

Guidelines for authors from non-member countries

Journal of Central European Agriculture (JCEA) is scientific journal from the field of agriculture published by nine National Editorial boards from Central European countries. JCEA publishes manuscripts in English and native languages of member countries. Member countries are: Bulgaria, Croatia, Czech Republic, Hungary, Poland, Romania, Slovakia, Slovenia and Serbia.

JCEA is open access online journal which publishes content under Creative commons license. All published content available at Journal's web pages can be accessed, used and distributed free of charge. Journal doesn't charge any publishing fee to authors.

JCEA is a member of Similarity Check powered by iThenticate which is an initiative started by Crossref for screening of published and submitted content for originality.

Before you begin

Manuscript submission implies that manuscript has not been published before and is not under consideration for publishing elsewhere until decision on manuscript rejection is given. It is also implied that submitted manuscript has been approved by all co-authors as well as responsible authorities. JCEA will not be held legally responsible if there should be any claims for compensation.

Before manuscript submission, make sure that manuscript is written according to these guidelines; otherwise the manuscript won't be taken into consideration for publishing. The best thing you can do in order to better understand requirements of these guidelines is to refer to stylized article template (example) available at: <https://jcea.agr.hr/en/instructions>

Only manuscripts submitted using Journal's online manuscript submission system will be taken into consideration for publishing process. For more details on manuscript submission see the section on online manuscript submission of these guidelines.

JCEA aims and scopes:

- General agriculture
- Animal science
- Plant science
- Environment in relation to agricultural production, land use and wildlife management
- Agricultural economics and rural development.

Original scientific paper

JCEA publishes papers containing results of original research. The material should not be previously published or under consideration elsewhere.

Preliminary communication

The Journal publishes short articles that reflect important research findings and should be published rapidly. These findings should be new and unpublished as part of original scientific papers.

Review paper

Reviews provide an up-to-date survey of particular problem or an area in which, preferably, the author himself is active. The usual division into “materials and methods, results and discussion” may be replaced by more customized structure.

Conference paper

Presentation from a scientific conference related to agricultural profession, previously presented at a conference must be published in full form. As a rule, papers published in the conference proceedings are not published in the journal.

Congress report

Summaries of congress reports are limited to 1.700 characters. They have no chapters, bibliographic references or acknowledgements. Proceedings are published by prior arrangement with the Editorial Board.

Short communication

A brief report of research findings adequate for the journal's scope and of particular interest to the community. Their length is limited to six printed pages (including figures, tables and references). They have the same structure as original articles.

Letters

The Journal will publish brief notes of scientific interest to disseminate information and observations of preliminary nature. The length of such notes will be strictly restricted to two pages (approx. 5.000 characters) and publication will depend on general interest of the readers.

Format and styles

Manuscript text, including tables, figures and cited literature, should be contained in a single file. Use 6-point paragraph spacing before and after in the whole manuscript. Manuscript text should be arranged as follows:

1. Manuscript title
2. Authors' full names following their affiliation in new paragraph (line)
3. Abstract
4. Keywords
5. Manuscript text including tables and figures in their respective places
10. References

General manuscript style guidelines:

- Use A4 page size (210 mm × 297 mm), page margins should be: top and bottom: 3 cm; left and right: 2.5 cm
- Manuscript must be submitted in a .doc/.docx format (Microsoft Word) and arranged in one column.
- Use single line spacing between lines and Arial 12-point font type for all text, except for manuscript title (14 pt)
- Use 6-point paragraph spacing before and after in the whole manuscript
- Manuscript text, including tables, figures and cited literature, should be contained in a single file and should have maximum 20 pages. In case of review papers, number of pages should not exceed 25
- Everything should be justified except tables, figures and their captions which should be centered on page
- Do not break (hyphenate) words on the right margin
- Use italic for words and symbols such as scientific species names and use Symbol font for displaying Greek letters and symbols
- Do not use bold or italic font face for emphasis
- Use impersonal mode when writing (avoid using words like “we”, “our”, “us”).

Page style

Manuscript pages must be in standard A4 (210 mm × 297 mm) size with portrait orientation. Use landscape page orientation only for tables and figures that wouldn't fit otherwise.

