

INSTRUCTION FOR PUBLISHING PAPERS

“Radovi Poljoprivredno-prehrambenog fakulteta Univerziteta u Sarajevu” (hereinafter: “Radovi”) is an annual publication that features scientific papers, and occasionally professional papers, as well as excerpts from doctoral and master’s theses defended at the Faculty of Agriculture and Food Sciences, University of Sarajevo (hereinafter referred to as the Faculty). “Radovi” operates as a scientific journal and complies with the established standards for such publications. Since issue No. 52, “Radovi” has been indexed in CAB Publishing (UK).

Articles submitted for publication are classified, in accordance with UNESCO recommendations into the following categories: scientific papers, preliminary communications, review papers, and professional papers. Authors propose the category of their article, reviewers provide recommendations, and the final decision on categorization rests with the Editorial Board of “Radovi.” Scientific papers present results of original research. Their content must be structured in a way that allows the experiment to be reproduced and the accuracy of analyses and conclusions to be verified. Preliminary communications present significant scientific results that require urgent publication and may be based on shorter-term research. Review papers provide an overview of a specific topic based on previously published literature, which is analysed and discussed. Professional papers offer useful contributions from practice but do not constitute original research. Articles may be written in Bosnian, Serbian, Croatian, or English. The title of the paper must be in capital letters at the beginning, presented in both the native language and English, followed by the author’s name(s). The author's institution must be indicated in a footnote (Arial, size 7). The category of the paper should be specified below the author’s name.

The journal publishes papers in the fields of plant production, animal production, food technologies, and sustainable development of the agri-food sector and rural areas. It is recommended that scientific papers follow the standard structure: abstract (in Bosnian/Serbian/Croatian), introduction, literature review (which may be included in the introduction), materials and methods, results, discussion (which may be combined with the results), conclusions, references, and summary in English. Abstracts and summaries (in both local languages and English) should be up to 200 words in length and must include keywords. The reference list should include only sources cited in the text. Latin names of plants, animals, and microorganisms (except authors of taxa) must be written in italics.

Tables, graphs, and figures should have titles and must be numbered in case of multiple elements. Table titles should be placed above the table, whereas titles of graphs, drawings, and figures should be below them. Titles, headings, and explanations in tables and figures should preferably also be provided in a foreign language. Figures and graphical elements must be of high quality, with a resolution of at least 300 dpi, and in JPEG, PNG, or TIFF format, to ensure high-quality reproduction. Papers should not exceed eight author sheets (up to 14,400 characters including spaces).

Authors are responsible for the content of their papers. All submissions undergo a double-blind peer review process conducted by two independent reviewers. The Editorial Board reserves the right to make minor editorial and linguistic corrections in consultation with the authors. Manuscripts should be submitted to the Editorial Board via email, in accordance with these

instructions. When submitting a manuscript, authors must provide contact details and an email address in a separate document. All submitted manuscripts undergo an initial screening to verify compliance with the journal's scope and technical requirements. A manuscript may be rejected without peer review if it does not meet the journal's criteria. Authors will be informed within 20 days of the initial decision.

After the review process, which should not exceed three months, the Editorial Board will make the final decision on publication based on the reviewers' recommendations. The manuscript will then be forwarded to the University Publishing Service for a plagiarism check. Authors will be informed of the final decision, including the issue and publication timeline. The electronic version of the manuscript must be prepared in Word format, with a page size of 170 × 240 mm, and margins set to: top and bottom 2.2 cm, left 2.0 cm, right 1.5 cm, with different formatting for odd and even pages. The text must be written in Times New Roman, size 11, with footnotes in Arial, size 7. The text should be justified. Section headings must be in capital letters, bold, centred, and separated from the text by one line spacing. Headers, footers, and page numbering must not be edited.

Authors whose native language is not English are strongly encouraged to have their work professionally proofread or to use language tools such as Grammarly. When writing in English, clear and concise language should be used, avoiding jargon and long sentences. Both British and American spelling are acceptable but must be used consistently throughout the manuscript.

Before submitting a manuscript, authors are encouraged to review previously published papers or visit the journal's website (www.ppf.unsa.ba/radovi.ppf.unsa.ba) for examples of correctly formatted articles.

By following these instructions, authors can help streamline the editorial process and enhance the clarity and quality of their papers. For further assistance, authors may reach out to the Editorial Board at radovi@ppf.unsa.ba.

Editorial Board