI. The numbers are arranged in ascending order which is the same in which they appear in the paper.

Web page references should be avoided.

Biography - All authors submit biography (up to 150 words), scientific and academic title with the emphasis on the research topic.

Contact: e-mail and home address (of one of the authors) at the end of the paper.

In Appendix, the journal publishes book reviews, short news, survey of symposiums and synopses for doctoral theses.

Manuscript

Paper layout design will follow a two column grid. It is created by the journal editorial team. According to the instructions, maximum paper length is 5 to 10 A4 size of papers. The paper is submitted as one column grid written in Word format.docx. The pages are numbered starting from no. 1. Font size when submitting the paper: text 12 pt., title 14 pt., information about authors 12 pt. The title, headings and sub-headings are printed in bold in both Croatian and English.

Abbreviations can be used in the text, but should be explained when they first appear. This does not relate to conventional abbreviations used in physics, chemistry or mathematics

Figures - Image resolution should be 300 dpi, graph resolution 600 dpi. Due to two column grid page layout, suggested width for the images and tables is 8 cm (only exceptionally 15 cm if they span two columns). Images are sent in jpg compression. Possible formats are: RGB, CMYK, grey, EPS MP4 (video clip).

Figures are embedded in the text with captions

underneath the figure written in **Croatian and English**. Along with the caption, the original source of the figure should be referenced. Figures are numbered with Arabic numerals (without a full stop behind); e.g. Figure 1 Three-dimensional presentation... Graphs are denoted as figures. Images and graphs are additionally submitted, especially due to the page layout design of the paper which is created by editorial team.

Tables have titles/legends above a table written in **Croatian and English** e.g.: Table 1 Resistance measurements...

If referenced in the text, the figures and tables are denoted with the number in brackets (Figure 1), (Table 1). Repeating identical information in tables and graphs should be avoided.

Formulae and equations should be written according to the settings in the Word.docx programme (Insert, Equation, Symbol) with a number enclosed in brackets (1) at the end of the sentence.

Use Math Type equation editor to write formulae.

References are identified by a number in square brackets [1]. They are numbered in the order in which they appear within the text. The reference includes: surname, author's initials, the article title, the name of the publisher, ISBN – registration data of the article, number of pages, and the year of publishing.

In-text citations are not allowed.

Examples:

An article in the journal

[1] Stojanović Ž.; Božić i.; Miletić M.; Ovisnost ustaljenih stanja uzlaznog pretvarača o sklopnoj frekvenciji; Polytechnic and Design, Vol. 4., No.3, 2016.; print-ISSN 1849-1995; e-ISSN 2459-6302; pp.232 - 237; DOI: 10.19279/TVZ.PD.2016-4-3-03

Book (reference to a page within the text)

[1] Tomiša M.; Milković M.; Grafički dizajn i komunikacija; Veleučilište u Varaždinu; ISBN 978-953-7809-19-5; pp.109-117.; Varaždin, 2013.

Conference:

[1] Pap K.; Plehati S.; Rajković I., Žigman D.; Designing an infraredesign camera; DESIGN 2010: 11th International design conference, Vol. 4., ed. Žiljak V., pp.1857 - 1862, ISBN 978-953-7738-08-2; Dubrovnik 2010.

Document. Doctoral thesis, important document for the article

[1] Stranić-Loknar N.; Stohastička tipografija u sigurnosnoj grafici / doktorska disertacija. Zagreb: Grafički fakultet, 2010, 162 str.

Web page (only with an exceptional emphasis):

Author's forename and surname required:

Vilko Žiljak; Tipografski rječnik, <http://www.ziljak.hr/vilko/predavanja/tipografija1/Tipografski%20rjecnik1.html>

Jana Žiljak, video animacija, <http://jana.ziljak.hr/Figure7.mp4>

The paper will be assigned DOI (Digital Object Identifier). The paper will be indexed in the Hrčak database.