Regardless to page orientation, the margin on top and bottom of page must be 3 cm and on left and right 2.5 cm wide. That area is used by JCEA automatic online publishing system, so anything within that area is going to be erased in manuscript publishing process. Use 6-point paragraph spacing before and after in the whole manuscript

Title of manuscript

Manuscript title should be short including all the information in the title that will make electronic retrieval of the article sensitive and specific. Write manuscript titles using bold 18-point font size, with no more than 20 words long.

Authors and affiliations

List all authors with full names in one line just below the manuscript title. You must provide author's full name; use initials only for author's middle name. Write authors' family names in uppercase letters.

If authors belong to different institutions, following authors' family name there should be an index number in superscript designating affiliation. List all affiliations (each in a separate line) according to the list of order of authors. Write authors' affiliations using 10 point Arial font. Set paragraph space 6 point before and after each line.

Corresponding author should? be marked by adding asterisk (*). Also highlight author's contact information by stating author's valid e-mail address.

Abstract

Abstract may have a maximum of 250 words. Abstract should be written as a continuous text that consists of one paragraph only. Abstract should not have any special headings (Goals, Results...), while references should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

Keywords

Put keywords in new line after abstract and list up 4-6 keywords. Separate keywords with a comma (,).

Keywords should not overlapping with those used in the manuscript title are recommended. Don't use any special symbols or abbreviations as keywords.

The main text

Whole manuscript text should have single space, including 6 point paragraph space before and after. There should be no blank lines between paragraphs. Paragraphs should be divided by ENTER key. Prevent widowed titles by having at least two lines of text of the immediate paragraph under the title.

The main manuscript chapters may vary, depending on the type of the theme and research. The general outline is: Introduction, Materials and methods, Results, Discussion (or Results and discussion), Conclusions, Acknowledgements, References. If not needed, acknowledgements may be omitted. This scheme may not be suitable for every publication (economics, sociology). Authors should adjust their chapters according to their topic but follow the general outline as much as possible.

Figures and tables

All figures and tables should be placed in the text, where most suitable. Be sure that each table and figure is cited in the text (Table 1, Figure 1). Figures and tables, including their captions, must be easily readable and self-explanatory.

Each group of figures and tables should be consecutively numbered in the order of their first citation and appearance in the text and for each a brief caption must be supplied. Duplicated documentation of data in both figures and tables is not acceptable.

All text in figures and tables should be written with capitalized first letter of the first word (i.e. only the initial word should be capitalized), i.e. all words for variable names, column headings etc. in tables should start with the first capital letter.

Avoid excessive formatting (bold, italic, underline, usage of colors) and shading in tables and their captions. If necessary, the font size in tables may be less than 12 pt. Place table's footnotes below the table body and mark them with superscript lowercase letters. Use 10 pt Arial font for footnotes. Symbols and abbreviations used in table should be defined immediately below the table.

Centers align all figures and their caption on page. Don't wrap the text around figures. Figure caption must include the subject of represented data. Put figure caption below figure.

Numbers, units of measurement, variables, and values

In JCEA all units of measurement should conform to the International System of Units (SI). You can also use units that are commonly accepted and used in agricultural profession (such as hectare, year, Celsius degree, liter, etc.) but aren't included in SI unit system.

To express a unit of measurement, use a space between the number and the unit (1 kg, 22 cm, etc.) except for percentages (15%). In a series of measurements, indicate the unit at the end (2, 5, and 9 cm). Use g/cm^3 instead of $\text{g}\cdot\text{cm}^{-3}$ or $\text{g}\cdot\text{cm}^{-3}$. Use 22 °C instead of 22° C or 22°C.

Use conventional abbreviations for expressing the level of statistical significance, for example, $P<0.05$, $P<0.001$ or $P>0.05$.

Unless number is first word of sentence, use digits for numbers. Decimal places are separated with a full stop (.) and NOT with a comma. Use commas (,) as digit grouping symbols for numbers $\geq 1,000$, except in dates and time. Always use a leading zero for decimals (e.g. use 0.05 instead of .05) and don't put unnecessary zeros at the left and right of a decimal point (e.g. use 0.4 instead of 0.400).

