

INSTRUCTION FOR PUBLISHING PAPERS

“Radovi Poljoprivredno-prehrambenog fakulteta Univerziteta u Sarajevu” (“Works of the Faculty of Agriculture and Food Sciences of University of Sarajevo), hereinafter: “Radovi” (the “Works”) is an almanac in which (original) scientific papers, exceptionally professional papers, and also some excerpts from doctoral/PhD or master theses defended at the Faculty of Agriculture and Food Sciences (the Faculty) of University of Sarajevo (Univerzitet u Sarajevu) are published.

“Radovi” (the “Works”) has a character of scientific magazine and, as such, is subject to the propositions for such publications. Since its issue no. 52, “Radovi” (the “Works”) has been indexed at CAB Publishing - UK.

Articles for publishing are classified, according to the recommendation by the UNESCO, into these categories: (original) scientific papers, previous statements, (scientific) review and professional papers. The authors propose the category for their articles, critics recommend it and final decision on their categorisation is made by the Editorial Board of the “Radovi” (the “Works”). (Original) Scientific papers contain results of authentic researches. Their content should be presented in such a manner that an experiment may reproduce and verify accuracy of the analyses and conclusions. Previous statements contain those significant scientific results that require urgent publishing. These researches can be shorter in time than the usual ones. (Scientific) Review papers contain an outline of certain problems on the basis of previously published texts that are analysed and discussed about in the review. Professional papers are useful articles/works from the professional domain that do not present authentic researches.

Articles are written in one of the three official languages of BiH (Bosnian/Serbian/Croatian) or English. The title of the paper should be written at the beginning of the paper (in capital letters) in one’s mother tongue and in English and after that the author’s name (authors’ names). The author’s working organisation name is written in the footnote (Ariel 7). It is mandatory to write out the category of the paper below the author’s name as well.

Papers from the areas of: agricultural plant production, animal production, food technologies and sustainable development of agro-sector and rural areas are published in the journal.

It is desirable that articles of scientific character have common structure of a scientific paper, namely: summary in one of the three official languages of BiH (Bosnian/Serbian/Croatian), summary in English, introduction, references (may be given in the introduction, too), material and methods, results of research, discussion (may be integrated with results of research), conclusions, bibliography. Summary in one of the three official languages of BiH (Bosnian/Serbian/Croatian), and summary in English respectively may have maximum 200 words, with mandatory enlisting of the key words. In the list of bibliography, only authors and papers that are mentioned in the text are given. The authors’ names in the text are written with expanded spacing. Latin names of plants, animals and micro-organisms should be written in italics. Tables, graphs and pictures must have their title and also if they are numerous, their number. The number and the title of the table are written in the same row above the table while the number and the title of the graph, drawing and pictures are written below them. It is desirable to give titles, headings and explanations in the tables, graphs and pictures in the foreign language, too. Graphs and drawings should be done exclusively in black-and-white technique. Tables should be framed in lines of thickness of 1/2 pt, without shading of individual cells or rows and columns. Pictures and graphic illustrations should be done impeccably in order to be top-quality reproduced in the book.

Papers, as a rule, should not be longer than 12 typed pages (with appendices). Excerpts from master theses may be even up to 15 pages, and from doctoral/PhD theses up to 25 typed pages.

The author is responsible for the contents of the article. Prior to their publishing, articles are reviewed under “*double blind*” principle by two independent reviewers. The Editorial Board, in consultations with the authors, reserves the right to minor editorial and linguistic corrections in the articles.

The author submits one’s manuscript to the Editorial Board by the means of e-mail edited according to the instructions for writing papers. On the occasion of sending papers to the Editorial Board it is obligatory to indicate the contact address and e-mail address in a separate document.

All the submitted manuscripts shall be subject to initial check in terms of meeting the criteria of the field which the magazine publishes papers from as well as technical preparation of the manuscript in accordance with the instruction to the authors.

Upon the initial check by the Editor, the submitted manuscript may be rejected without review if the Editor evaluates it is not in accordance with the journal's rules. Within the term of 20 days, the notification shall be sent to the author about either initial acceptance of the paper or reasons for its rejection. Upon receiving the information on initial acceptance of the paper, the author is obliged to make payment according to the instruction and submit the scanned payment slip to the Editorial Board's address. After the payment having been made, the manuscript is sent for review.

Upon completion of the reviewing procedure which, as a rule, should not last longer than three months, the Editorial Board, on the basis of final recommendations by reviewers, makes decision on publishing the pertinent paper or not. The Editorial Board then informs the author about their decision, in addition to the information on the issue and term of the article publishing which the paper accepted for publishing is going to be published in.

Electronic version of the paper should be prepared in Word, in page format of 170 x 240 mm, with the following size of margins: the upper and lower ones of 2,2 cm, the left one of 2,0 cm and the right one of 1,5 cm and then the even and odd pages formatted. The font of Times New Roman, size 11, is to be exclusively used, while for footnotes the font of Arial, size 7 should be used. The text should be aligned on both sides. The title of chapters in the paper should be written in capital letters, bold and with medium alignment as well as with one row of space from the text.

While formatting the article, neither header and footer nor page numbering should be arranged.

Authors whose mother tongue is not English are strongly recommended to provide professional corrections to the text that is going to be reviewed. While writing in English, clear English phrases without jargon should be used and long sentences should be avoided. Prior to sending the manuscript, it is strongly recommended for the author to carry out checking the text in English by using the option of "spelling and grammar". Both British and American spelling is acceptable but it must be consistent throughout the text of the paper in English.

Before writing articles for the "Radovi" (the "Works"), it is desirable that authors have a look at the form of papers having already been published in one of the recent issues or to find the instruction with an example of properly arranged article on the web site: www.ppf.unsa.ba.

For papers whose first author is from Bosnia and Herzegovina, upon initial acceptance of the manuscript one should pay the amount of 100 BAM to the bank giro account of the Faculty. For papers whose first author is outside Bosnia and Herzegovina, upon initial acceptance of the manuscript one should pay 100 € to the foreign currency account of the Faculty that is indicated in the sub-directory of the "Radovi" (the "Works"). The Payment is mandatory regardless the final decision on the publication.

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By adhering to these instructions, authors not only facilitate the job for the Editorial staff but also contribute to their papers to be presented better and in a more qualitative manner. Authors can get more information by contacting the Editorial Board at the e-mail: radovi@ppf.unsa.ba

Printed copies of the "Radovi" (the "Works") are delivered to the Faculty's Library where the "Radovi" (the "Works"), that is, each published issue of the "Radovi" (the "Works") is sent from, to AGRIS and CAB Publishing – UK, both in written and electronic version, separately in PDF and Word format. The Library carries out the correspondence and exchange of the "Radovi" (the "Works") with other institutions in the country and abroad as well as sends volumes of the "Radovi" (the "Works") to the authors and co-authors.

Editorial Board