All biological entities (crops, plants, insects, mammals, etc.) should be identified by their scientific names, in parenthesis, when the English/native term is first used, with the exception of common domestic animals. Write scientific names using italic font in lower case letters with the first letter of genus capitalized. To indicate that the identity of species within a genus is unknown, use "sp." (singular) or "spp." (plural).

In-text citations

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal correspondence are not recommended as references, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Citation style in text

If single author: Horvat (2003) or indirectly (Horvat, 2003).

If two authors: Horvat and Szabo (2010) or indirectly (Horvat and Szabo, 2010).

If multiple authors: Horvat et al. (2005) or indirectly (Horvat et al., 2005).

When more than one paper published by the same author(s) in the same year is cited, and the authors appear in the same order, the different papers should be assigned successive letters of the alphabet (e.g. 1983 a, b) and arranged chronologically:

Earlier research by Horvat (2003a) found that...but later research proposed again by Horvat (2003b) that ...

Groups of references should be listed chronologically:

...as demonstrated (Schmidt, 1996a, 1996b; Srećec et al., 2009; Cygan-Szczegielniak et al., 2015).

If the paper's author is a recognized organization rather than a person or a team, then it is cited under the body that made the material. This applies to publications by associations, companies, government departments etc. such as Department of the Agriculture, Agency of Agriculture, etc.

It is acceptable to use standard abbreviations for these bodies in the text, providing that the full name is given at the first citing with the abbreviation in parenthesis:

... research in 2009 carried out by the Institute of Agriculture (IA) has shown that ...

... recently the IA (2011) has issued annual report ...

Secondary sources (second-hand references)

You may come across a summary of another author's work in the source you are reading, which you would like to make a reference to in your own document. This is called secondary referencing.

Research carried out in the Lakes area by Horvat (1966 cited in Szabo, 1986, p.142) found that ...

or indirectly:

... (Horvat, 1966 cited in Szabo, 1986, p.142) ...

Websites

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organization or a company; a guide to this can be found by looking at the URL or web address. When finding the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or at a date headline.

Reference list

References should be arranged first alphabetically and then further sorted chronologically, if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication. References should be written in 12 point Arial, single spaced with 17.5 mm line hanging and set paragraph space at 6 point before and after.

Articles with DOI

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number), Page numbers. DOI. (DOI numbers have to be hyperlinked. Please use the long format of DOI notation, as shown in the example below.)

Horvatinec, J., Svečnjak, L. (2020) Infrared (FTIR) spectral features of honey bee (*Apis mellifera* L.) hemolymph. *Journal of Central European Agriculture*, 21 (1), 37-41. DOI: <https://doi.org/10.5513/JCEA01/21.1.2741>

Articles without DOI

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number, if available), Page numbers.

Weiss, K. (2017) Volatile organic compounds in silages – effects of management factors on their formation: A review. *Slovak Journal of Animal Science*, 50 (1), 55-67.

Articles without DOI (available online)

Author, Initials. (Year) Title of article. Full title of journal, Volume number (Issue number), Page numbers. [Online] Available at: include website address/URL [Accessed Day Month Year].

Milisits, G., Szabó, C., Kovács, M., Stefler, J. (2012) Quadrilateral collaborations in the field of animal science – outcome and future prospects. *Stočarstvo*, 66 (1), 55-66. [Online] Available at: <https://hrcak.srce.hr/89951?lang=en> [Accessed Day Mo. Year].

Other publications available online

Author, Initials/Corporate author (Year) Title of document. [Online] Available at: include website address/URL [Accessed Day Month Year].

Papoušková, L., Reisinger, M., Alarcon, J. C. (2017) Report of the GRIN-Global Workshop 2017 for European Genebanks. [Online] Available at: http://www.ecpgr.cgiar.org/fileadmin/bioversity/publications/pdfs/GRIN-Global_workshop_report_final_06_12_2017.pdf [Accessed Day Mo. Year].

In press article

Author, Initials. (In press) Title of article. Full title of journal.

Self-Sullivan, C. (In press). Seasonal occurrence of male Antillean manatees (*Trichechus manatus manatus*) on the Belize Barrier Reef. Aquatic Mammals.

Book by authors

Author, Initials. (Year) Title of book. Edition (only include this if not the first edition).

Place of publication: Publisher.

Horvat, I. (2008) Guide for animal production. Zagreb: Academic Press.

Horvat, I. (2010) Guide for animal production. 3rd edition. Zagreb: Academic Press.

Chapter in a book

Author, Initials. (Year) Title of chapter. In: Book editor(s) surnames and initials., ed. or eds. Title of book. Place of publication: Publisher. Chapter number or first and last page.

Schmidt, J. O., Buchmann, S. L. (2003) Other products of the hive. In: Graham, J.M., ed. The hive and the honeybee. Hamilton, IL: Dadant & Sons, pp. 927-988.

Book by editor(s)

Editor, Initials., ed. or eds. (Year) Title of book. Edition (only include this if not the first edition). Place of publication: Publisher.

Doyle, M. P., Buchanan, R. L., eds. (2012) Food microbiology: fundamentals and frontiers, 4th edition. Washington, DC: ASM Press.

Conference papers

Author, Initials. (Year) Full title of conference paper. In: followed by editor(s) – if available. Full title of conference. Location, date, Publisher, page numbers.

Srećec, S., Liber, Z., Erhatic, R., Dolgoš, J., Šatović, Z. (2009) Variability of some phenotypic traits of wild hop populations in Croatia. In: Rak-Cizej, M., Čeh, B., eds. Proceedings of 46th Hop seminar with international participation. Portorož, Slovenia, 12-13 February 2009, Slovenian Institute for Hop Research and Brewing, pp. 323-325.

Masters' theses or doctoral dissertations

Author, Initials. (Year) Title of dissertation. Master thesis or Doctoral dissertation.
Place: name of university.

Vlaeminck, B. (2006) Milk odd- and branched-chain fatty acids: indicators of rumen digestion for optimisation of dairy cattle feeding. Doctoral dissertation. Ghent: Ghent University.

Websites, homepages

Author, Initials/Corporate author (Year) Title of the site. Producer/Publisher. [Online]
Available at: include website address/URL (Uniform Resource Locator)
[Accessed Day Month Year].

EFSA (2020) Pesticide residues in food: track trends with our browsable charts. European Food Safety Authority. [Online] Available at: <https://www.efsa.europa.eu/en/news/pesticide-residues-food-track-trends-our-browsable-charts> [Accessed Day Mo. Year].

FAO (2012) FAOSTAT Database. Food and Agriculture Organization of the United Nations. [Online] Available at: <http://faostat3.fao.org/home/E> [Accessed Day Mo. Year].

Official methods and standards

Abbreviation of organization that made the method/standard or corporate author
(Year) Title of the method or standard (Method or Standard No.– if available). Place: Organization/Publisher.

AOAC (1980) Total solids, Method I - Official final action. Rockville, MD: AOAC International.

ISO (2005) Foodstuffs – Methods of analysis for the detection of genetically modified organisms and derived products – Quantitative nucleic acid based methods (ISO 21569:2005). Geneva: International Organization for Standardization.

Software

Producer name (Year) The name of software (Release – if available) [Software].
Place of producer: Producer name.

Abacus Concepts (1991) SuperANOVA user's guide (Release 1.11). Berkeley, CA: Abacus Concepts.

SAS Institute (1994) The SAS system for Windows (Release 6.10) [Software]. Cary, NC: SAS Institute.

EU documents

The name of the institution that is the source of the document (e.g. Commission) Form (e.g. Directive or Decision) Legislation number/Initials of Institution followed by the date it was passed if known, followed by the title of document.

Council Directive 2001/29/EC of 22 May 2001 on the harmonisation of certain aspects of copyright and related rights in the information society.

Commission Decision 93/42/EEC of 21 December 1992 concerning additional guarantees relating to infectious bovine rhinotracheitis for bovines destined for Denmark.

National legislation

The name of publisher (Year) Title of publication. Place of publication: Publisher (issue number or legislation number). [Online] Available at: website address/URL – if available [Accessed Day Month Year].

Official Gazette (2017) Ordinance about determining the composition of raw milk. Zagreb: Official Gazette (NN 27/2017). [Online] Available at: https://narodne-novine.nn.hr/clanci/sluzbeni/2017_03_27_613.html [Accessed Day Mo. Year].

Annual report

Corporate author (Year of publication) Full title of annual report. Place of publication: Publisher.

Croatian Agricultural Agency (2011) Annual report for 2010: Identification and registration of domestic animals. Križevci: Croatian Agricultural Agency.

Ministry of Agriculture and Food (1991) Annual report for 1990. Sofia: Ministry of Agriculture and Food.

Online manuscript submission

Only manuscripts submitted electronically via JCEA online manuscript system (in a .doc/.docx format, MS Word) will be taken into consideration for publishing. JCEA online manuscript system is designed for manuscript submission and tracking manuscript status throughout manuscript publishing process. Journal's manuscript submission system can be found at <https://icea.agr.hr/en/paper-submission>

In order to use JCEA online manuscript system you need to sign in using existing account or by creating a new one. The system also requires that the cookies are enabled in browser settings.

Once the manuscript is submitted, the system will automatically send an acknowledgement message on user's e-mail address. The manuscript will be examined by one of Journal's editors in shortest time. After technical approval, Journal's editor will find appropriate reviewers for the manuscript. Depending on the manuscript's topic this process can take up to six months.

Official manuscript status can be found on Journal's online system tracking page.

Manuscript status is visible only by the user who had submitted the manuscript.

Manuscripts that have “submission in progress” status aren’t visible by Journal’s editors and won’t be processed until manuscript submission isn’t completed by uploading the manuscript’s full text file.

Peer review process

After all steps of manuscript submission have been completed, Journal’s editorial staff will examine if the manuscript technically complies with the guidelines. In case that manuscript doesn’t follow the guidelines outlined in this document, the Journal’s editors will likely return the manuscript to its authors before sending the manuscript for review.

In case the manuscript subject or content is not appropriate for publication in JCEA, the manuscript won’t be sent for review and its author will receive the explanatory letter from the editor.

Manuscripts that follow technical requirements of these guidelines are being assigned for review by Journal’s editorial staff (the names of the reviewers are hidden from the authors – Single blind review). Each manuscript is assigned to at least three reviewers from at least three different member countries. Manuscripts whose authors are from member countries must have one review from author’s origin country.

Reviewers have immediate access to the manuscript and are given three weeks before sending the reminder notice. If the reviewer doesn’t respond to the reminder notice, Journal’s editors will automatically reassign the manuscript to another reviewer. It may take more than 2 months before the editor receives a complete set of review results.

The result of the review can be the acceptance of the manuscript in its current form, its acceptance after minor revision, acceptance after major revision and manuscript rejection. After receiving a full set of reviews, Journal’s editors will make proceeding manuscript decision according to the results of the review. Results are sent to the corresponding authors only if the Journal’s editor got the complete decision set of reviews.

Revision time limitation for manuscript is three months from the date of placing correction request. If during legitimate revision time authors do not provide revised manuscript version, submission will be considered rejected. The date of placing manuscript revision request, together with revision status is visible at Journal’s online system manuscript tracking page.

Manuscripts acceptance and rejection policy

Several manuscript revisions may be necessary before Journal’s editors decide on manuscript acceptance or rejection. Journal’s editor can decide on manuscript acceptance only based on at least two positive reviews. In rare instances Journal’s editors may decide to accept or reject manuscripts that don’t follow reviewer’s recommendations. In the case of manuscript acceptance or rejection the author will receive an explanation letter from Journal’s editors.

For manuscripts that have been rejected the author may ask Journal's editorial board for reconsideration. If the author resubmits the rejected manuscript without reconsideration letter to Journal's editorial board, the submission will be considered invalid.

Accepted manuscripts will enter the publication queue and will be published in upcoming issues. The order of manuscript acceptance is not necessarily the order of their publication in the next issues of the Journal.

Prior to publishing each manuscript will go throughout several iterations of technical checking and it is author's responsibility to prepare the manuscript according to this guideline. Manuscripts that don't fulfill technical requirements cannot be processed by publishing system. In the case that manuscript technically does not comply with these guidelines, Journal's editors, regardless to manuscript's review status can request from corresponding author necessary technical corrections on the manuscript. Manuscripts for which Journal's editors have requested technical corrections will be pending outside of the publishing queue until the author re-upload technically correct manuscript version.

Revised: May 1, 2020